

A RESPONSE FROM TDT TRAINING AUSTRALIA ON THE COVID-19 (CORONAVIRUS)

Response to COVID-19 (coronavirus)

At TDT we care about the wellbeing of our staff and students. Following the reported outbreak of coronavirus (COVID-19) by the World Health Organisation (WHO) on the 31 Dec 2019, TDT has continued to monitor the development of the coronavirus (COVID-19) spread in Australia. It is business as usual at TDT Training but we have implemented a coordinated response to the COVID-19 to assist manage the potential impact of the Coronavirus outbreak on our business operations and in an attempt to take every precaution to protect our staff, students and visitors.

TDT Training Protecting Everyone

At TDT Training we continue to maintain and clean our vehicles and equipment to the highest standards. Since COVID-19 emerged, we have implemented additional cleaning procedures for our trucks and forklifts including antibacterial cleans of any surfaces our students or staff may regularly contact e.g. steering wheels, gear sticks, handles, switches, remotes etc.

Our staff are being regularly updated with any additional hygienic tasks suggested by the Australian Government or WHO, and are well supplied with appropriate soaps, wipes and personal protective equipment.

TDT Training is keeping its branches, offices and training rooms sanitised - engaging extra cleaning services to help keep workspaces and customer areas safe. We are also encouraging social distancing where appropriate for employees who continue to serve our students in operational and sales roles. We continue to ask our staff to take leave if they experience any cold or flu symptoms.

Protecting Yourself and Others

If you have been in contact with a confirmed or suspected case of COVID-19 in the last 14 days, or if you are experiencing any symptoms listed below (or any other relevant symptoms), you must not attend TDT Training facilities unless you have received medical advice confirming it is safe to do so.

Unwell students should remain at home until symptoms resolve and seek medical assistance as required.

Symptoms include, but are not limited to:

- Fever
- Flu-like symptoms
- Shortness of breath

TDT Training would also like to remind everyone, students and staff to engage in the practice of good hand hygiene and respiratory hygiene such as the following:

- Covering your mouth and nose when coughing and sneezing with a tissue, or cough into your elbow
- Disposing of the tissue into a bin and then washing your hands afterwards
- Washing your hands regularly, after using the toilet, and before eating

If you test positive to COVID-19 at any time, you must notify health authorities immediately as well as contacting TDT Training. We will continue to monitor the situation closely and act quickly on the advice of health authorities.

Government Lock Down

Business as normal (with added safety and cleaning precautions). We have confirmation this morning TDT's services are regarded as "essential" and therefore we are able to provide a service as per social distancing guidelines. Obviously, this can change at any point in time depending on Government closures, but for the moment we will keep delivering our service to our valued customers.

Please bear in mind if you have a current booking with us and we are forced to withdraw services due to Government request all bookings will be rescheduled.

We appreciate your patience and your support as a customer.

From Dr Brett Roberts

A handwritten signature in black ink, appearing to be 'Brett Roberts', written in a cursive style.

Chief Executive Officer of TDT TRAINING AUSTRALIA PTY LTD

And All the Team at TDT Training Australia