



COVID-19 RESPONSE

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Dear Valued Customers,

As our company responds to the Coronavirus (Covid-19) pandemic, the health and safety of our customers, visitors and employees is our top priority, therefore in accordance with the Department of Health and Human Services actions for organisation's, workplaces and employers we are reducing the risk of transmission of the coronavirus by following their action guide.

This encompasses planning ways to enable physical distancing to reduce in-person contact for both staff and clients, therefore we have **closed our factory office**, however **our office is still operational as per usual**, until we are informed otherwise through public health advice and requirements as issued by the Australian Government, Victorian Government and the Department of Health. **We will remain operational via phone, email and through our website** in our commitment to our customers and colleagues. All transactions can be made via electronic banking. We would like to encourage all customers to contact us or visit our website in regards to any enquiries or needs.

Our factory is maintaining its operations and supply in accordance with the Government's action guide, of increasing hygiene practices, implementing social distancing practices amongst colleagues and enhancing airflow through the facility.

We are committed to providing our services to our clients and operating to our full potential under the current unprecedented climate. The health and wellbeing of our clients, staff, families and communities is paramount, lets take the steps necessary to slow the spread of coronavirus.

*We wish you all good health, keep safe and be kind,
from all the team at*

DP Jones & Co