

March 2020

Dear Valued Customers

In this unprecedented climate of uncertainty and nervousness around COVID-19 (Coronavirus), we want to reassure you that here at **foamfast** we are doing everything possible to keep our builds moving and to provide a safe and healthy workplace for everyone who works with us.

In line with the Government's bans we are taking several measures to protect our people and help slow the spread of the virus.

Below are some of the key measures we're taking;

1. Face-to-face meetings will commence moving to phone, email or video conferencing options.
 - If you do still meet in person with any members of our team, please don't be offended if they don't shake hands, we are actively practicing social distancing as a precaution.
2. Added hygiene measures
 - We have some added hygiene measures in place including increased cleaning and sanitation at our office, and have hand sanitiser accessible to our staff.

New policies around sickness and travel are in line with the Government's bans.

- All staff will stay home if they;
 - feel unwell, have returned from overseas within the past 14 days or have been in contact with someone that has and/or have been in contact with someone who has been diagnosed with, or is in the process of being tested for COVID-19.

We ask that our customers follow this same protocol.

Regarding our operations, it's business as usual. We will remain fully operational and our office will remain open at this stage. Be reassured, that at this stage there are no delays or impacts to new or existing builds.

We ask that as a valued customer please keep your relevant **foamfast** contact in the loop if there are any changes to your own situation. We need to ensure we stick together more than ever in this evolving situation.

Thank you for being a valued customer of **foamfast**.

If you have any questions or updates, please do not hesitate to contact us for further details.



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