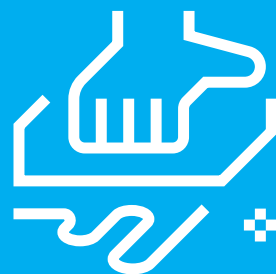


NEW PROTOCOLS & PHYSICAL DISTANCING IN THE WORKPLACE



1 The introduction of a physical isolation roster (where possible and appropriate), so that not all employees start and finish work at the same time.



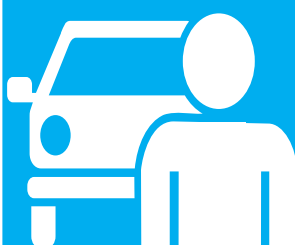
8 Requiring workers to clean worksites before and after work. This includes vehicles, touchpoints, tools, and any equipment, if required.



2 Before work each day, each employee is instructed to check for symptoms of COVID-19 (this includes taking their temperature with a thermometer). If employees have a cough, sore throat, shortness of breath or a temperature above 37.3°C, they must not come into work and phone their supervisor.



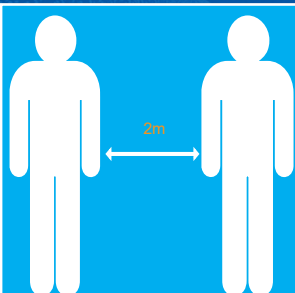
9 Use food safe disposable gloves when touching equipment that might be contaminated (such as switches, light fittings or smoke detectors).



3 Employees are encouraged, where possible to travel to and from work as well as between sites in their own vehicles (without passengers) if they have not been issued with their own work vehicle. If this is not possible, the Company will seek to reduce the number of workers required to travel in each vehicle.



10 Limiting visits to the office, workshop or wholesaler.



4 Working in smaller teams and practice distancing while on-site of 4m² (2m either side) where possible and limit closer interactions for a maximum time of 15 minutes.



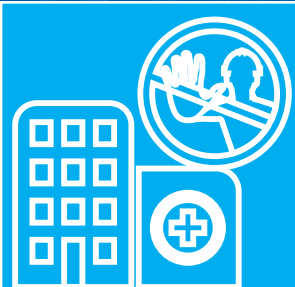
11 Organising delivery of products to work sites where possible.



5 Providing additional PPE, including masks, sanitizer and latex gloves when working in a public environment.



12 Telephoning customers before crews arrive to understand whether the customer is in isolation or a high-risk group.



6 Restricting non urgent maintenance work in Hospitals, Health Care Centre's and Aged Care facilities.



13 Limit face to face interactions with all clients - where possible, crews will announce their arrival by phone and continue straight to the location of work with minimal human interaction.



7 Staggering lunch breaks during the day and requiring workers to eat outside on their own, where possible.



14 Signoffs or completions will be completed via emails & supported by photographs.

