



14 Vallance Street
St Mary's, NSW 2760
Phone: 1300 223 784

ACN 003 733088 ABN 11003733 088



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Dear Customer, Supplier

There has been plenty of media surrounding COVID-19 and much interest from customers seeking to understand what steps we are taking to ensure continuity of service.

A B Equipment is committed to the health and wellbeing of our team, clients and suppliers. We value our relationship with you, and we want to reassure you that we remain open for business.

Our Management Team has been working diligently to make sure we are well prepared and that our plans are flexible enough to pivot as required. We will reassess the situation regularly and share best practices from the Australian Government.

Today, in addition to following the authorities guidelines, we have introduced additional measures to reduce the risk to our team by encouraging many of them to work remotely where appropriate. Our commitment to client service will remain unchanged. Our people remain accessible and ready to assist you with any challenges that COVID-19 presents for you.

We look forward to collaborating with your success well beyond the current situation, and we are actively reviewing the situation throughout each day. We will update all relevant stakeholders as and when the situation changes. The Australian health authorities guide all our actions.

We have made this WHO/Australian Government fact sheet available on the following pages.

Yours sincerely

A handwritten signature in black ink that reads 'Simon Broadhead'.

Simon Broadhead

Managing Director

A B Equipment Pty Limited

This information has been advised by the World Health Organisation and the Australian Government. not A B Equipment Pty Ltd.

What is Coronavirus?

The Coronavirus is a large family of viruses. They cause illnesses ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). On 31 December 2019, there were several cases of pneumonia in Wuhan City, Hubei Province of China.

This new Novel Coronavirus (2019-nCoV) is a new strain which has not been previously identified in humans. Other cases of this new virus have been reported in China, South Korea, Thailand, Japan, Taiwan, Singapore, Macau, the United States and Australia.

What are the symptoms?

The symptoms of Novel Coronavirus include fever, flu-like symptoms (coughing, sore throat and headaches) and difficulty breathing.

What measures can we take to reduce the risk of exposure and transmission of the illness?

To protect yourself and others from the Coronavirus, the standard recommendations apply:

- reduce exposure to and transmission of the illness;
- maintain basic hand and respiratory hygiene;
- maintain safe food practices; and
- avoid close contact, when possible, with anyone displaying symptoms of respiratory illness such as coughing and sneezing.

For workers who are required to travel to China and/or affected areas, refer to travel advice on the smartraveller website <https://www.smartraveller.gov.au/>.

It is recommended anyone displaying symptoms of the Novel Coronavirus within 14 days of travel to China or affected areas contact their medical practitioner. Additionally, employers are encouraged to refer to any workers who display Novel Coronavirus symptoms to the workers' health practitioner.

Further information

The Health authorities in Australia and globally are closely monitoring the virus as the situation develops. As such, it is recommended employers keep up to date on authority media releases and information as they arise for up to date information. Links to relevant authorities are below:
World Health Organisation - <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
Australian Government – Department of Health - <https://www.health.gov.au/health-topics/novel-coronavirus-2019-ncov>

