

It has been a number of weeks since I last communicated with you about the impact of COVID-19 and how we are working through with progressive daily changes.

I thought that I would share with you how we are continually focusing on ensuring we are working under new evolving environments across our teams.

The Ministerial Order below was published in relation to construction sites:

- Construction sites are now permitted to operate on weekends and public holidays to support the industry during the COVID-19 pandemic.
- This is to keep construction projects progressing by allowing building work to be spread across more days of the week while abiding by social distancing rules.
- This will continue until the COVID-19 pandemic is over, or the advice of the Australian Government.

For us here at Advanced buildings, there is every reason to have faith and understand that we can continue to operate in a manner consistent with the public health objectives that the Government has in place. Access to sites is strictly controlled. We know everybody who works on our construction sites and can communicate with them directly and regularly.

For our Customer:

We remain committed to ensuring we are meeting the customers experience and aiming to be as flexible as we can during these challenging times. We are still ensuring the following:

1. **Customer contact** – We are continuing to ask questions when booking an appointment. We will advise you if we are alerted to a policyholder who is in self isolation or has COVID-19.
2. **Onsite** – If we have staff who are working on a job site our aim is to ensure they have the **necessary** safe work PPE in adherence to the latest social distancing requirements as set out by the Government. See health.gov.au for more information.
3. **Trades & Subcontractors** – We have advised all subcontractors/trades to follow our lead as per point 2 above.

Work Health and Safety:

Our Safety Advisors are visiting sites and undertaking site inspections and audits. They are reviewing the safety of our workers our trades and the customer. They will also be ensuring PPE is worn onsite where necessary.

This week all our staff are currently undertaking the Australian Government Department of Health's online Infection Control Training." This is a short 30 minutes course and the link to the site can be found here <https://covid-19training.gov.au/>

Our People:

We are continuing to take further preventative measures to protect our people.

- **Improve social distancing in places of work:** To help facilitate government health guidelines on social distancing, we have implemented measures to increase distance between our staff and workforce. 95% of our are working from home.
Meetings: These are all taking place within a virtual setting with internal and external bodies through TEAMS/SKYPE/ZOOM and is working well.
- **Events, large-scale meetings & conferences:** These have all been cancelled until such time that we are permitted to do so under the guidelines.
- **Common areas:** In addition to increased office and site cleaning already in place, we will also be increasing cleaning regimes in lunchrooms and kitchens.
- **Improve social distancing in places of work:** To help facilitate government health guidelines on social distancing, we have implemented measures to increase distance between our staff and workforce. Almost 95% of the working force are working from home.
- Yesterday most of our staff across the country had the flu injection. Whilst this does not protect them from contracting COVID- 19 it was advised during an online COVID 19 learning session.

4. Other Measures:

An increase in the below around all our office locations and staff.

- Hand sanitisers / anti bacterial wipes / gloves / masks have been provided to all field based staff.
- Continue daily cleaning activities including use of disinfectant wipes for desks and equipment.
- Always practice good personal hygiene.
- Follow self-isolation guidelines.
- Be aware of increase cleaning protocols.

Advanced Buildings need to work effectively through these challenging conditions to show how we, as builders within the insurance industry are doing everything we can to keep our jobs open and operating safely. Now is the time to stretch ourselves to make this a priority on all our sites. If we do more now, we will all benefit in the long run.

Kind Regards

Joe Rinaldi



Managing Director