

Coronavirus update from Andrew Bills

30th March 2020

Hi everyone,

The coronavirus is continuing to change how we work and live.

The reality is we don't know how long these changes will be in place. As we come to terms with this it's normal for you, or your loved ones, to feel anxious or scared.

I urge you to make your mental health and wellbeing a priority right now. It's just as important as washing your hands and keeping 1.5m away from people.

Take the steps you need to care for yourself. And take advantage of the resources available to you to get help when you need it.

We offer our employees and their immediate family free and confidential counselling services through Assure Programs. There are many ways you can choose to use the service:

- Phone (24 hours/freecall) 1800 808 374
- SMS 0439 449 876
- Email info@assureprograms.com.au

I also recommend you visit the Assure Programs website <https://assureprograms.com.au>. They have a fantastic resource centre for managing major events, and this includes some fact sheets for answering children's questions.

You can also find facts and resources on the government's Head to Health website. <https://headtohealth.gov.au/covid-19-support/covid-19>

Actions we have taken

Just a summary of our key actions:

- Payment terms for small to medium businesses have moved from 30 days to 14 days. Please expedite this process as the cashflow makes a real difference for these businesses.
- Kogan Creek starts its new split team maintenance roster today.
- Callide expected to begin consultation this week on proposed roster changes.
- Working from home at all sites where possible.

- Social distancing in place at all sites.
- We are developing guidelines for how we manage a confirmed case of coronavirus within our business.

Follow the guidelines for your safety

The Prime Minister has made it clear that you should stay home unless:

- You need food or essentials
- For medical care or compassionate needs
- To exercise
- For work and education.

We all have a role to play, so please take notice of these guidelines and stay home where you can. We're putting measures in to place to keep you safe at work. Please play your part and minimise your time in the community.

Andrew Bills
CEO