

15 March 2020



Dear Valued Customers, Suppliers, Couriers, Visitors and Employees

Notification regarding Precautionary Measures during COVID-19 Outbreak

At present, it is business as usual for Convergent Water Controls Pty Ltd (CWC), but this situation may change at any time. Should we anticipate any disruptions to the normal course of business, we will advise as soon as practicable. The nature of these disruptions could be in the form of delayed product or service supply, but are unanticipated at this stage.

CWC is continuing to monitor guidance issued by the Australian Government and World Health Organisation (WHO) with the intention of minimising risk and disruption to our workforce, customers and suppliers. If these guidelines place further restrictions on the public and business, CWC will most likely adopt the recommended measures at short notice.

Any persons (i.e. customers, suppliers, visitors, couriers, etc) who have returned from any of the countries considered High Risk by the Australian Government (refer <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert#travellers-and-visitors>) are **not** permitted to enter any CWC premises unless they have already conducted a minimum 14 day self-quarantine period without presenting any symptoms. These countries are currently China, Iran, Italy and Korea, but more may be added to the list at any time.

The Australian Government considers all other countries to be at moderate risk for COVID19. If you have recently travelled to any other country, it is recommended to monitor your health for 14 days after leaving that country. If you develop a fever or cough, or have shortness of breath, it is recommended you seek professional medical advice urgently and isolate yourself. In this instance, you must **not** visit any CWC premises.

Any person who has been diagnosed with Coronavirus or may have been in contact with an individual who has been diagnosed with Coronavirus must **not** enter any of CWC premises.

We recommend the following procedures (as advised by WHO <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>) to be followed by CWC staff, customers, suppliers, visitors and couriers:

1. Eliminating or Limiting physical contact
2. Washing hands frequently and thoroughly with soap and water, and/or alcohol based hand rub
3. Maintain at least 1 metre distance between yourself and anyone who is coughing or sneezing
4. Avoid touching eyes, nose and mouth
5. Practise Respiratory hygiene, i.e. cover your mouth and nose with bent elbow or tissue when you cough or sneeze. Dispose of tissue immediately.
6. If you have fever, cough or difficulty breathing, seek medical care as soon as possible.

CWC management will continue to monitor the situation and further advice will be issued when required. Please contact info@cw.com.au for further guidance on current COVID-19 precautionary measures, or for any other questions or queries you may have.

Yours sincerely

A handwritten signature in purple ink, appearing to read 'A. Narunsky', is written over a faint, larger version of the same signature.

Andrew Narunsky
Operations Director