




RDC's Three-Stage COVID-19 Response Plan

STAGE	 STAGE 1 – RELAXED	 STAGE 2 – READY	 STAGE 3 – PROTECT
Case numbers	0 – 7 active cases of Covid-19 within RDC's workforce.	8 – 15 active cases of Covid-19 within RDC's workforce.	16 + active cases of Covid-19 within RDC's workforce.
Operational status	Offices and facilities open with normal operations, providing that there are sufficient staff available to operate safely.	Offices and facilities open providing that there are sufficient staff available to operate safely. Employees with known health conditions or other vulnerabilities to the impacts of Covid-19 to speak with manager about working from home or from alternate locations.	Offices and facilities open providing that there are sufficient staff available to operate safely. Encourage working from home where possible.
Physical distancing	Physical distancing encouraged where possible and practicable.	Physical distancing of 1-meter strongly encouraged.	Physical distancing of 1 meter required.
Meetings (including gatherings, events and training)	In person meetings ok.	In person meetings ok, but with room limits to allow 1-meter physical distancing. Face masks encouraged when entering and moving about meeting rooms.	Remote / zoom meetings where possible. If meeting in person, physical distancing of 1-meter must be observed. Face masks required apart from when speaking / presenting.
Cleaning	Usual cleaning regime in place.	Additional cleaning / sanitising regime.	Additional cleaning / sanitising in place. Workstations must be wiped down after use.
Masks	Face masks optional but not required.	Face masks encouraged when moving about workplace.	Face masks required when moving about workplace.
Rapid Antigen Testing (RAT)*	RAT* surveillance testing optional but not required.	RAT* surveillance testing twice weekly encouraged.	If not working from home, RAT* surveillance testing every second day prior to coming into the workplace subject to work schedule.
Communication	Internal: Response plan and current status will be published on Kapua External: Response plan and current status will be published on website	Internal: Employees will be informed of change in status by email and/or communication with direct manager. Response plan and current status will be published on Kapua. External: Response plan and current status will be published on website. Direct communication with any external parties impacted by status change.	Internal: Employees will be informed of change in status by email and/or communication with direct manager. Response plan and current status will be published on Kapua. External: Response plan and current status will be published on website. Direct communication with any external parties impacted by status change.

* RAT results (whether positive or negative) should be recorded through [My Covid Record](#)

Our Response Plan is based on our desire to keep our people as safe as possible from the impacts of Covid-19. The plan represents our internal response practices and safety measures rather than government requirements or legislated Covid-19 mandates. We may review and amend our internal response plan from time to time according to the prevalence of Covid-19 within our workforce or other factors we consider to be relevant.

This plan is subject to change and the version is uncontrolled once printed.