

27th March 2020

As you are aware considerable business and community effort is being made pertaining to the management of the COVID-19 pandemic.

To date we have nil confirmed COVID-19 cases within our company.

It is important that we keep you updated with the control methods we have in place to support the continuation of our transport operations, which have been categorised as an essential service.

We would like to ensure you that we have taken all precautionary measures possible to provide business continuity which include, but are not limited to, the below items:

- All employees have been advised if they experience COVID-19 symptoms they are to inform their functional manager; we will follow the current Federal Health Department advice
- Travel restrictions were put in place 5th March
- We remain vigilant with good hand hygiene practices, including cough and sneeze etiquette
- There is nil shaking of hands
- Site access to non-company employees is restricted to key support functions only
- Social distancing (separation) of 1.5m must be practiced at all times
- We are monitoring all employees who have returned from overseas travel to ensure that they have completed their mandatory 14-day isolation and are safe to return to work
- We have nationally physically separated our core business team functions to ensure that we have at least one level of segregation if an employee were to test positive and isolation practices for co-workers also be necessary. Working from home arrangements are in place as well
- We have increased our cleaning regimes to hospital grade disinfectants, and specifically are targeting surfaces, doors and common touch areas
- Fleet is sanitised after each shift and servicing, and drivers have been provided sanitary product
- Toolbox meetings are being conducted in smaller groups, and held in open areas where separation and area restrictions can be achieved
- Driver trainers have ceased in cab assessments unless new driver inductions are required
- Staff have been advised not attend face to face meetings with suppliers or customers
- All employees have been asked to bring their own food to work, to eliminate using food outlets
- It is important that wherever we have a confirmed case we support our co-worker, assist where possible through their isolation and have them return to work as soon as practically possible. This will be an important part of ensuring our transport operations remain viable

Our ongoing commitment to provide the best possible service to you remains unchanged. We also take very seriously our broader community responsibility. We all have a vital role to play in curbing the spread of this pandemic and reducing its health and economic damage to our community. We will continue to do all realistically possible to ensure the uninterrupted continuation of our services to you, and in advance thank you for your assistance to realise the same, whilst we steer our way through this once in a generation challenge.

Stay safe,

Paul Sarant
Managing Director / CEO
K&S Corporation Ltd

