

Thursday 26 March 2020, 1400 AEST

To All Hally Labels Australia Employees

Covid-19 Update H263.1700 – AU Employee Protocols

The Covid-19 situation in Australia is escalating rapidly and I now need to deploy stricter protocols for all employees, to safeguard our position.

There is much discussion at federal and state level about restrictions and shutdowns. As it stands today we are not on the list of non-essential businesses, and are therefore proceeding as if we are a supplier to essential business.

Hally Labels is a supplier to many businesses that are already considered essential including the red meat industry, food and beverage producers, supermarkets, pharmaceutical, and healthcare organisations. Our large red meat customers have sought assurance from us that we can continue to supply (which we have done).

It is therefore imperative that we stay open. Without our labels, vital products will not be available in Australia, which would be disastrous.

The biggest risk we face today is someone bringing Covid-19 from their home into our business. This would force us to partly or fully close our operations, and jobs could subsequently be lost. I am therefore asking you to follow even stricter guidelines than those set out by the Australian government. When you are not at work I ask you to:

- > stay at home and cease all interactions with those outside your home
- > not allow others to enter your home
- > practise physical distancing of at least 2m if you need to go out
- > only go out for exercise, getting supplies, or going to/from work
- > be sure to use sanitiser or a disposable glove if filling up at gas stations
- > ensure those in your isolation “bubble” also comply with these protocols.

I acknowledge that this is difficult and inconvenient. But it will give Hally the best possible chance of continuing to operate at this critical time.

Don't forget if you feel unwell in any way, or could have been exposed to Covid-19 you MUST:

- > phone your Manager or Team Leader, prior to coming into work.

Any person who knowingly has been exposed to Covid-19 and brings it into our workplace will face serious consequences.

Thank you for your help thus far, it has been a very busy and unusual time but, with your help, we're well set to see this pandemic through. Let's be the ones going strong, for the entire time.



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