



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 to COVID-19 as the situation evolves.

Workforce has implemented measures to manage infection control within our workplace, and asks our clients, suppliers and visitors to branches and depots to continue working with your Workforce representatives to ensure the health and safety of all our employees, customers and suppliers.

Workforce has implemented the following:

- Travel restrictions for all employees for work purposes that reflect recommendations in line with Federal Government, World Health Organisation (WHO) and Smart Traveller updates;
- Increased infection control protocols, including wearing of face masks and flexible working arrangements, if practicable, in line with Government advice;
- Implementation of COVID Safe Plans and QR codes wherever practicable;
- Information and training on COVID-19 for staff;
- 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, 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>

Workforce would appreciate your ongoing support in taking appropriate steps to mitigate potential risks of infection by members of your team who may then interact with Workforce staff.

Yours faithfully

Ray Roberts
Chief Executive Officer
Workforce International Pty Ltd.



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Document	Dept	Owner	Issue	Issued	Page
Client and Supplier Notice – Coronavirus	Corp	CEO	3	29/06/2021	1 of 1