

COVID-19 Protocols

Update - May 2020

To all our customers and suppliers:

Like many of you, Vidak Ltd has been able to continue to operate be it from home, through the Level 4 lockdown but also as a support partner manufacturing for essential services, albeit at greatly reduced volumes. We thank those of you who have been part of that support by providing service to the likes of the New Zealand Police, Corrections and Fisher and Paykel Healthcare. We are both proud and grateful that many of our clients provide essential services to New Zealanders.

We at Vidak are all committed to help preventing the spread of COVID-19.

Your Health and wellbeing, and that of our Vidak team is important to us.

Recently we received guidance from the government, and their agencies with respect to COVID-19 Alert Level 3.

We are committed to working alongside Government and all New Zealanders to prevent the spread of COVID-19.

How we prepared for Level 3:

- Completed cleaning commonly used surfaces.
- Pre-start checks and servicing/maintenance completed on plant, equipment, machinery.

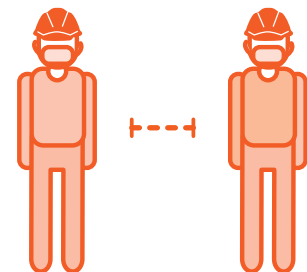


- Cleaning regime and cleaning products set-up.
- Purchase of appropriate PPE gear for our staff.
- Controlled entry to the business, electronic entry sign in, hand sanitiser at all doorways
- Signage for staff and client informing them of COVID-19 requirements at all entryways.
- Delivery of supplies. Drop-off and pick-up. Protocols have been established



COVID-19 Management plan:

- Contact Tracing, all persons entering and leaving logged electronically.
- Risks and Controls, signs have been installed and barriers set up to provide physical separation
- Safe Work Practices, signs around the office and factory, tool box meeting to reinforce this



- PPE and Safety Equipment, have been provided where necessary to keep people safe
- Hygiene requirements/practices, signs and soaps and hand sanitisers for everyone.
- Emergency Procedures, as previous but acknowledgement of COVID-19 restrictions
- Advice on nearest COVID-19 testing station: Botany Road.

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Back To Work Plan

Back to work processes are now up and running at Vidak premises and we are manufacturing, for all our customers who are ready to receive us. Our office staff are still all working from home as recommended, and sales team have been available to discuss your needs throughout the Lockdown.

Our Project Managers are now emailing and ringing all our clients to establish new dates for your installations that had to be put on hold during the Level 4 shutdown. We ask that you read these emails and respond as best you can, now may be the best time to do the work as your staff may still be at home leaving the office clear for our install teams to operate without any risk to your team.

We are preplanning the install schedules based on the feedback from you, if you are ready and waiting, we will make every effort to finish production and install your furniture as soon as possible, if the goods are already finished then we will arrange delivery and installation almost immediately.



If we do not hear back from you, we are not able to put your project back into our planning schedule until we do.

In order to ensure the safety of our staff and our customers the following protocols need to be in place before we undertake work on your behalf:

- 1 We need to understand what steps you have in place to protect your people and our teams, have you set up a Contact Tracing process within your organisation.
- 2 Do you require health declarations or SWMS for this work?
- 3 A minimum of 48 hours advance notice so that we can develop an install plan that maximises social distancing and minimises risk.
- 4 All areas that Vidak contractors are to access should be unmanned where feasible, or restricted to other personnel. Ideally this means work either with none of your staff in the areas we are required to work or it may need to occur outside normal business hours. (Note after hours may incur additional costs if not already stated as part of the contract)
- 5 Our preference is one representative of your company as our contact person whilst Vidak contractors are working.
- 6 A dedicated lift (that we can lock off) for the Vidak team if feasible. Vidak contractors have created “work bubbles” of staff.
- 7 Vidak will work to the pre-arranged scope of your project contract. Ad-hoc requests will be referred to our Project Managers for approval by our staff before they undertake any such work. As a general guide, we will attempt to accommodate any such requests if they do not require Vidak contractors to access areas outside the planned scope.
- 8 All crew members have been issued with their own Personal Protection Equipment (PPE). This includes their normal pre COVID-19 gear, along with masks, disposable gloves, hand sanitiser, soap and personal toolboxes. Masks and gloves are considered secondary to regular hand washing with soap and the use of hand sanitiser, as per MOE recommendations.
- 9 All work surfaces handled by our teams will be wiped down by our teams, however, we recommend your cleaning services follow through prior to your staff returning to their new or relocated desks.

Our intention is to get back to “normal” production and installation; our other services continue although remotely, special consideration will be given for site or direct interface with our sales team or Project managers, we will need to ensure the safety of our Vidak family when this is required. We apologise if you have been inconvenienced during this unprecedented situation, but we are very keen to get your project underway again and completed or to start a new project with you.

Stay safe and be careful

A blue ink handwritten signature of Mike Vidak.

Mike Vidak

Health and Safety Director