

Health and Safety Update 21 - COVID-19

Colin Aquilina <colin.aquilina@rocsmail.com>

Wed 18/03/2020 14:08

To: Colin Aquilina <colin.aquilina@rocsmail.com>

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>

Good afternoon to all,

I trust you are fine!

I refer to the current developing scenario with respect to the COVID-19 crisis.

By today all outlets will be receiving notices outlining temporary closure of **ALL** outlets to be utilised in the case of a **NATION-WIDE GOVERNMENT LOCKDOWN** being declared in the coming days.

These are to be kept by managers and affixed only once we issue instructions to this effect.

Once a lockdown is operational all staff members will be on vacation leave with the exception of a number of people who will run a skeleton operation.

These people will be receiving company permits to be able to travel to the different locations according to exigencies. The same people will be contacted and requirements from their end will be explained in detail.

If you are not informed of such requirement than you should consider yourself on vacation leave.

Obviously during this period, the government will be imposing restriction on movement and as such I urge all team members to follow the rules and abide by the so-called social distancing policy.

It is only through our efforts that we will manage to overcome this crisis. Our weakest link can be fatal for the elderly and the most vulnerable. #STAYSAFE #STAYHOME

Please note that the website <https://www.rocsclimbers.com/covid-19> Is being constantly updated. I suggest you visit website regularly. Any queries related to COVID-19 can be sent on covid19@rocsgrp.com

Please do take care and stay safe. Good day.

Thanks and Regards,

Colin Nicholas Aquilina
CEO

#STAYSAFE

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From: Colin Aquilina

Sent: 18 March 2020 12:41

To: Colin Aquilina <colin.aquilina@rocsmail.com>

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>

Subject: FW: cheques & out of office

Dear all,

Good afternoon. I trust you are fine!

Kindly note that the following directives are being set with **immediate effect**:

- **Cheques are not to be accepted as a payment method in any division.**
- All employees who will not be at the office/retail shop and have a company email address are to update their out-of-office message as follows:

Quote

Good day,

Thank you for your email. I am currently away from the **office/retail store** and have **limited access to email / do not have access to email**. If your email is urgent, please contact **manager [NAME]** at **[EMAIL]** or **[PHONE]**. I will do my best to respond promptly to your email on my return.

Best Regards,

Unquote

I am attaching our Out Of Office Reply Policy for everyone to review accordingly. Needless to say, please follow up with your designated person and those in contact with you on your return

Kindly be guided accordingly. Good day and #STAYSAFE

Thanks and Regards,

Colin Nicholas Aquilina
CEO

#STAYSAFE

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