



Steve Jenkins & Associates

05/08/2020

To whom it may concern,

We are notifying you that Steve Jenkins & Associates Pty Ltd (SJ&A) is deemed OPEN under the criteria set out by the government of Victoria for stage 4 restrictions. Our business is a calibration and testing laboratory and supplier of testing and measurement equipment in support of medical; sanitation & disinfection; law enforcement; transport; and other public infrastructure industries and as such is able to operate and thus meets the criteria of *“Any ancillary business (including IT) involved in the production, supply, manufacture, repair, maintenance, cleaning, security, wholesale, distribution, transportation or sales of equipment, goods or services necessary for the operations of a permitted work site or for closed work sites where there are safety or environmental obligations”*.

The business location is Factory 2, 21-29 Railway Avenue, Huntingdale, Vic, 3166 and the standard hours of operation are 9:00 am to 5:00 pm Monday to Friday.

We have also made all the necessary safety protocols and COVID safe plan to restrict the spread of the virus for our business operations that meets the government recommendations with some of these listed below that will change the way we interact with our customers:

- All staff who are able to work from home will be doing so that enables the SJ&A office to remain open to service the industry with a core team of staff;
- No client visits are being scheduled unless absolutely essential. If it is necessary to make a client visit, staff will maintain COVID Safe practices.
- No external visitors to SJ&A will be allowed unless absolutely essential, except for non-contact goods delivery drivers.
- All staff have been advised to implement forms of communication such as tele- or videoconferencing for meeting purposes.

As a consequence, our laboratory capacity has been reduced to 25 % of its normal capacity and we thank you for your patience and understanding during this time.

For more information or clarification, please do not hesitate to contact me on 0400 237 431 or tonyb@stevejenkins.com.au.



Tony Bergen
Managing Director

Steve Jenkins & Associates Pty Ltd

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