

## COVID-19 UPDATE – Mandatory Face Masks 20 July 2020

All,

I am pleased to announce that we remain with nil COVID-19 cases within our workforce. Thank you for your efforts in maintaining our current safety standards to achieve this outcome.

As you would be aware from recent news announcements the Victorian State Government has applied an additional restriction from 11.59pm Wednesday 22nd July 2020 that requires any person over 12 years of age to wear a face covering, be that a mask or other type of shield. These new restrictions have been applied due to the continuing number of new COVID-19 cases, with particular regard to increased cases within the workplace.

On review of the information provided to us, and for your maximum protection whilst at work, all employees will be issued face masks prior to Wednesday. You are encouraged to commence using face masks as soon as possible.

From 11.59pm Wednesday onwards it will be mandatory for all employees attending work to wear face masks. This applies from the time at which you enter the site i.e. leave your car, to the time at which you depart the site. Once within the site there are some limited exceptions which permit you to remove your face mask as listed below:

- o You are in a working area e.g. office, on your own with the door shut. Prior to another person entering your office (wearing a mask) you are required to put your face mask on
- o You are eating/drinking in an isolated area while maintaining social distancing at all times
- o You are smoking in a designated smoking area, while maintaining social distancing at all times
- o You are performing driving duties in a vehicle on your own. Prior to exiting your vehicle, you are required to put your face mask on

All essential visitors must wear a face mask within our workplace under the same conditions as employees.

As previously advised, we each have a responsibility to ensure that we adhere to these measures to protect yourself, families, our workmates and our business.

If you have any concerns or issues related to this recent restriction, please contact your manager immediately to discuss them prior to the formal commencement of this restriction from Wednesday night.

Thank you again for your support, co-operation and anticipated adherence in keeping us safe.

Yours Sincerely,



**Paul Sarant**  
Managing Director / CEO  
K&S Corporation Ltd

