



22nd April 2020

To all our Customers

RE: Waitohu Quarry / Level 3 Operations Covid 19.

We hope that you are staying safe and well during this lockdown period and are looking forward to, as we are, the reduction in alert level and a return to work.

We have been reviewing our processes to ensure that we can maintain the health and safety and wellbeing of our staff and those we do business with under Alert level 3 trading conditions. A summary of these for your information are:

The quarry will be opening for account holders only from 7am Tuesday 28th April.

For everyone's protection you cannot enter the quarry if you;

- Have any flu symptoms – a cough, fever, shortness of breath, sneeze or runny nose.
- Have been in possible contact with a confirmed or probable Covid 19 case.

When at the quarry the following applies;

- Maintaining physical distancing of at least 2 metres at all times. Please ensure you and your staff respect and adhere to this when dealing with our staff.
- Drivers must remain in their vehicles at all times. No exceptions unless approved by management.
- Dockets **will not** be issued. These will be mailed to you either electronically or via hard copy at the end of the month with your invoice.
- No public entry to the quarry.
- No cash or EFTPOS transactions available as this will require physical contact between you and our staff.
- No access to quarry office, lunchroom or workshop without permission from management.
- **Toilets; Unavailable during Level 3 Operations**

In addition to the above we require you to have your own Operations at Level 3 Covid Management Plan available for inspection if required.

We appreciate your understanding and assistance during this time.

