



Staff Bulletin - Branches

Attention: All VINZ Staff

No./ date: 210902A / September 2021

From: Sean Stevens – CEO

Subject: COVID – 19 Level 3 Auckland Staff Bulletin

On Monday 20th September the PM announced Auckland will move to Level 3 alert for the next 2 weeks from Wednesday 22nd. I would like to thank all Auckland based staff for their commitment to getting through this and your assistance with reduced wage rates through this period. Let's all do our part to make L3 work so we minimise the risk of going back to L4.

The level 3 plan that was utilised during the April and August 2020 periods has been updated and will be put back into action. The plan was designed and has been updated around the guidelines of level 3 of "Safe to Work" and has been approved by Waka Kotahi as the "Level 3 return to work Safety plan".

We must now apply this safety plan for any work carried out under Level 3. It is uploaded in the COVID 19 folder in the H and S area of the Vnet. Link here:

<https://myvinz.sharepoint.com/sites/peopleandcapability/SitePages/Health-and-Safety.aspx>

Please take some time to look over the documents to refamiliarize yourself with the requirements for the different levels in the Covid folder above. We will be asking everyone to ready themselves for a possible return to Level 4 should this be required, as there is a risk with cases still in place.

You must adhere to the main components of "Hygiene", Social Distancing" and PPE. It is imperative we continue to follow the safety plan and ensure all customers also follow this. We should have reinstated the screens at counters and contact tracing is a must for both staff and customers. No Scan, No Service. Also please make sure your thermometers can be used if required and monitor for any signs of symptoms in staff.

All branches will now restart **COF B, COF A, WOF, COMPLIANCE (both branch and 3rd party) and counter services, that cover VREG and MR2A. Counter retail services other than those mentioned are not to be provided under Level 3.** Please prioritise essential service vehicles but we can now open up to non-essential.

If you cannot work, either for health reasons, age restrictions or other, then please discuss with your manager. If at any stage the Levels change either up or down, then we will advise of these changes, however we appreciate this raises the level of concern so please take precautions and follow the plan. If you are sick, please stay home and if not sure phone Healthline and get a test. If you have any questions, please make contact with your manager direct, OR Dave Law or myself.

Thanks for your co-operation.

Sean Stevens