



*...working safely*

## **ETS UPDATE: RESPONSE TO COVID-19**

**18 Mar 2020**

At ETS, the health and wellbeing of our employees, customers and partners is critical.

The ETS COVID-19 Management Team is actively monitoring the spread of COVID-19 and taking measures to mitigate the risk to our business, employees, customers and partners.

Our response is based on advice provided by the World Health Organisation (WHO) and guidance from the Australian Government. As the situation is rapidly evolving, we are adjusting our approach as new information becomes available.

At this time, ETS has no confirmed cases of COVID-19.

As one of our valued partners, we would like to share with you some of the actions we have taken to mitigate and manage the risks associated with COVID-19.

As at 17 March 2020, this includes:

- **Adoption of recommendations from relevant authorities:** Active monitoring and implementation of advice from the World Health Organisation and the Australian Government.
- **Implementation of our Crisis Management and Risk Mitigation Plans:** Allowing a swift response to high-risk scenarios that may impact our customers, employees, partners and the general public.
- **Planning for continued customer delivery:** Review of existing Emergency Management and Business Continuity plans to enable the management of crisis events or mass absenteeism.
- **Securing all ETS assets and sites:** Enhanced cleaning, disinfecting and hygiene practices at all locations and new practices to maintain safe plant, tools and equipment for our field workforce.
- **Enabling our employees to work safely and securely:** Updates on information to help employees assess risk and channels to report potential or known exposure. Access to technology, systems and processes to work remotely as needed. Use of digital technology to avoid face-to-face meetings.
- **Protecting our people and valued partners:** Implementation of a range of protocols including "social distancing", self-isolation for employees with potential exposure, including via family members, to high-risk travel areas; restrictions on all domestic travel; and cancellation of attendance at company or public functions where social distancing requirements cannot be maintained.
- **Supporting our staff:** Review of our existing policies for use if staff wish to apply for assistance or support from ETS.

We continue to closely monitor this situation and will update our mitigation plans and response as new information or circumstances present.

Please contact Donna Korke, General Manager HSEQ ([dkorke@easterntrees.com](mailto:dkorke@easterntrees.com), 0439 272 631) or myself ([ptymensen@easterntrees.com](mailto:ptymensen@easterntrees.com), 0400 657 111) if you have any questions or comments.

We thank you for your ongoing support during this challenging time.

Regards,

A handwritten signature in black ink that reads 'Paul Tymensen'.

Paul Tymensen  
Chief Executive Officer