



14 May 2020

Fastbase Business Software Ltd – COVID-19 Stage 2 Policy

Fastbase are providing normal services to customers during stage 2.

Fastbase Business Software Ltd is an essential service provider. Fastbase Ltd provides IT and data services to customers in a number of sectors:

- Fast-moving consumers goods: food packaging, sale of food
- Primary industries: food production & processing
- Utilities: electricity distribution suppliers

Customers in these and other sectors depend on Fastbase software & services for the operation of their businesses.

When more than one staff member is present in the office, staff will remain at least 1 metre away from each other, to the greatest extent practicable, and will use self-protection measures including hand-hygiene and surface cleaning, to ensure protection of themselves and others. Fastbase Ltd will provide cleaning products.

Staff may permit members of their own household to enter the office; staff will ensure self-protection requirements are complied with.

Staff may permit providers of essential services (for example couriers, plumbers or electricians) to enter the office. Staff may not permit anybody to enter the office who is not a member of their own household, a customer, or an essential service worker.

Customers may visit the Fastbase office. Any visiting customers must comply with hygiene and social-distance requirements. Note that customer visits are infrequent and a record of the event is always made. All visitors to the Fastbase office (except family of staff) must remain 2 metres away from each other and from staff, to the greatest extent practicable. Fastbase Ltd will display a copy of the QR code for the business in a prominent place near the main entrance per COVID-19 Public Health Response (Alert Levels 3 and 2) Order 2020 Part 3 16 (2) (d).

Fastbase staff may visit our customers. Staff will comply with the customer's self-protection requirements.

Russell Bell

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