

Kia ora COG,

You will know by now that we are heading back into a Level 4 lock-down period from 11.59pm tonight for a minimum of 3 days.

We have been here before but it was over 15 months ago so here is a reminder on how we will continue to operate.

The first thing to remember is that we provide an essential service to our communities. Communities need our networks to continue to function and have safe and healthy drinking water delivered to their door and wastewater conveyed and disposed of appropriately. So, we need to continue to perform our work but with strong COVID protocols to ensure we are kept safe.

So, the key points for our frontline teams are as follows:

- If you or a member of your household fits in the vulnerable category (over 70 or underlying medical conditions), please stay at home and contact your team leader
- For everyone else, we will continue to perform urgent P1 and P2 works, and non-urgent P3 works (where resources allow)
- Please do not report to the depots in the morning. You will be assigned work directly from the Customer Hub/Dispatch (P1 and P2s) or your team leader (P3s). This will mean that you can leave from home in the morning and go directly to the job site and then return in the afternoon/evening to finish your shifts at home each day. You should not go home between jobs during the course of the day unless you are sick and should not be at work
- When out in the public or on site keep at least a 2m separation from others and wear a mask or face covering
- If two staff are sharing a vehicle and can't be 2m apart, then both occupants must wear a mask or face covering
- Sanitise hands after removal of mask, minimise hand face contact. Store masks in a safe place for reuse or to prevent contamination
- Please maintain contact with your Team Leader daily who can answer any questions and give guidance as required

And for our office based staff:

- Please work from home, do not come to the office. Exceptions to this are only for essential work reasons and to be discussed and approved by the COVID Response Team Leader; Garry Butler

And a reminder to all, if you have any cold or flu symptoms, stay home and call Healthline on 0800 358 5453 for advice, and let your team leader or manager know.

Stay safe

Kevin and the Group Leadership Team.