



Staff Bulletin - Branches

Attention: All VINZ Staff

No./ date: 211001 / October 2021

From: Sean Stevens – CEO

Subject: COVID – 19 Level 3 Hamilton Staff Bulletin

Today the PM announced possible community transmission in Hamilton and Raglan requiring the areas to move into Level 3 alert at 11.59pm on 3rd October. The areas encompassed by Raglan, Te Kauwhata, Ngaruawahia and inside the boundary of Hamilton city. These areas should be treated as being in level 3.

During 2020, VINZ went through the process of creating and having approved by NZTA a level 3 return to work Safety plan; we can now apply this safety plan to allow work to continue under Level 3, albeit with some restrictions. This plan was designed around the guidelines of level 3 of “Safe to Work” and has been uploaded into 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 these documents to refamiliarize yourself with the requirements. These will also be provided to you by your manager and discussed as part of a “Level 3 Induction”. The main components are “Hygiene”, Social Distancing” and PPE. Please adhere to these requirements. Those who CAN work from home should so NSO will be operating remotely during this period, however all other facilities will be operational albeit at restricted levels.

Under this plan, services will continue from Monday 4th October until such time as the level is decreased or increased. Services will be 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 can be supplied but preference should be given to these services and specifically services that minimise person to person contact. For Inspections we will prioritise Essential service vehicles but can still inspect other vehicles. No physical Contact is allowed, and social distancing and PPE must be enforced.

It is imperative that we continue to follow our safety plan and that we ensure all customers also follow this. It is likely that both Worksafe and MBIE will be carrying out random checks to ensure that we have a plan in place and that it is being followed. ALL employees must follow this plan and we will be strict on those who do not.

If any of you cannot work, either for Health reasons, age restrictions or other, then please contact your manager and they will discuss these on a case-by-case basis.

At this point in time we hope this is for just the next week, but it may be extended, we appreciate this raises the level of concern so please be careful. If you are sick, please stay home and if not sure phone Healthline and get a test. If you have any questions please contact your Manager direct, OR Dave Law or myself.

Thanks for your co-operation.

Sean Stevens