

# COVID-19 (Corona Virus) UPDATE



## **Team,**

As you all know, COVID-19 is having a massive effect on the world, Australia, individual States and local communities.

**The response to COVID-19 is being driven by all levels of Government (State, Federal and Local) and all responsible business managers.**

Metro is following Government directives and implementing everything we are instructed to do as quickly as possible. Our major concern,

of course, is the health and welfare of our employees. Along with that, we also have a responsibility to maintain the integrity of the operation, as that is what provides all our livelihoods.

As a result of detailed Risk Evaluation and Planning, Metro has implemented several actions designed to protect the team as a whole, we are (amongst other things):

- Increasing personal hygiene information, education and requirements across all areas of our business,
- Working closely with contractors and major suppliers to inform them of Metro's new policies and procedures ensuring they comply,
- Insisting all employees provide written health self-assessments prior to boarding aircraft and returning to work,
- Undertaking temperature checks at airports from where Metro flights depart,
- Working with East Air to reduce risks while on board aircraft, for passenger AND pilots
- Increasing cleaning and hygiene programs across the Bauxite Hills Camp (i.e. rooms, crib, gym and vehicles),
- Fine tuning our professional response to address any positive tests on site, which will include isolation and evacuation,
- Proactively offering team members from remote communities facing "closure" the opportunity to relocate to Cairns (or nearby) to allow them to return to work in the event their communities experience travel restrictions,

- Changing our operational plans to best suit the restrictions required during this crisis,
- Implementing work-from-home arrangements, where appropriate, for the administrative support team in Brisbane and Cairns.

**Many people have asked about our ongoing operations. At the time of writing we are planning to resume mining at Bauxite Hills in early April.**

We have confirmed with customers that scheduled shipping times meet their requirements and our shipping schedule for the first quarter is now in place. Under the circumstances, that's great news. However, we are not discounting the possibility that operations may be affected by COVID-19 impacts here in Australia.

We are facing circumstances that are changing on a daily basis. It is certainly a challenging time and we are doing everything possible to address issues as they arise. Accordingly, procedures are being constantly monitored and updated as required by all concerned.

In closing, we certainly need to adhere to advice to **"be alert, not alarmed."** Most importantly, we need to understand that there is only a certain amount the company can do. The circumstances, and response, surrounding COVID-19 are being driven by others, and we need your help to minimise the risk to all.

I encourage our entire team to work together as we face these challenging times. Please do all you can to ensure your personal safety and wellbeing together with that of your family and your colleagues.

We will keep you informed of anything that has any impact on you.

Kind regards



Simon Finnis  
**Managing Director & CEO**  
24 March 2020