



Johns Building Supplies – COVID-19 Notification

Johns Building Supplies is actively following developments regarding the COVID-19 virus. This notification relates to the safety and wellbeing of our employees, customers and suppliers.

Please read this document carefully. It outlines steps we are taking internally as well as steps we expect you to follow when interacting with employees of Johns Building Supplies. Our aim is to reduce the risk of spreading COVID-19 and what we believe is in the best interests of all parties.

Internally

We have advised our staff of the latest hygiene protocols and have asked them to follow them. Also:

- We expect employees to continue to practice those hygiene methods whether on site or at home.
- We will provide regular updates and education to our employees.
- We will implement remote working solutions as required.
- We have action and continuity plans in the event of infection.
- We will quickly action any change in protocols relating to the quarantine, cleaning and closures based on Government requirements.
- We will minimise contact where possible. Video conferencing or phone calls instead of face to face meetings, no handshake policy etc.

From You

We would like to ask that the following be adhered to. That you and your staff:

- Follow government regulations relating to self-isolation if you or any staff member has returned from overseas recently.
- If suspected of having the COVID-19 virus notify us as soon as possible after you become aware of it.
- Do not visit our offices or be present onsite when delivering – if infected or suspected of being infected with COVID-19.
- Minimise person to person contact as much as possible by using alternative forms of communications (email / phone) with our employees.
- Make yourself aware of distancing protocols as advised by the Australian Government and maintain those distances around our delivery drivers, forklift operators, counter and admin staff.
- We also ask that no sales representatives call in at Johns Building Supplies. Please use alternative methods of communication.

We hope you can appreciate the seriousness with which we take these developments and the reasons why we have outlined our strategy going forward. The steps we take are to minimise the risk of contamination for all. Thank you for your continued support and we will update you when necessary.