

Accurate Instruments operating safely during Covid-19 Alert Level 3

- 1) Sales online for delivery or Click-and-collect, from our branch warehouse doors. Payment is made on the ecommerce payment portals, Paypal, Laybuy, internet banking, credit card. For payments using in store terminals, credit and debit card details are manually entered by Accurate staff members only.
- 2) Our branches are open for normal operating hours of 7.30am to 5pm, Monday to Friday, and staffed for essential customers, construction, forestry and manufacturing workers, though our entrances to our offices are cordoned off with Covid-19 signage at the doors, so customers cannot enter the premises.
- 3) Covid-19 signage in place for hygiene on every toilet facility in the branches, highlighting washing of hands.
- 4) All sales staff are working from home with the exception of core customer service front line staff in branch, with physical distancing measures in place.
- 5) All service technicians are working rostered split shifts to minimise the risk of too many workers together at one time.
- 6) Increased hygiene and PPE – hand sanitizer, gloves and valved safety masks made available to all workers.
- 7) All internal doors opened to lower the touch point contact risk of transmitting.
- 8) Commercial disinfectant is used daily on key high contact surfaces.
- 9) By-weekly Covid-19 update to all staff on the business activities and reminding staff of Level 3 working, hygiene conditions, maintaining a clean work environment and physical separation/distancing of work colleagues.
- 10) Contact Tracing list in branch, recording of visitors to our branches, including time and date.