

Health and Safety Update 24 - COVID-19 - IMMEDIATE NATIONAL LOCKDOWN

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Cc: Rachel J. Vella (Director - ROCS Group) <rachel@rocsmail.com>; Charles Vella <charles@rocsmail.com>; Simon Vella <simon@rocsmail.com>; Rita Vella <rita@rocsmail.com>; Raylene Debattista <raylene@rocsmail.com>

Sunday 22nd March 2020 1615hrs

FOR THE ATTENTION OF ALL MEMBERS OF STAFF ROCS GROUP – ALL SECTIONS

Dear all,

Good afternoon to you. I trust you are fine!

Please find following an update re the current COVID-19 crisis.

Following the decision taken by the government to impose the closure of certain businesses we are taking the necessary steps so as to protect the employment of all employees at the ROCS Group.

As of Monday the 23rd March 2020 the following plan will be adopted –

1. All locations are closed to the public and staff.
2. Unluckily we have no other option but to cancel the meeting which was scheduled for tomorrow with the insurance and travel division.
3. As of tomorrow Monday the 23rd March 2020, all staff will be on vacation leave except those who we have contacted to report to work to close business operations.
4. The Insurance division will be updated by Mr Simon Vella.
5. The travel division will be updated by Ms Rachel Vella.
6. I will be in touch with all the retail managers re way forward.
7. All other divisions will be updated by Ms Raylene Pollacco.
8. Only staff who have been requested to work at Floriana head office and other specific matters will attend to work as requested.
9. The following outlets will be completely closed to staff and public –
 - a. Mosta PM, INGLOT, Studio, Travel and Insurance
 - b. Mellieha travel and insurance
 - c. Sliema PM
 - d. Sliema INGLOT and studio
 - e. Sliema basement stores
 - f. Tigne Minsuone
 - g. Tigne Minusthree
 - h. Fgura PM
 - i. Fgura INGLOT
 - j. Floriana Travel ground floor
 - k. Floriana Insurance ground floor
 - l. Hamrun PM
10. All shutters at the above locations (where available) will be lowered down and notices affixed on the outside.
11. In the meantime we kindly ask all staff members who are on vacation leave to stay home as suggested and imposed by the government. Social distancing should be our number one priority.

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