



24<sup>th</sup> March 2020

We are writing to provide some information and reassurance around Impala's operation during the significant impact the COVID19 Coronavirus is having across the globe.

As a family owned Sydney based manufacturing and retail company we take our obligations of safety and sense of community to our staff and clients very seriously.

We have decided after consultation with all stakeholders to continue operations with the following staff and public safety measures put in place.

#### Factory and Installations

1. All workers and installers temperature will be tested prior to entering the factory, any employee with a high temperature to be sent home to pursue the government health guidelines before they can return to work.
2. Upon entering the factory all employees are to wash their hands prior to the commencement of work
3. All installers will carry liquid soap and will wash their hands prior to commencing work in customers houses and contact will any joinery. Wherever practical they are to practice social distancing.
4. All joinery will be wiped down with solvent prior to leaving the factory.
5. At completion of work all solid surfaces will be wiped down.

#### Showrooms

Our showrooms are open and entry is strictly *by appointment only*. There will be no more than two separate clients at any time permitted in the showrooms and all clients will be politely asked to wash their hands prior to the meeting commencing. After the client has left the showroom all surfaces are to be cleaned ready for the next meeting.

#### Design Consultants

We will work with our clients to move to online meetings. At the time of booking appointments clients will discuss the various options available, be it Zoom, Skype etc. We will work to meet the needs of our clients and first appointments using a platform that they are most comfortable with.

#### On-Site

Designers and Check Measurers are to check their temperature on a daily basis and ensure their hands are washed prior to entering a client's house. They are to practise social distancing and to avoid direct contact with customers such as shaking hands.

If you have any questions with regards to your health and safety we recommend you refer to [www.health.gov.au](http://www.health.gov.au)

We thank you for your co-operation as we move forward through this difficult period with kindness and support for each other.

Your faithfully  
The Team at Impala.