

## Project Continuity Plan – Covid 19 Level 3

As we moved to COVID-19 Alert Level 3 at noon on 12 August, Peddlethorp have implemented our Remote Working Delivery Plan for all staff at both our Auckland and Christchurch Studios. We are now fully digital again.

The systems outlined below have been successfully utilised to deliver our projects across regions and countries in the preceding Alert Levels 3 and 4.

What this means for your project:

### General

We can confirm that Peddlethorp remain committed to delivering the project in accordance with the current Design Programme. To achieve this, we have implemented the following strategies. We encourage 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 developed and tested digital meeting systems and protocols over time. It is our view that deploying this technology across the wider Name project team, including the client group, will allow the project to be delivered in accordance with the current programme.

### Meeting platform

Microsoft (MS) Teams and Zoom are our preferred platform for formal digital meetings. With these systems all proposed attendees can join the meeting via 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 the project team elect to utilise an alternative digital meeting platform we will consider this on a case by case basis.

### Communication/Collaboration

On-line collaboration between consultants will continue as normal to produce coordinated documentation. This will be via emails/phone calls and where required, screen sharing utilising MS Teams and/or Zoom Meeting. We can confirm that all staff have effectively used these software platforms in the recent past.

### Documentation Distribution

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 MSTeams, Zoom meetings, WhatsApp and email.

All staff have remote access to our entire network and devices capable of maintaining current work outputs.

These systems are now tried and tested and we can confirm that productivity levels will match the requirements of the Design Programme.

## **Site Observation**

On-site tasks associated with site observation will cease as of today. We remain committed to responding to current Requests for Information, Shop Drawing Reviews and documentation upgrades/subcontractor design integration. Should the current lockdown continue beyond Friday 14<sup>th</sup> August, we will follow our Peddlethorp COVID-19 Site Protocols which will be communicated to you by the Project Director.

## **Wellbeing**

To maintain staff connectivity, we will maintain regular staff meetings and sub-group meetings via the technology mentioned above. In addition, all staff will be meeting daily via digital means and be contacted with a phone call from Human Resources. We would recommend that similar procedure be implemented for your project team.

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!