

**25TH MARCH 2020**

Dear Clients, Consultants and Suppliers,

In response to the rapidly evolving COVID19 situation in Australia, we'd like you to know that we have a plan in place to maintain operations throughout the coming months.

As of now, we are implementing the following precautionary measures to minimise risk for our employees, collaborators and visitors:

- All meetings are now to be held via video link, until further notice.
- All clients, consultants and suppliers are asked not to attend our sites, until further notice.
- All employees have been reminded of their personal hygiene responsibilities and standard practices in line with WHO recommendations.
- Site meetings will be kept to an absolute minimum and only conducted if no other option is available, whilst adhering to current social distancing recommendations.
- We will continue to accept deliveries
- Our Maintenance crew will continue to service our installed base and will contact the scheduled service sites by telephone to confirm our proposed attendance to commercial sites.
The servicing of Residential sites where access is required will be suspended until further notice.
- Staff members who have Flu like symptoms have been advised to stay home.
- All overseas travel has been cancelled
- All interstate travel has been cancelled
- All employees are advised to follow isolation and social distancing guidelines as provided by the Australian Government.
- In the event of employees needing to self-isolate, Fytogreen staff can work remotely if their position can accommodate this and will be able to contact the office via email, telephone or Zoom meetings. :
 - Access to our server through remote desktop
 - Access Box files remotely

Fytogreen Australia Pty Ltd continues to monitor the ongoing situation. As part of our Business Continuity Plan we are making provision for all employees to work from home in the event this becomes necessary where possible. As we are subject to major construction project works we are in the hands of the government agencies. Should site work be added to the Non Essential category and works stopped we will be reassess our position.

Thank you for your cooperation and understanding.

Let's all continue to communicate and work together to get through these challenging times.

- The team at Fytogreen

