



COVID-19 RESPONSE PLAN: UPDATE 10

1 April 2020

One week into lockdown for most of us – I hope you are all feeling well. I would like to start today's update with a huge congratulations to Payroll and IT for executing the first mobile payroll from home in Delta's history! This is a massive achievement – so thank you to everyone involved.

A few general business points:

- Please note that all onsite flu vaccination clinics have been postponed until after the lockdown period. Due to limited supply, only essential service staff can receive flu jabs presently. We have individually arranged for our essential workers, who would like to receive the flu jab, to do so. Once we are all back in the office, we will reschedule a new date for our onsite clinics.
- For those of us working from home – please remember to use best practice when saving documents on your computer. Local C: drives and Desktops are not ideal storage places, as files are only accessible when using this particular device. Therefore if something were to happen to this device, these documents would be lost. Please utilise the F: drive and your OneDrive or T: drive to avoid this risk.
- You will have received a BeingWell email today detailing our first section of our programme – SleepingWell. Please ensure you take the time to have a read.
- On a training note, Natasha Hamlin is currently preparing some Microsoft Teams training. Obviously most of Delta has had to adapt to using this tool rather quickly, but there are many tips and trick that you may be able to pick up to help your day-to-day workings.

Please remember to stay home, stay safe, and help break the chain of transmission. More updates will continue to follow as more information becomes available and as the situation changes.

Regards

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