



COVID-19 RESPONSE PLAN: UPDATE 1

18 March 2020

As the COVID-19 situation continues to develop, Delta is updating its measures to fit the current environment.

In light of the first confirmed COVID-19 case in Dunedin, yesterday afternoon, and the subsequent information of a second case - a pupil of Logan Park High School. We are aware that some of our staff have children who attend this school, and may be seeking advice about what to do next. Please speak to your Manager in the first instance, and we will develop a plan to support you and your family through this process.

Delta will now be imposing tighter travel restrictions, in line with government guidelines. We will be keeping our staff off airplanes during this time, and only essential travel that has been approved by a General Manager will go ahead. Essential travel may include things such as project work or business critical travel – this is being reviewed on a case by case basis and will require travel via vehicles only.

Fortunately, Delta has access to good video and audio conferencing technology, including Teams and Skype for Business on our laptops and computers, and conference phones in all meeting rooms. This will enable meetings to proceed, without face-to-face contact. We have not yet limited all contact with external clients, however please exercise discretion and keep numbers small if face-to-face meetings are to progress.

Please be mindful of large gatherings within our offices too – where possible, please stagger breaks in our lunchrooms/common areas and refrain from having large meetings. Also, please keep general hygiene a top priority – washing your hands is one of the most effective ways to prevent the illness, and is simple to do! There is hand sanitiser scattered through our offices, and more will be arriving on Friday.

A COVID-19 webpage has been set up on our company intranet, ThinkTank, and on our external website (giving you access outside of Delta offices). We will place all company information regarding COVID-19 onto these platforms, including memos, updates, health alerts, and relevant information from the Ministry of Health and the Government.

[ThinkTank link](#)

[Website link](#)

More updates are to follow, and we are doing all we can to communicate with our staff in a timely manner as the situation develops. If you have any questions, or need further advice regarding COVID-19, please talk to your Manager in the first instance.

Regards

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