



14 May 2020

COVID-19 Project Delivery Response – Alert Level 2

Dear Colleagues,

Now that we have moved from COVID-19 Alert Level 3 to Level 2, we are pleased to advise that we will return to the studio on Monday, 18th May. For the time being, we have introduced a rostered 50/50 presence to ensure we comply with Ministry of Health guidelines for safe distancing.

We have been impressed by how well staff, clients and contractors have adapted to working through the levels but are keen to reconnect with our teams in the studio. For projects requiring on site observation, we will continue to follow the site observation protocols we developed for Alert Level 3. This can be provided to you on request.#

What this means for the ongoing delivery of projects:

General

We can confirm that Peddlethorp remains committed to delivering all projects in accordance with their current Design Programmes. To achieve this, we have implemented the following strategies. We encourage our clients and all team members to review and report all team member progress against programme.#

Meetings

Peddlethorp are mindful that effective communication is critical to successful and timely project delivery. Our preference is always to meet in person, however as this is not always possible, we have honed our digital meeting systems and protocols during the lockdown period. This has enabled projects to continue to be delivered in accordance with their current programmes. This will continue under Alert Level 2.

Meeting platform

Microsoft (MS) Teams is our preferred platform for formal digital meetings. Should team members/clients not have this software available we will host meetings via the cloud-based application 'Zoom Meeting'. With this system all proposed attendees can join the meeting via a web link.

Presentation documentation and meeting agendas would be pre-distributed as usual. This system is web based and does not require users to download software.

Should a project team elect to utilise an alternative digital meeting platform we will consider this on a case by case basis.

Communication/Collaboration

Online collaboration between consultants will continue as normal to produce coordinated documentation. This will continue to be via emails/phone calls and where required, screen sharing utilising MS Teams and/or Zoom Meeting.

Documentation Distribution

The delivery of documentation will be via the usual project-specific channels: email, Web download, and Aconex.

Peddlethorp Project Team Remote Working

Internally we collaborate/communicate via a number of internal digital communication tools, including MS Teams, WhatsApp, Zoom and email. All staff have remote access to our entire network and devices capable of maintaining current work outputs which will continue during the rostered 50/50 presence in the studio.

Site Observation

On-site tasks associated with site observation will be undertaken in accordance with our Site Observation Policy, which can be provided on request. We remain committed to responding to current Requests for Information, Shop Drawing Reviews, and documentation upgrades/subcontractor design integration.

Wellbeing

To maintain staff connectivity, we will continue to maintain regular staff meetings and sub-group Meetings and Friday get togethers via the technology mentioned above. In addition, all staff will be meeting daily via digital means and will continue to be contacted with a regular phone call from Human Resources. We would recommend that similar procedures be implemented for the project teams.

Maintaining a staff hauroa | wellbeing through these challenging times is a high priority for Peddlethorp.

As the COVID-19 situation develops, we will adjust our policies accordingly. We wish you and your families well through these tough times.

Kia hauroa me kaha e te whānau! | Stay healthy, strong and safe!