

12 March 2020

All Employees Based at Sundale HQ

Re: COVID-19 Response – Precautionary Isolation

With the World Health Organisation now declaring that COVID-19 is a global pandemic, Sundale has made the decision to increase the level of caution we take in our operations. With effect from Monday 16 March, we will operate in **Precautionary Isolation** mode, with the intention that we will continue to work this way for the next 2 weeks subject to ongoing review of the situation.

What this means for those of us working in HQ:

- The default position is that people will work from home. You should read the attached Work from Home Policy and complete the attached form for approval by your Executive;
- Executive approval will be required to attend to the workplace. This will generally be approved in cases where:
 - There is genuine reason to work with other employees face-to-face,
 - External meetings have been arranged, including interviews, that are impractical to change,
 - Issues related to physically carrying out your duties make working from home impractical;
- Anyone attending the workplace will need to continue the self-assessment process and have your temperature monitored each day you attend;

For working at home, agreement must be reached with your manager regarding the tasks and duties that you will be working on from home, the support required to allow that to happen and the way in which you will maintain regular contact with your manager to ensure open communication continues to be as ongoing as practical.

Any visitors to HQ, including employees from other sites, contractors or people here to attend meetings or interviews will need to complete a self-assessment form and have their temperature checked. Anyone showing signs of being unwell will be refused entry.

Yours sincerely
Sundale Ltd

COVID-19 Response Team