

COVID-19

To All our Valued Customers

With the current situation regarding the COVID-19 pandemic growing, Curijo has implemented systems around our services to move forward and provide the delivery in an innovative way where deemed appropriate. We are using alternative methods of service delivery such as teleconference and video link services to ensure we are able to continue to provide our valuable service to all customers.

We understand this pandemic is impacting customers both personally and professionally and we aim to work together to ensure we are able to produce a mutually satisfactory outcome for all involved.

Curijo is abiding by the Federal and NSW Health advice and will revise the situation on a regular basis, we cannot stress enough that we are committed to ensuring the health and wellbeing of our employees, customers and the wider community. The Federal Government and NSW Health has advised that non-essential face-to-face meetings or conferences should be limited, in the event that a face-to-face meeting is deemed necessary Curijo will follow NSW Health protocol by calling ahead of time and asking the three essential questions:

- **Have you or anyone in your household returned from a higher risk country within the last 14 days?**
- **Is anyone exhibiting flu-like symptoms or any of the symptoms associated with coronavirus?**
- **Have you or anyone in your household been required to self-isolate?**

If the answer is yes to any of the above questions, we will advise employees to look into alternative options for the meeting that does not involve face-to-face at this time.

Curijo promotes good hygiene practices and encourage everyone to follow these processes when visiting our offices in Canberra and Warrawong. We will again follow NSW Health advice and ask all visitors and customers the three essential questions above in addition to adopting the 1.5 metre rule when possible. Greetings via hand shaking will also be discouraged to reduce the chances of contamination.

Please do not be offended by Curijo's health and wellbeing protocols put in place through this trying period, our employees and customer wellbeing are our highest priority.

Curijo Management