



Coronavirus (COVID-19) Update from PF Formation

At PF Formation we value the safety and wellbeing of our employees, customers and suppliers. Currently we are actively monitoring the Coronavirus (COVID-19) situation and we are implementing our business contingency plans to keep our employees and sites safe.

We wanted to take this opportunity to share with you what we are doing to make sure we are reducing the risk of spread of the virus across our sites.

How we are managing the risks for our employees, customers and suppliers

As many of our employees interact with different members of the public either through serving and working with customers, working side by side with third party labour or receiving supply services from key contractors, we are taking steps to ensure we mitigate exposure risks. There are several ways we are attempting to minimise risk. Current controls we have in place include:

1. Practising good hygiene at all our sites and wherever our employees may go. Hand sanitiser, soap and disinfectant is available wherever needed.
2. 14-day self-isolation requirements for any employee returning from overseas travel, along with an abolition of work-related overseas travel.
3. Appropriate medical clearance and testing for potential and actual cases of exposure to COVID-19. None have been identified to date.
4. Providing regular updates and education to our employees as needed.
5. Implementing remote working solutions if needed, as well as continuity plans for our quarry.
6. Constant monitoring of government and medical information sources. and
7. Additionally, we have protocols in place that activate closures, disinfection and appropriate quarantine procedures based on recommendations by government and health agencies.

What we require from you

We are taking every precaution to ensure the safety and health of our employees, suppliers and customers but we need your help. We therefore require:

1. If you or your employees have recently returned from overseas travel, please ensure they self-isolate for a minimum 14 days in accordance with the recent government directions.
2. If you or any of your employees are suspected as having the COVID-19 virus or you are notified of a confirmed case, please notify us within 12 hours or as soon as possible after you become aware of such information.
3. Do not visit or send any employee who is infected with COVID19 to any of our sites.
4. Where possible please consider utilising digital solutions to communicate and interact with our employees.
5. When entering our sites ensure you are aware of the social distancing protocol as advised by the Australian government. Please advise your employees and contractors that they must listen to the employees on site to ensure safety is adhered to while implementing these controls.
6. Please ensure your drivers use hand sanitiser or wash their hands immediately before entering the weighbridge or coming into contact with one of our staff members.
7. If any of the drivers or visitors use our amenities please ensure they wash their hands prior and after use and keep our amenities tidy and wipe over after use.

As always, thank you for continued support and trust as we manage through this time together.

Joshua Graham
Managing Director
PF Formation
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