

17 March 2020

**Dear (Partner, Stakeholder, Volunteer, Casual Employee)**

We find ourselves in an unprecedented situation that is impacting the globe.

KESAB *environmental solutions* wanted to connect with each of you regarding the current status of the Coronavirus (COVID-19). It is having an increased impact on our community and KESAB is doing its part to taking steps and measures to keep our community, employees and volunteers healthy and safe.

KESAB has taken measures to do the following up until April 17<sup>th</sup> in the first instance;

- Cease all work-related interstate and overseas travel
- Cease face to face meetings where practical and necessary
- Cease school education sessions at KESAB Statewide and ARR Wingfield education centres
- Cease school visits and class room sessions
- Cease all community tours and workshops
- Cease presence at events, shopping centres and displays
- Cease volunteer litter clean ups

As we have prepared for the Coronavirus with preventive and proactive protocols, we feel confident that our office is safe and will remain open at this time, therefore staff are still contactable via phone and email.

We trust the current environment begins to resolve quickly, taking every effort to keep all of us healthy. Your assistance and understanding will assist us to achieve the desired outcome.

We will maintain thorough communication and will keep you informed of any new changes.

**Thank you for your Understanding.**

Kind Regards

*John Phillips*

John Phillips OAM

Chief Executive Officer