



COVID-19

Dear Valued Business Partner,

During this time of uncertainty and significant change to both our personal and business lives, PCA Ground Engineering wanted to provide you our much-valued clients some confidence about just how seriously PCA is approaching the management of COVID-19. This is occurring through clear communication lines in addition to the implementation of administrative and operational strategies to establish formal guidelines and processes to help protect our employees, business partners and mutual business continuity.

In recognition that the impact of COVID-19 is changing rapidly, so are the guidelines that PCA is required to operate within, accordingly PCA's focus is to respond swiftly and adapt to these guidelines that are either self or government imposed to allow us to best protect and educate our staff, clients and suppliers.

PCA's COVID-19 minimisation of transference measures are outlined as follows;

- Mandatory electronic declaration of good health prior to arrival at work
- Implementation of subcontractor declarations
- Isolation boundaries and protocols to support staff isolation protocols
- Increased hygiene facilities are in place incorporating gloves and hand sanitisation
- Social distancing implemented of 1.5m and greater where possible (no physical contact / workspaces further distanced)
- Cleaning frequency of all vehicles, plant and premise have increased
- Frequent procedure and information updates to all PCA personnel
- Online video conference meetings to avoid face-to-face interaction
- Working from home procedures have commenced and continue to be implemented
- Construction staff have been split into pods across sites and broad geographic locations to limit and isolate exposure
- Construction crews are now equipped with video conferencing and printing capabilities to ensure the best possible communication channels in the absence of physical contact.

To provide an additional tier of confidence regarding PCA's commitment to our management of this pandemic, we have undertaken a test run to ensure our processes are effective should a staff member present / develop COVID-19 symptoms in the workplace, which resulted in a successful outcome. COVID-19 is not something we are taking lightly and we support your feedback or additional recommendations to enhance PCA's approach, finally PCA greatly appreciate your support and patience through this ever-evolving time.

Robert Bollman
Director

PCA Ground Engineering

ABN 79 137 273 682

Email: info@pcagroundengineering.com
www.pcagroundengineering.com.au

QLD: PO Box 1605 Runaway Bay QLD 4216

Phone: 07 5500 5898 **Fax:** 07 3041 6068

NSW: PO Box 1522 Baulkham Hills NSW 1755

Phone: 02 9620 4812 **Fax:** 02 8088 6028

