



Coronavirus: Government Alert Level 4 PowerNet to Business Critical Operations Only

Today the Government announced that New Zealand is at Alert Level 3, and will be at Alert Level 4 by noon Wednesday, 25 March 2020. It is expected that this Alert Level will be in place for a minimum of four weeks.

This means PowerNet will now move to **Stage 3: Business Critical Operations** of our Business Continuity Plan, as outlined to you all last Friday. PowerNet will start to fully operate at Stage 3 from Wednesday, 25 March 2020.

Government Alert Level	PowerNet Business Continuity Plan Stages
Alert Level 1: Prepare	Stage 1: Preparation
Alert Level 2: Reduce	Stage 1: Preparation
Alert Level 3: Restrict	Stage 2: Activation
Alert Level 4: Eliminate	Stage 3: Business Critical Operations Only
	Stage 4: Business Recovery

PowerNet is classified as a **Lifeline Utility** under the New Zealand COVID-19 alert level criteria. This means our essential business operations can continue. Operationally, that means Fault Response and System Control will continue with rosters in place. Other immediate processes will continue, such as payments to suppliers and staff, and receiving revenue payments from retailers using our network assets.

Working Arrangements

Wherever possible, people who can work from home will do so from Wednesday, 25 March.

For Operations, depot supervisors will advise team members of the fault rosters and provide some work from home information, including training packs.

All staff on rosters will need to remain available to work when required. This includes staff rostered with functions such as the Storm Gallery.

Our depots and offices will remain accessible for staff who will need to collect / drop-off work and undertake other critical operations. For example, preparing to respond to network faults, running supplier payments, payroll, invoicing retailers, etc will need to continue as part of PowerNet being a Lifeline Utility. These workplaces will continue to be cleaned so hygiene will be managed. There will be sign in and sign out requirements for each depot or office you enter, which would be used for COVID-19 contact tracing purposes, if required.



Team Bulletin

Tomorrow each team member will receive a letter confirming their PowerNet employment status. This letter may be required to allow access to travel to and from work, etc.

All remote access must be checked asap to ensure you can access the systems you need to perform your role at home. If you experience any difficulty please contact your leader and log your request with the service desk (intranet) or call **027 801 5291**. Instructions for connecting from home are attached to this Team Bulletin.

Leaders will work with their individual teams to ensure they have access to electronic or paper based records to continue working from home. Leaders will discuss with you how you will return completed work and collect other work.

There will be occasion where your work is either not able to be done from home, or the agreed work is completed. In this instance, you should contact your leader. Please be assured that if work is not available, then you will continue to be paid to the value of your Relevant Daily Pay (RDP) and will not be required to use your leave entitlements. The Pandemic Leave Policy will be updated tomorrow.

Confidentiality of information taken home is key, please talk with your leader about how you will keep the information safe at home.

Please note that although you may not have work available on a day to day basis, you are still required to be available for work if needed.

Staying In Touch

Leaders will be expected to maintain regular, daily contact with their team members while they are working from home. Regular team meetings and also one-on-one meetings will continue, using phone, teleconference and videoconferencing.

The PowerNet intranet and external website (www.powernet.co.nz/covid-19/) will be kept updated with internal communications. The eTxt system will be used to advise staff when further updates are available. Note that if you did not receive the test eTxt today from PowerNet, please contact Kathryn McCoy on 02723214576 or kmccoy@powernet.co.nz.

Challenging Times

These are very challenging times for New Zealand and the world. Almost all of us have not experienced a situation of this nature. PowerNet has a great team and we have plans in place to manage through this situation. Reflecting on our PowerNet Values, *Back Each Other* and *Take Positive Action* are particularly relevant for this situation.

Stay safe and thank you all for your ongoing support.

Jason Franklin
Chief Executive
23 March 2020