



**S-tech Holdings Pty. Ltd.**

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## S-Tech COVID-19 Notification

To all our valued customers,

As you are well aware, we are currently facing a rapidly evolving situation with the Coronavirus (COVID-19). During this time our priority is the health and well-being of our employees and their families.

We will continue to provide and maintain our service levels and would like to advise that effective immediately we will limit all contact to and from S-Tech until further notice.

Any events planned during this time will be postponed and re-evaluated once the alert level has been downgraded and we move towards a more stable environment.

As a precaution to protect our staff and our customers, we have made some adjustments to all pick-up and delivery procedures:

**We will restrict all pick-ups from our warehouse starting immediately.**

- Delivery drivers / 3<sup>rd</sup> party couriers / customers must be limited for pick-ups and delivery until further notice.
- S-Tech will offer a flat fee delivery on our next run courier service of \$8.00 + GST for any order under the free into store (FIS) delivery agreements for Perth Metro area deliveries (Wangara to Rockingham). For other areas please contact S-Tech for a quotation.
- We understand that there may be times where you have urgent requirements, for this please wait for our telephone call advising that the goods are ready and we will instruct you on any procedure changes.
- All drivers will be asked kindly to stay outside of our warehouse and keep at least 1.5m away from our staff at all times.
- There will be no shared use of pens, markers, packing tape etc, drivers must provide their own.
- We will be closing access to our restrooms for all non S-tech staff.

Site meetings or sales calls are also restricted at this time. If you would like to arrange an appointment please make arrangements with S-Tech prior to arriving at our office.

There will be no access to our office without prior arrangements.

During this time we encourage you to maintain vigilance with your personal care to ensure that you are not impacted by this pandemic.

Thank you for your understanding.

S-Tech Team