

19 March 2020

CORONAVIRUS (COVID-19) UPDATE # 1**MEMO FROM CTI EXECUTIVE DIRECTORS TO: SUBCONTRACTOR DRIVERS AND INDEPENDENT CARRIERS IN CTI'S TRANSPORT SUPPLY CHAIN**

CTI takes the health and well-being of its employees, contractors, suppliers, customers and other supply chain partners very seriously.

CTI Logistics is closely monitoring the evolving situation with the coronavirus (COVID-19) pandemic and has implemented preventative measures to help mitigate the potential impacts, including:

- recommended precautions around hygiene and other health practices
- restrictions on travel in line with Government updates and associated quarantine and isolation measures.

As a driver you may be picking up from or delivering goods to CTI customers who have set up systems to limit access to their sites, screening protocols (such as temperature checks when entering their sites) and different requirements around the handling of paperwork. CTI requests that you recognise the necessity for these preventative measures and do what you can to comply and help limit the spread of COVID-19.

Contact free deliveries

As previously advised, CTI has decided to temporarily remove the need for a signature on delivery. You will continue to ask for and record the receiver's first and last name and place the delivery item(s) at the designated collection point while maintaining a distance of at least 1.5 metres from the receiver.

In addition, please consider these changes to your working and personal life in line with social distancing guidelines:

- limiting in-person contact with CTI staff members, CTI customers and the general public and making more use of electronic communications (phone, email, etc.)
- avoiding large gatherings and maintaining a distance of at least 1.5 metres from other people whenever possible
- doing what you can to limit the risk of infection:
 - avoid handshakes or other direct physical contact
 - frequent handwashing using either soap and water or hand sanitiser product with a 60% or higher alcohol content
 - cough or sneeze into your elbow or tissue, not your hands, and dispose of any tissue in a closed bin
 - regularly disinfect equipment and handheld devices.

If you or someone in your immediate family has flu-like symptoms you should notify your CTI contact immediately and stay away from work until fully recovered.

We are closely monitoring the situation and will continue to provide updates as we have information to share.