



Coronavirus Update

Friday, 20 March 2020

PowerNet is continuing to monitor and actively prepare for the COVID-19 situation as we follow Ministry of Health guidance and daily updates. With confirmed cases now being reported in our region, we continue to take a proactive approach and have developed specific information regarding;

1. **Pandemic Leave Policy**
2. **Business Continuity Plan**
3. **Other Information & Reminders**

These are set out below.

Pandemic Leave Policy

A specific Pandemic Leave Policy has been developed in order to provide appropriate support and clarification if you are required to or request to stay away from work when unwell and / or potentially contagious.

In summary, the Policy provides clarification on self-isolation situations. There are two types of self-isolation:

Precautionary –when PowerNet has requested that you self-isolate as part of the pandemic contingency plans as you are in a critical role or because you may have had exposure to someone who is confirmed with COVID-19 but are not experiencing any symptoms or if you have recently returned from overseas travel and are required to self-isolate.

Confirmed - when you have been diagnosed and confirmed with COVID-19 virus or you have been in direct contact with someone who has been suspected or confirmed with the COVID-19 virus and the Ministry of Health have advised you not to come to work and to self-isolate.

PowerNet recognises the potential financial impact on staff associated with a prolonged leave of absence from work due to illness. This pandemic leave policy aims to mitigate the financial impacts of unplanned leave in specific circumstances and, as a result, reduce any incentive for staff that feel unwell to come to work during a recognised pandemic period.

Please familiarise yourself with this Policy. If you have any questions, please provide them to your leader or email them to COVID19enquiries@powernet.co.nz

The **Pandemic Leave Policy** is attached.



Team Bulletin

Business Continuity Plan

Business Continuity Plan has been developed for this specific pandemic. It is developed in order to we remain safe at work and that our systems and processes continue to enable PowerNet to deliver safe, efficient and reliable power to communities. The PowerNet Business Continuity Plan is classified by four stages:

Stage 1 Preparation

All of PowerNet will be at this stage by Monday, 23 March
Specific communication will start for all Operational Team members from Monday

Focus Areas	Tasks
Protecting ourselves & hygiene	<ul style="list-style-type: none"> • Personal, workspace, vehicle, equipment and tool cleaning • Keeping physical distance (2 metre rule) • Avoiding group gatherings e.g. stop non-essential meetings, avoid shared areas where the 2 meter rule cannot be applied • Restricted access into System Control • Restricted access for visitors, consultants and contractors • Where appropriate, staggered start times will be introduced for some teams
Remote working tests and trials for non-operational roles	<ul style="list-style-type: none"> • Working from home trials • System Control trial at Tuai Street • Trial of an email txt “eTXT” system. All staff will receive a group text in the next few days as we trial this as a means of communication in the event of stage two or three being initiated.

Stage 2 Activation

Note that this stage may be triggered by PowerNet or the Ministry of Health upgrading the pandemic status.

Focus Areas	Tasks
Operational activation	<ul style="list-style-type: none"> • Change to the mix of work between planned and fault work in order to accommodate reduced availability of staff • This is designed to ensure enough staff are available for customer fault response
Remote working	<ul style="list-style-type: none"> • Working from home options initiated wherever possible • Significantly reduced staffing in the offices and depots
Working hours	<ul style="list-style-type: none"> • Options including altering working hours may be required to ensure critical operations are maintained



Stage 3 Business Critical Operations Only

Note that this stage may be triggered as part of a Pandemic Emergency

Focus Areas	Tasks
Operational	<ul style="list-style-type: none"> Customer fault restoration only, with no planned work
Remote working	<ul style="list-style-type: none"> Staff who are able to work from home continue to do so
Working hours	<ul style="list-style-type: none"> Continued alterations of working hours to ensure critical business operations are maintained

Stage 4 Business Recovery

Transition back to normal operations

Focus Areas	Tasks
Operational	<ul style="list-style-type: none"> Activation of planned work Work rosters adjusted to achieve safe return to normal operations
Workplace reintroduction	<ul style="list-style-type: none"> Work from home arrangements transitioned back to normal work environment and work hours

Other Information & Reminders

Working from home

Those who have a work laptop must take it home each evening. By now everyone should have tested their VPN access and confirmed they can access all usual work programmes and files. If you have not yet done this, please test your laptop at home as a priority and contact your leader if you experience any issues.

Those who do not have a laptop will be requested to test remote access on their home computer and will receive instructions on how to enable this shortly.

It is crucial that confidentiality is maintained for commercially sensitive information.

Cleaning

All Offices and Depots will be commercially cleaned weekly using a viral clean. This solution stays effective on surfaces, however please continue the hygiene requirements to wipe down shared workspaces, vehicles, and tools.

Staff are also strongly encouraged to make use of cleaning products provided in the work place to clean hard surfaces, multi-use vehicles, shared tools and equipment.

We have a robust plan in place to navigate our way through these challenging times. Ongoing communication on this issue will continue and we thank you for your continued support.

Jason Franklin
Chief Executive
 20 March 2020