



**AUSTRALIAN
CALIBRATING
SERVICES**
A Trescal company

Contingency plans associated with the threat of Coronavirus.

Introduction

In response to the risk associated with Coronavirus pandemic, ACS/Trescal has implemented global contingency planning organised at country level. This planning will be reviewed on a regular frequency whilst the preserved risk exists.

In the Australia we have formed a steering committee from within the ACS management team. The aim of this committee is to formulate an action plan to:

- Protect the health of our employees
- Ensure business continuity for customers
- Ensure we communicate effectively with employees and customer representatives
- Identify measures to mitigate perceived risks and decide when they need to be implemented

It is our intention to issue regular updates to staff and clients as and when applicable.

Our provisional advice resulting from most recent planning review held can be summarised under the following headings:

Travel

- With immediate effect ACS staff will not embark on travel, for business reasons, outside of Australia or their state of residence.
- For the foreseeable future, authorisation for staff travel outside of Australia or Interstate must be approved by Mark Simpson (General Manager) and or Enrico Wolf (General Manager Trescal Australia & Pacific Region).
- All staff planning to travel outside the Australia or State of Residence, for personal reasons, are requested to advise their line manager of such plans and provide clarification as follows:
 - Date of planned travel
 - Destination of travel
 - Duration of stay overseas.

This information is required to enable us to evaluate the risk to the business and the likely impact for the business on the individual's return from leave.

- All non-essential business-related travel within Australia should also be avoided. For guidance purposes staff are asked to discuss specific requirements with Mark Simpson or Enrico Wolf.

Behaviour

- All staff are encouraged to regularly wash their hands properly and use sanitiser gels (if available) in the work place.
- Formal contact with colleagues and visitors/clients, i.e. handshake greetings, are to be avoided for the foreseeable future.
- Increased cleaning of work areas is to be adopted using wipes and cleaning materials which will be provided by the company. It should be noted that we have ordered additional stocks of cleaning materials and these will be replenished by the local management teams as required.
- Where possible staggered meal breaks will be scheduled.
- Staff are required to advise HR and their line manager, by email or phone, if you have been diagnosed with Coronavirus. They have also been instructed not to come to work if they become infected.
- Staff who believe they are more vulnerable to infection, because of underlying conditions, have been asked to make their line managers aware of their concerns. They in turn will advise HR accordingly.

- Staff have been requested to only avoid coming to work if the above scenarios apply. This will enable ACS to maintain service to our clients.
- Furthermore, Self-quarantine, **in line with government guidelines**, is to be instigated in cases where staff are diagnosed with coronavirus or at risk of infection.
- The company will plan to reduce visits, by external personnel, to all ACS sites. When visitors do come to site, they will be asked to complete a declaration form (see appendix 1). Based on responses given they maybe refused access. ACS Hosts will look to minimise visitor exposure to; ACS staff, avoid tours of our facilities unless authorised by the senior business manager on site.

Contingency planning

- We will look to accommodate home working for key staff, who are not critical to day to day operations.
- In the eventuality of a lab closure we will instigate transfer of assets to other sites, with appropriate capability, to undertake calibration work. This process will be coordinated by the ACS Sen. Management.
- In the eventuality of lab closure, we may instigate shift work at other sites to deal with increased volume.
- In the eventuality of lab closure, we will look to accommodate home working for key staff, to maintain communication with clients regarding calibration services, impact delivery times and communication of technical data as well as providing service updates.
- Staff who visit sites to collect and deliver equipment, have been instructed to ensure they wear gloves whilst handling goods and minimise time spent in close proximity to client/site-based staff.
- Staff who visit client sites, are required to ensure they fully comply with local site Coronavirus risk mitigation guidelines and plan their working day and rest periods to minimise contact and exposure to large groups of people.
- Delays to turnaround times, which are directly attributed to the current Coronavirus threat, will be communicated to all clients as and when they arise. It should be noted that we are attempting to mitigate such delays, but in reality, we foresee a significant risk due to the uncertainty caused by the Coronavirus pandemic.
- ACS are also planning to stock pile critical materials required to deliver service in Australia. At this time this includes; calibration labels, paper, cleaning materials, and gases used in the calibration process. This list will be extended as required.

It is the intention of ACS to provide regular updates and advice regarding the impact the Coronavirus pandemic may have on all service provided

If you have any queries or concerns regarding the content of this provisional document please raise these with either **Mark Simpson (marksimpson@auscal.com.au) or Enrico Wolf (enrico.wolf@trescal.com>)**

Our overall aim is to plan for the worst-case scenario based on the advice and direction from the government. We however hope that the impact of Coronavirus will be less than anticipated.

Best regards



Mark Simpson

General Manager

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