

24/03/2020

COVID-19 Fact Sheet Update

Dear All,

Further to our initial update last week, we have summarised our current fact sheet as follows and we will keep it regularly updated for you as the authority's advice changes throughout the COVID-19 pandemic.

The primary message we want to rehash in this update is the Australian Government, like us, see it as critically important that supply chains continue to operate and to keep our communities and businesses supported throughout this period. **Albeit State Borders are being shut, they remain open for ALL freight movements. We are not impacted by these closures and in turn, neither are any of our customers.**

Our action items internally have been focussed on those that will minimise the risk of virus transmission to our employees, sub-contractors and customers. We have:

- Removed the requirement for fingerprint scanning where required in the business and replaced with RF alternatives
- Modified the "Sign On Glass" (SOG) function of our App to no longer require customer's to touch the screen and 'sign'. Instead,
 - Our drivers will ask recipients to confirm the receipt of goods in full and in good condition, and ask them to provide their name, to be entered by our drivers, as confirmation of this
 - The App automatically records the date/time and geo location of when the freight has been delivered
- Repositioned staff whose roles can be completed remotely to work from home and to no longer work from depots
- Reconfigured office-based staff workstations who need to work from depots to comply with greater than advised social distancing measures
- Ceased large group classroom training for the foreseeable future
 - This has been replaced by remote training and small group (less than 3 people) training where imperative to be completed in person
- Ceased non-essential domestic travel for staff
- Mandated all Employees, Contractors and Customers who have come from or have had contact with someone who has come from an International Origin, including guest via cruise ships, are not permitted to enter a Simon National Carriers site unless they have been in Australia, symptom free and self-isolated for 14 days
- Provided staff with simple to follow prevention and action instructions, in addition to guidance through to accurate sources of factual COVID-19 information. Prevention tips forwarded are in line with WHO guidelines
 - Wash hands frequently
 - Maintain Social distancing
 - Avoid touching face
 - Practise respiratory hygiene
 - These are all being reinforced through signage and regular toolbox meetings

National Administration

SIMON TRANSPORT PTY LTD
ABN 24 009 898 159

PO Box 415,
TOOWOOMBA QLD 4350

Ph: 07 4699 9555

Fax: 07 4634 5846

Email: toowoomba@simon.com.au

Adelaide

Ph: 08 8444 4000

Fax: 08 8345 1450

Email: adelaide@simon.com.au

Brisbane

Ph: 07 3718 7777

Fax: 07 3718 7799

Email: brisbane@simon.com.au

Darwin

Ph: 08 8984 4022

Fax: 08 8984 3913

Email: darwin@simon.com.au

Hobart

Ph: 03 6271 7481

Fax: 03 6272 7021

Email: hobart@simon.com.au

Melbourne

Ph: 03 8587 9000

Fax: 03 9588 2065

Email: melbourne@simon.com.au

Perth

Ph: 08 9353 1655

Fax: 08 9353 1924

Email: perth@simon.com.au

Sydney

Ph: 02 9725 4011

P/Up: 02 9725 3399

Fax: 02 9725 3858

Email: sydney@simon.com.au

Toowoomba

Ph: 07 4699 9500

Fax: 07 4633 2116

Email: toowoomba@simon.com.au

Townsville

Ph: 07 4774 8119

Fax: 07 4774 7820

Email: townsville@simon.com.au

Project Logistics

Ph: 07 3718 7788

Fax: 07 3718 7799

Email: projectlogistics@simon.com.au

New Zealand

Ph: +64 9257 2011

Fax: +64 9275 6219

Email: auckland@simon.com.au



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- Provided staff with information and a clear direction to follow if they have a fever, cough and/ or difficulty breathing. This involves a direction not to come to work until diagnosed
 - Free helplines to assist have been provided

We are actively reviewing the situation throughout each day and will update all relevant stakeholders as and when the situation changes. All actions are guided by the relevant health authorities.

We have also made this fact sheet available via the following link – www.simon.com.au/resources/covid-19.pdf.

You may also like to follow our facebook page @ <http://facebook.com/simonnationalcarriers> or LinkedIn site www.linkedin.com/company/simon-national-carriers for regular updates.

Stay healthy and safe!

Yours faithfully,



David Simon
Managing Director

NATIONAL ADMINISTRATION

SIMON TRANSPORT PTY LTD
ABN 24 009 898 159

PO Box 415,
TOOWOOMBA QLD 4350

Ph: 07 4699 9500

Fax: 07 4633 2116

Email: toowoomba@simon.com.au

ADELAIDE

Ph: 08 8444 4000

Fax: 08 8345 1450

Mobile: 0407 143 355

Email: adelaide@simon.com.au

BRISBANE

Ph: 07 3718 7777

Fax: 07 3718 7799

Mobile: 0419 746 498

Email: brisbane@simon.com.au

DARWIN

Ph: 08 8984 4022

Fax: 08 8984 3913

Mobile: 0409 897 039

Email: darwin@simon.com.au

HOBART

Ph: 03 6271 7481

Fax: 03 6272 7021

Email: hobart@simon.com.au

MELBOURNE

Ph: 03 8587 9000

Fax: 03 8588 2065

Mobile: 0438 719 749

Email: melbourne@simon.com.au

PERTH

Ph: 08 9353 1655

Fax: 08 9353 1924

Mobile: 0407 113 007

Email: perth@simon.com.au

SYDNEY

Ph: 02 9725 4011

P/Up: 02 9725 3399

Fax: 02 9725 3858

Mobile: 0437 770 991

Email: sydney@simon.com.au

TOOWOOMBA

Ph: 07 4699 9500

Fax: 07 4633 2116

Mobile: 0408 987 644

Email: toowoomba@simon.com.au

TOWNSVILLE

Ph: 07 4774 8119

Fax: 07 4774 7820

Mobile: 0418 876 620

Email: townsville@simon.com.au

PROJECT LOGISTICS

Ph: 07 3718 7788

Fax: 07 3718 7799

Mobile: 0448 859 312

Email: projectlogistics@simon.com.au

NEW ZEALAND

Ph: +64 9257 2011

Fax: +64 9275 6219

Mobile: +64 2177 8074

Email: auckland@simon.com.au



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