

COVID-19 UPDATE – Melbourne Based Employees
16 July 2020

All,

As you are all aware, we continue to work within the current COVID-19 environment and restrictions that apply to the broader Melbourne metropolitan and Mitchell Shire regions. We are fortunate to be able to continue to perform our roles, and in doing so continue our operations and service customers in our current COVID-19 free environment.

I am sure that everyone can appreciate the significance of this pandemic and the potential impact it may have on our company and employees.

Further to our current social distancing, hygiene and cleaning regimes, we have recently taken additional steps to ensure the health and safety of all workers specifically within our Melbourne branches. These include:

- Identified and classified specific work groups and/or areas having further physical separation
- Identified and classified shared areas with additional control measures and restricted access
- Increased recording of employee whereabouts within the onsite branches
- We are currently progressing the use of additional walk through temperature testing stations as a further control measure which we anticipate operating shortly

As part of this further strengthening, your manager will inform you of any additional mandatory requirements related to your role and functional area. Everyone has an obligation to adhere to these requirements. Please clearly understand for employee health and welfare purposes we will not tolerate any behaviour to the contrary, and if required any breach may involve disciplinary action that could include termination of employment. If you are aware or concerned about any such requests and your ability to adhere to the same, I strongly encourage you to contact your manager or HR.

Our COVID-19 mandatory control requirements are in place to reduce the risk to all employees. They will also provide, in the event that we do have a positive COVID-19 case, protection to minimise the exposure across the broader workforce and ultimately your families.

Although we currently have nil positive COVID-19 cases within our business, it is appropriate for us to plan for a COVID-19 occurrence consistent with the Department of Health and Human Services guidelines that includes:

- Identification and isolation of a positive case employee from the work place, testing and providing support to the worker throughout the period
- Close contact tracing of other employees
- Isolation, testing and support to any other identified close contact employees
- The isolation and deep cleaning of any impacted work areas
- The employee resuming work when appropriate isolation periods are complete, supported by confirmed negative COVID-19 test results

I again thank you for your help and support so far. The combined efforts in maintaining a safe workplace to date have been outstanding.

Stay safe, protect yourself, family and your work colleagues to the best of your ability. If we continue to follow these principles, we place ourselves in the best position to remain with nil COVID-19 cases.



Paul Sarant
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