

COVID-19 – Pandemic Plan (stage 4)

The current COVID-19 outbreak continues to rise across Australia. In line with advice from the World Health Organisation (WHO) and local government in regards to the spread of Coronavirus (COVID-19), EnviroCorp has been working hard to put in place preparations to avoid unnecessary harm to team members, customers and local communities.

Our foremost concern continues to be preserving the health and well-being of our people and our customers during this period. We also recognize the importance of our role as a service provider to our customers. We know you rely on us, which is why we want to keep you informed of how we are managing our business through the COVID-19 pandemic.

Here's what we are doing.

We are aligned with the Australian Federal and State Government Department of Health fact sheets for COVID-19 and will continue to monitor global activity, taking advice from relevant government agencies.

We are actively monitoring advice from health authorities across Australia and will amend our plans accordingly if new information arises. The Company remains agile in this dynamic environment to adjust and respond to any potential escalation.

Personal health and safety

A key focus area in caring for our employees continues to be helping prevent the transmission of COVID-19 in our workplace. To help achieve this, we have progressively put the following measures in place:

- We have requested anyone who is feeling unwell and experiencing flu-like symptoms to get tested and stay at home.
- We have requested they see their doctor and gain clearance before returning to the work.
- We have cancelled all international and interstate business travel until further notice.
- We have encouraged reduced person to person contact
- Gloves are to be used at all times.
- We are committed to personal safety with PPE and provide the use of alcohol based sanitiser in every vehicle as well as Face masks and nitrile gloves to be work at all times.

Visitors and Clients

- We have made a decision to postpone face to face meetings and encourage the use of traditional email or phone, along with video options such as face time, Skype etc.
- We are limiting access to our offices and depots. Only one person is to be at the factory at any one time.
- We are also restricting all non-essential interactions with our employees, and encouraging the use of email, Phone and Video conferencing platforms as much as possible.
- We ask that all staff report all contact with family or friends that have travelled within the past 14 days.

Staff if unwell

- We request all staff report ANY contact or interaction with anyone confirmed with COVID-19
- All staff **MUST** report and Stay at home if not feeling well.
- Any staff with flu -like symptoms, need to be tested for covid-19. Envirocorp will continue to pay for any staff self-isolating while waiting for test results.
- Staff must self-isolate until a negative result has been received.
- In the event a staff member tests positive to COVID-19, they **MUST** stay at home and self-isolate for a minimum of 14Days.
- Any staff member who has tested positive cannot return to work until they have provided 2 negative results after 14 days isolation and getting well.

Restricted services and operational hours.

Our services are normally carried outside of standard business hours to help reduce road congestion and increased work productivity and efficiency. These hours see our operations normally between midnight and 8am. For customers that require business hours sign in we are operating reduced services from 8am to 10am.

We will not be entering or attending sites which have confirmed cases of CoronaVirus. Such as Nursing homes, Hospitals etc. We have requested all sites that have confirmed cases to make arrangements to ensure Envirocorp staff are not required to enter these sites. Servicing can continue if assets are located outside of these centres and accessible between midnight and 8am.

Office Operations

All accounts and administrations is now done from home. Our systems are cloud based which means the majority of the day to day administrations and accounts can be handled remotely.

Hardware supply and installation

Our stock levels have increased over past 3 months and all Enviropoles manufacturing is now carried out locally. As a result, we do not foresee any issues in the short to medium term with supply.

On-site installation service is being closely monitored, and we ask our clients to ensure our staff will be provided with a safe working environment by following all Australian Federal Government Department requirements as they develop daily. Installations will not be carried out on sites that have confirmed coronavirus cases.

As always, do not hesitate to contact me with any questions or concerns.

Kind Regards,



Cameron Fox

General Manager

Envirocorp Group Pty Ltd