



23 March 2020

Hi Everyone

Changing times...after assessing all the most recent government information we can confirm that we will continue to trade, albeit under the continued direction and advise of government guidelines, such as social distancing measures.

We would like to confirm in advance that should any such directive from the Government require us to close all or any part of our business operations, we will initially give our people in the affected parts of the business (whether in catering, roadside, packaging, assembly, gardening, distribution or support services) the opportunity to access annual leave, long service, leave without pay or some combinations of these. If any permanent team members do not have sufficient annual leave entitlements, they will be allowed to access annual leave in advance for one (1) week. During this time we will determine the best way forward for the business.

**Please fill in at your earliest convenience a leave application form in the event of a government enforced closure. Return email these to: Human Resources ([Human.Resources@wavind.org](mailto:Human.Resources@wavind.org)), Kathy Matheas ([Kathy.Matheas@wavind.org](mailto:Kathy.Matheas@wavind.org)) and your Supervisor at your earliest convenience. Ensure all staff without computers get this form and employees too.**

To be clear, at this time, the above options to take annual leave, long service, leave without pay or some combinations of these is where a Government direction requires the closure of an area of our business. Otherwise, both sites and office operations will trade as normal.

A key change to our worksite as of today will be the strong focus on maintaining the 4 square meter Social distancing being enforced by the Australian Government please find attached the Plan to implement this. This requires immediate implementation and enforcement.

While we are unable to offer more clarity, we commit to communicate with you as quickly as possible, providing as much information as we can.



Also, we are mindful we are likely to have to issue many updates in the coming days, so they will now be numbered for you to more easily keep track. This is update number 1.

Thank you for your ongoing support. Please stay safe everyone.

**Kind Regards**


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