## Health and Safety Update 23 - COVID-19 - TEMPORARY CLOSURE OF OUTLETS

## Colin Aquilina <colin.aquilina@rocsmail.com>

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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> **Dear all.** 

Good evening to you. I trust you are fine!

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

## Extraordinary times call for extraordinary measures.

In relation to the above quoted crisis we are taking the necessary steps so as to protect all employees at the ROCS Group.

As of Monday 23<sup>rd</sup> March 2020 the following plan will be adopted –

- 1. The following locations are closed to the public.
  - a. Mosta Travel
  - b. Mosta Insurance
  - c. Mellieha Travel
  - d. Mellieha Insurance
  - e. Floriana Travel
  - f. Floriana Insurance
- 2. All shutters at the above locations will be lowered down and notices affixed on the outside.
- 3. Only the MINUSTHREE travel and insurance office will be open to the public.
- 4. Travel staff are asked to follow the email which will be issued by Ms Rachel Vella tomorrow re procedures to be followed on Monday morning.
- 5. Meetings are being held for all travel and insurance staff on Monday at our **Floriana Level 1** <u>head office</u> as per below –
  - a. 1600hrs Insurance team
  - b. 1700hrs Travel team
- 6. Retail operations have been issued a new roster today covering reduced operations.
- 7. Prior to leaving the premises the following locations are to switch off ALL their lights and video walls
  - a. Valletta
  - b. Mosta
  - c. Sliema (screen leave as is)
  - d. Tigne MINUSTHREE
  - e. Tigne MINUSONE
  - f. Fgura
  - g. Hamrun
  - h. Mellieha
- 8. Our website will be updated with notices accordingly. (to be actioned on Sunday by our Bus Dev team)
- 9. Our facebook pages will be updated accordingly through facebook posts and covers. (to be actioned on Sunday by our Bus Dev team)
- 10. Newsletters will be issued to all customers informing them of the above decisions. (to be actioned on Sunday by our Bus Dev team)
- 11. Should you need any clarification please feel free to drop me a mail on covid19@rocsgrp.com

12. Updates will be posted on the website on www.rocsclimbers.com/covid19

13. A new directive will be issued if a NATIONAL LOCKDOWN will be issued by the authorities.

I do appreciate that this is not an easy time for all of us. We are trying our very utmost to keep up with all challenges.

We take the opportunity to thank you all and ask you all to take care of yourselves and those closest to you.

Regards and #STAYSAFE

Colin

Colin Nicholas Aquilina Chief Executive Officer

## **#STAYSAFE**



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