

Subject: ARSH / People in Cabs / Trainee LE's

Kia ora Team,

Please see the following short-term changes as a consequence of the COVID-19 situation. Can you please communicate to your staff and action accordingly.

Staff on ARSH, ASL, As Required or who are Not Required

- Staff on any of the above who have not been allocated work are to stay at home and remain contactable and available for work if required
- Any staff who attend work, or are scheduled to attend work, and are not required should be sent home and remain contactable and available for work for the remainder of their shift
- For staff who are rostered via the Roster Centre, they should text **0212429227** to confirm how they can be contacted for the rest of their shift, if they are required

People in Locomotive Cabs

- We will formalise via Bulletin that the maximum number of persons in a locomotive cab is now limited to two
- Where two people are in a cab, and 2m separation cannot be maintained, a mask should be worn (masks have been distributed to Terminals for this purpose)

Trainee Locomotive Engineers

- The LE training programme will be suspended until further notice
- Managers will need to work with affected staff members to determine how their skills can be best utilised in the meantime
- This may include them working in their previous positions, completing other work that their skills allow, or stay at home