



## Coronavirus (COVID-19)

Dear Clients and Suppliers,

The health, safety and welfare of the company's workers and anyone affected by its business undertakings are fundamental priorities throughout the Workforce International Group (Workforce).

We continue to monitor the advice provided by the Federal Government on Australia's response, as well the international response, to the escalating situation associated with COVID-19.

Workforce is implementing measures to manage infection control within our workplace, as well as preparing for any future potential escalation of COVID-19. Workforce is asking all our clients, suppliers and visitors to branches and depots to be aware of our position (detailed below) and work with your Workforce representatives to ensure the health and safety of all our employees, customers and suppliers.

With immediate effect Workforce has implemented the following:

- An international travel ban for all employees for work purposes, which will be reviewed in line with Federal Government, World Health Organisation (WHO) and Smart Traveller updates;
- Domestic travel will continue at this time, however, this will also be reviewed in line with Federal Government and Smart Traveller updates, and if deemed appropriate a ban and/or restricted travel may be implemented.
- Increased infection control protocols in line with Government advice;
- Constant testing and regular reviews of our Business Continuity Plans to minimise any potential business impact; and
- A policy that prohibits access to any of our depots, branches and sites for 14 days for anyone who has returned to Australia from overseas after midnight 15 March 2020, or anyone who has been in close contact with a confirmed case of COVID-19 – ref: <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

In view of these steps, Workforce would appreciate your support in taking appropriate steps to mitigate potential risks of infection by members of your team who have undertaken recent international travel or who are experiencing or exhibiting COVID-19 type symptoms and who may then interact with Workforce staff.

Yours faithfully

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Ray Roberts  
Chief Executive Officer  
Workforce International Pty Ltd.



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ROAD SERVICES



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Document	Dept	Owner	Issue	Issued	Page
Client Notice – Coronavirus	Corp	CEO	2	19/03/2020	1 of 1