

G.M. Kane & Sons Pty Ltd trading as



ABN 17 000 408 800

24 March 2020

**COVID-19 UPDATE # 2  
MEMO TO ALL STAFF**

This update should be read in conjunction with the CTI update issued yesterday.

As of today, GMK Logistics remains open for business. We are an “essential service” and I expect that we will remain open unless there is a further step-up in Government mandated shutdowns.

Our head office remains open, although many of our staff are working from home. Regardless of where you are, social distancing and personal hygiene are more important than ever:

- wash your hands frequently with soap and water
- cover your cough and sneeze into your elbow, not your hands
- dispose of any tissues used in a closed bin
- regularly use 60% or higher alcohol-based hand sanitiser
- do not shake hands
- avoid close contact with others (stay at least 1.5 metres away)
- avoid desk sharing, if unavoidable wipe down before and after use
- all work interstate or international travel is cancelled
- any personal interstate or international travel should be reconsidered
- if you or someone in your immediate family has flu-like symptoms you should seek medical advice, notify your Manager immediately and stay away from work until fully recovered.

Whilst transport volumes remain reasonable at the moment, there is no certainty this will continue. We are going to need your support as we work our way through this difficult period. All expenditure needs to be carefully managed. We need to closely monitor overtime, so please ensure any overtime is approved by your Manager. We may also need to ask people to take annual leave or leave without pay.

We are hoping to keep everyone in work as long as possible, but we need your support. Please help us by doing your job to the best of your ability and be prepared to be flexible!

Finally, please don't forget about our Converge International program. If you need support and you don't feel comfortable talking to your Manager, please feel free to call Converge on 1300 687 327.

Thank you and keep well!

**DEREK LIGHTFOOT  
CHIEF EXECUTIVE OFFICER**

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