

K&S CORPORATION MESSAGE FROM THE MD CORONAVIRUS COVID-19

All

As the Coronavirus COVID-19 situation evolves globally, it is important that we communicate with you the plans we are putting in place to reduce risks to our workers within our business.

First and foremost is the health and wellbeing of you, your family and your work colleagues. I encourage you all to take government health recommended advice and strategies regarding the virus.

At this stage we do not have any confirmed cases of COVID-19.

General

We have an established K&S Pandemic Procedure that covers situations such as this virus, that includes prevention planning.

We continue to review the regular updates from Government Agencies who are monitoring and recommending actions. These updates are occurring daily.

As an executive team we have made the management of this issue our priority, and we will continue to action and vary these plans as new information is received.

The plans we have developed at this stage include, but are not limited to, the following:

How we can all manage the risk

There are steps we can all take to reduce the risk of infection including:

- Practice good hygiene and wash your hands thoroughly and regularly as this has been determined the best action to reduce risk of infection.
- Avoid shaking hands with fellow employees, customers and suppliers.
- Cough and sneeze etiquette.
- If you experience flu like symptoms seek medical advice and don't attend work until you have been assessed. During this period take sick/personal leave.
- If you or your family are unwell, make the management of this your priority and take sick/personal leave.
- Identify and report any risk, potential illness or confirmed illness associated with this virus, immediately to your manager.

Suspected and Confirmed cases

We have considered a range of scenarios where we have a suspected or confirmed case and will take immediate steps to isolate the individual, provide them with care and support, and work with health authorities to manage the next steps.

Suspected cases will be required to be tested by a medical authority, and if via testing the person is not confirmed as suffering from COVID-19, they will require a medical certificate stating this information prior to returning to work. Confirmed cases will be treated as per medical guidelines.

Current guidance is that reported cases will be required to be isolated at home, until a medical authority approves a safe return to work.

We will conduct a full review of individual cases, including workplace environment and potential contamination of others to ensure the health and safety of workers during this process.

Personal Overseas Travel

We are recording and monitoring employees who have, are or intending to travel overseas. Based on the recommendations of the Australian Government, we will take appropriate actions to ensure the safe return of employees who have been on leave. The new procedure will be available from your manager / supervisor.

Business Planning & Continuity

We have restricted non-essential contact meetings and interstate/intra state travel to reduce the risk of exposure. We will continue to review our business functions and priorities during this period and where necessary and possible applying the following:

- Separating workgroups to alternate locations.
- Working from home arrangements.

Where there will be a change to your current working arrangements your manager/supervisor will consult with you regarding any change.

Additionally, restrictions of non-essential visitor to the workplace will apply. If you need further assistance and / or clarification, please discuss the same with your respective Executive General Manager.

Support Services

Please contact your manager if you need further information or assistance.

If you are experiencing health issues, consult your doctor.

If you are experiencing personal issues related to this matter, we encourage you to use our Employee Assistance Program.

I thank you for your support during this time, and again remind everyone to be vigilant and to ensure we protect each other, our families and our business.

Yours Sincerely



Paul Sarant
Managing Director / CEO
K&S Corporation Ltd

