



## **COVID-19 RESPONSE PLAN: UPDATE 7**

25 March 2020

Further to yesterday's update, we have now finalised our 'Working from Home' protocol – attached to this email. This outlines basic expectations from both managers and employees, during the COVID-19 Level 4 lockdown status. Please ensure you review the document.

As New Zealand enters the lockdown period, police presence will increase and it is likely that they will begin checking the ID's of essential service people. Please ensure you carry your Delta ID at all times when attending jobs in the field.

Please note that specifically in Dunedin, but perhaps this applies to some regional depots too – all food and perishables in the refrigerators, including the Delta provided milk, needs to be taken out by 3:00pm today. Anything that is left, will be placed in the rubbish bin this afternoon.

IT are still working hard during this time, and are completing IT requests as quickly as possible. If you are able to submit a Service Desk Request via ThinkTank – please do so. The IT Helpdesk phone line has been inundated with calls, and it's best to keep this line open for those who can't access ThinkTank. Also, when a Service Desk Request is logged, it can be tracked, assigned and reviewed regularly.

Please ensure you keep safe during the lockdown period, and remember to be kind! Updates will continue throughout this time, so please keep an eye out.

Regards

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