

To our valued customers and suppliers and Staff,

We are writing to advise you of Cav Air Services response to CoronaVirus (Covid-19) and ask that you work with us and together, we can try and prevent this virus spreading further, through our business practices.

Management and staff have met to discuss any issues that may arise due to Covid-19. We now have the following procedures in place, some of which have been part of our company policy in the past.

1. We have advised our staff that if they have any symptoms or believe they have been exposed to the virus, that have been noted by health officials, they are to advise us first and if necessary to seek medical advice.
2. We have advised our staff to practice safe hygiene and follow the advice of health officials.
3. We have supplied our staff with the following: hand sanitiser, wipes, cleaners and face masks. This is also the same practice for our office staff and visitors.
4. We have also advised them, that if they are concerned re client/s being unwell, they are to contact management to discuss the situation and work with you the customers in providing safe practices to prevent the spread of this virus.
5. We have posted signs around our office and other areas, reminding our staff of the above.

Our priority is to reduce the risk of spreading Covid -19 and to prioritize the health and safety of our employees and our customers.

In the event of this virus spreading, we will meet again to discuss further action that we may need to take, from the advice of health professional and the government.

We ask that if you have recently visited any countries that you advise us at the time of making your booking or before work is commenced and whether you are in self-quarantine as this will affect the allocation of your booking.

Visitors to the office will be requested to use hand sanitiser when attending or delivering items to our office.

For us at this stage our approach is “business as usual”, however if this changes in the future and the virus has affected any of our staff, customers and or suppliers’ staff, we will notify the relevant persons.

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We can verify that none of our staff have recently been overseas and have no plans to do so in the near future.

Please advise us immediately if you or one of your staff is suspected or diagnosed with Coronavirus (Covid - 19) within 14 days of our business carrying out work at your premises or any of us attending your site.

We thank you for your assistance in the above and if you have any queries please do not hesitate to contact myself or the office staff, if I am unavailable.

Kind Regards,

David Cavdarovski

Cav Air Services Pty Ltd

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