



# Logistic Engineering Services Pty Ltd

*'Your Strategic Partner'*

## **NOTICE TO CLIENTS – MANAGEMENT OF COVID-19**

Dear Clients,

Like all of you, Logistic Engineering Services (LES) is continuing to monitor the latest updates and information regarding the COVID-19 situation and, in line with current guidance, we are continuing with our operations. Importantly, LES will continue to work with our clients to ensure that wherever possible, the impacts of COVID-19 do not affect the outcomes that we are committed to providing.

LES has implemented its own internal COVID-19 employee policy and this is continually being reviewed and updated based on the national response to COVID-19.

### **CLIENTS PREMISES**

LES, where possible and appropriate, will continue to work on client sites within the relevant agreement, approvals and conditions necessary to meet the directions from the Government Department of Health. Should a client not have a policy/process or directive in place for the management of COVID-19 then our staff will be removed until we have been provided with such guidance.

### **REMOTE WORK**

If it is not possible to work on the client's site, then LES will work with you to determine the best method to continue our support. This may mean working remotely at our own premises (pending guidance from government) or working remotely in an employee's home office location. This can only be achieved if you are satisfied that your systems can support a remote working environment. If this is not achievable then we will work with you to determine methods to enable ongoing work to be completed in a strict and secure environment.

For those of you who rely on LES to continue to work on your data within our own environment, I can assure you we have the relevant infrastructure and procedures in place to meet these ongoing requirements including operating either remotely and/or within our office environment. We have and will continue to ensure that your data and information is managed in the strictest environment and fully secure.

### **VISITING OUR PREMISES**

We will not be banning visits to our premises however we do expect that anyone visiting will have considered all measures as detailed in the Government Department of Health Website. All personnel visiting our site will be registered to enable tracking of personnel should one of our staff and or your staff contract the virus.

### **TRAVEL**

LES will not conduct any travel unless it is absolutely necessary and this will be constrained to the state or territory which our staff reside in. Any travel that is deemed necessary will firstly be reviewed and a risk assessment conducted before approval is granted.





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We will be encouraging all of you to support us in this restriction by agreeing to hold meetings via other means, including teleconferencing and video conferencing. We currently use Skype for Business to meet our conferencing needs but can adopt others as and when required.

It is likely that the Company may introduce additional measures as the COVID-19 situation evolves and we may contact you again to outline any new actions.

Thank you for supporting LES, and for striving to protect both of our workforces in this challenging and ever-changing environment. Should you have any questions please do not hesitate to contact me.

Regards,

Warren Smith  
General Manager