

COVID19 response: Travel & Meeting Guidelines

Information and guidelines for
personnel at Enzen Australia

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| Date | : 13th March 2020 |
| In effect from | : Immediate |
| Covers | : All employees (including contractors / third party deputes) |
| In effect till | : Further notice by Committee |

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Travel guidelines and restrictions

Location: Australia

This document covers:

- all the Enzen employees based out of offices and project sites across Australia

The following are the general travel guidelines / recommendations:

- All international travel is restricted until further notice.
- Domestic travel remains as per current process, approval by authorising manager and discussion with BU head. We will continue to monitor and update in line with government authority advice and communicate accordingly.
- Enzen encourages the use of current technologies, including video conferencing, Google Hangouts, etc., for any such meetings.
- Should any travel be unavoidable, as an exception, an approval from your Reporting Manager, who will discuss with the relevant SPOC team member needs to be sought before initiating any bookings / travel arrangements.

Please keep the SPOC team member assigned to your location informed should undertake any travel.

Guidelines for meetings

The following are the recommended guidelines for meetings:

- Limit meeting participants to at most 4 persons, i.e., no more than 4 people can be in a single room at one time.
- In unavoidable situations, please take either of the following routes:
 - a. Use a large room so that a distance of at least 1.5 metres* can be maintained between participants.
 - b. Large groups can be split into two or more groups (of at most 4 persons each) and use any of the current technologies, including video conferencing, Google Hangouts, etc., to connect with each other.
- Avoid large gatherings including seminars, roadshows, trade events, etc.

*As per World Health Organisation (WHO) recommendations

Precautions to take during travel and at meetings

During travel or while at meeting, please take the following precautions

- Avoid direct contact (shaking hands / hugging, etc.).
- Sanitise your hands before and after coming into contact with doors, handles, knobs, railings, etc., in public places. Public places cover (but are not limited to) taxis, buses, trains, planes, shopping malls, ATMs, etc.
- Avoid travelling if you have a fever or a cough.
- Avoid close contact with people suffering from fever and cough. Maintain a distance of 1.5 metres from them.
- Frequently clean hands using an alcohol-based hand sanitiser or with soap and water.
- Eat only well-cooked food.
- Avoid spitting in public.
- Avoid contact and travel with animals.

For further information / updates, please reach out to your assigned Single Points of Contact (SPOC) or Emergency Response Team (ERT).