

COVID-19 RESPONSE from TransTech

RESPONSE TO COVID-19.

Dated 01/03/2020

In response to the continued spread of Coronavirus (COVID-19), Transtech Electronic Controls has implemented a plan to safeguard the health and well-being of it's employees and to ensure the continuity of service and the continuity of the business during this period.

ADVICE TO VISITORS

Visitors are requested to **NOT** attend our offices, if in the last 14 days they have:

- Returned from overseas or inter-state.
- Been in close contact with a person diagnosed positive with COVID-19
- Are feeling unwell.

When visiting our offices:

- Please **DO NOT** enter past the reception area.
- Hand sanitiser is available to employees and at reception, please use it.
- Maintain a social distance of at least 1.5meters.

ADVICE TO CUSTOMERS

Our employees have been advised if they are feeling unwell not to attend work, contact Management and arrange an appointment with their respective GP. Symptoms mean the following:

- Fever
- Flu like symptoms such as coughing, sore throat and headaches.
- Difficulty in breathing

We have adopted specific and extra contract cleaning of our office twice per week with emphasis on common surfaces. We have adopted a policy to spray disinfect high touch area's at the commencement of each day.

To maintain social distances at all times and use alcohol based hand wash regularly.

DELIVERY & PICKUP

Staff are authorised to provide names only and are not allowed to sign for deliveries.

For more information please visit <https://www.health.gov.au>

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