



INC ZIMMERMAN ELECTRICS
Prop. A.S.W.A.P. Electrics Pty. Ltd. A.B.N. 48 007 142 912

DOMESTIC, COMMERCIAL & INDUSTRIAL

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P.O. Box 18, St. Kilda 3182



To all our past, current & future SWAP Customers

23rd March, 2020 (updated 13/4/20)

RE: COVID-19 INFECTION PREVENTION RESPONSE

I hope you are all well

The SWAP team wish to advise you all of the steps we are taking to ensure infection prevention processes are adhered to while continuing to service your electrical needs.

For those that have sent directives on required process, be assured we will follow those directives.

SWAP will comply with government directives, both those already issued and any future directives.

What SWAP is doing now to prevent infection:

- Constant disinfection of all equipment, tools and vehicles
- Meticulous hand hygiene practices
- The provision of hand sanitizer and anti-bacterial wipes for our staff in their vehicles to be used before and after jobs are completed & to wipe down anything on your site that our staff has had contact with.
- Maintain distance of 5 meters where possible, minimum of 2 meters at least, from personnel/customers/residents/employees when attending site/job
- PPE: Wear face masks, gloves, have hand sanitiser and antibacterial wipes available in all cars/sites
- Restrict and reduce contact with any items not directly associated with completion of required task. (i.e. lift buttons, hand rails, doors, intercoms etc) by using third party items (that are sanitized) to make contact
- Use our own pens for sign in/out or request site staff to complete sign in/out to reduce potential infection crossover.
- Limit staff interactions wherever possible to reduce any potential for crossover infection: split workers into dedicated teams, use isolated transport between jobs, communicate remotely.
- Maintain vigilance and testing as to our staff's health and enforce self-isolation & medical intervention directives on any member of staff that may become unwell. Inform customers should this ever occur.
- Question all customers prior to staff attending to determine if they have had any possible contact with COVID19. If they have, postpone works until after quarantine period where all possible safety precautions must be undertaken.
- Keep up to date on the latest COVID-19 information and abide by the conditions associated with advice from the state and federal governments
- Follow directives from our customers as to their requirements for infection prevention (such as sign in directives, PPE requirements and so forth)
- Take direction from site management/customer as to their ongoing required processes for infection prevention

Should you have any queries, please do not hesitate to contact the undersigned.

Yours truly,
SWAP ELECTRICS PTY. LTD.,

Alec Porter