



Corona Virus Management

18th March 2020

Dear Valued Trading Partners,

We are currently all experiencing challenging times with the current COVID-19 also known as the Corona Virus. Leocatas Transport is closely monitoring the situation and responding to the ever changing environment as required.

We have a dedicated CIMT (Critical Incident Management Team) in place monitoring the evolving situation and ensuring we are following the guidelines from Commonwealth and State Depts of Health.

Below are the measures we have implemented across our business

Prevention

- OHS Alert released to all employees highlighting the need for social distancing and personal hygiene
- All truck drivers issued with sanitisation packs including anti-bacterial wipes, gloves and disinfectant sprays
- Health information distributed to all sites informing employees of virus symptoms and process to follow if individuals exhibit symptoms.
- Sanitisers & disinfectant wipes distributed to all office, workshop, warehouse, drivers facilities & operations areas
- Instructing employees who develop symptoms to not attend work and seek medical advice
- Monitoring team members and advising employees who develop flu like symptoms to self-quarantine at home
- Restricting non-essential business travel
- Ensuring ongoing communications to our valued workforce

Business Continuity

- Updating all sites with procedural changes and communication in case of any local event
- Monitoring and tracking freight movement and warehouse capacities
- Identification of locations for redirection in the extreme case of area lockdown
- Ensuring our team is kept up to date with all critical information on the Corona virus
- Review and revision of our Pandemic Continuity Plan as required

We value your business and as a team we are committed to providing the best safe service to you that we can. Our top priority is ensuring we follow the protocols and guidelines set by the Commonwealth and State Depts of Health and we want to assure you that we have additional resources in place so we can continue ***“Business as Normal”***

If you have any queries please do not hesitate to contact us.

CIMT contact – sheila@leocatastransport.com.au Tel: 03 5824 2135

Sincerely
Adrian Leocata
Director