



Date: 11th March 2020 12:30pm.

COVID-19 (Coronavirus)

Dear Team,

As you would be very much aware, the Coronavirus is spreading internationally and the World Health Organisation (WHO) is on high alert. Therefore, it is appropriate and timely that we set plans in place to ensure minimal disruption to the business to maintain stability and business continuity.

The following actions will be put in place in order that we take appropriate steps to mitigate against the spread of the virus as it relates to our own work environment. Actions to be followed if you present with 'flu' like symptoms or have been in contact with someone that has travelled overseas in the past 4 weeks or in the coming future, should be as follows:

- You are requested to not attend work and inform your Senior Manager at the earliest possible opportunity.
- You will then be placed on an authorised leave of absence under your personal leave entitlement.
- We then ask that you call the National Coronavirus Health Information Line on 1800 020 080. It operates 24 hours a day, seven days a week. Please determine with them, the optimal way to seek medical assistance (ie, it may not necessarily be via your regular GP).
- During this period, you are to remain at home without the requirement to attend work. Once you become aware of the status of your condition you are to contact your Manager in order that the appropriate arrangements can be put in place.
- Those arrangements will be influenced by the outcome of interactions with the relevant medical authorities and will be managed on a case by case basis.
- Keep your Manager updated on your health progress.
- Do not return to work until you have medical clearance to do so.

Annual Leave Process & Expectation

Whilst we encourage staff to continue to plan annual leave and continue on with life and business as usual, we would like to ensure the following process, is understood and followed by all staff.

- Staff with annual leave **already approved**: We ask you to declare if your annual leave involves overseas travel including the countries that you intend to visit in order that appropriate arrangements may be made on your return to work.
 - If your leave does include overseas travel, then staff may be requested to self-isolate at your home for a period of up to 14 days upon your return to Australia. This requirement will be governed by the relevant health advice available at the time of your return into the country.
 - If you are requested to self-isolate, all reasonable efforts will be made by the Company for you to be able to work from home. In such circumstances you will be paid as normal.
 - If in the unlikely event your role is not approved to work from home, the reasons will be clearly explained to you. However, as this was already approved leave, the Company will pay you for the self-isolation period.
- Staff with annual leave **not already approved**: We ask you to declare if your annual leave involves overseas travel including the countries that you intend to visit in order that appropriate arrangements may be made on your return to work.
 - If your leave does include overseas travel, then staff may be requested to self-isolate at your home for a period of up to 14 days upon your return to Australia. This requirement will be governed by the relevant health advice available at the time of your return into the country.
 - If you are requested to self-isolate, all reasonable efforts will be made by the Company for you to be able to work from home.
 - If in the unlikely event your role is not approved to work from home, the reasons will be clearly explained to you and you will be requested to take either unpaid leave or you may take additional annual leave, at your discretion.

In the event that any holiday travel is cancelled due to Coronavirus, we will allow staff to rescind the annual leave application and work as per normal.

In Closing

As a Leadership team, we have taken these serious steps to protect all employees in our group. We wish to ensure we maintain a safe, healthy and hazard free workplace, however, we can only do this with your help and support. In principle, we will also be supporting the following:

- We recommend that you consider unnecessary touching of other people, for example, seek permission from the other person, before you shake hands.
- We encourage all staff to be extra vigilant and considerate in regard to their personal hygiene. Ensure you wash your hands regularly throughout the day and apply hand sanitiser as necessary.
- We will sanitize common work areas. For example, customer counter, time clock finger pads, kitchens.
- We are in the process of ensuring that drivers and reps are provided with individual bottles of sanitizer for regular use throughout the day.
- We are dispersing sanitiser throughout our buildings for all internal staff to use.
- We won't be allowing any supplier to visit over the coming months.
- We have stopped a number of staff travelling for work in the coming weeks to large events.
- We have a number of staff currently overseas whom will be advised to work remotely for a period of 14 days on their return.

While these policies are effective immediately, from today onwards, the Leadership team will be regularly reviewing these, in consideration of the Coronavirus status, and will provide updates as to when things will change and/or be relaxed.

Ultimately, we are asking that **all staff be responsible and don't put the team at risk.**

If you have any queries about this matter, you should not hesitate to discuss them with anyone on the Leadership team.

Regards

Matt Einersen