



16 March 2020

Dear Valued Customer,

### **COVID-19 - RCT's Travel Restrictions**

In light of the global spread of COVID-19, RCT has implemented some travel restrictions to minimise the risk of exposure of RCT's personnel to the virus.

2. Based on the current situation and taking guidance from the Australian authorities, RCT has temporarily suspended business travel to the following countries:

**China, Iran, Italy, South Korea**

3. RCT will also postpone non-essential trips to the following countries:

**Cambodia, Hong Kong, Indonesia, Japan, Mongolia, Singapore, Thailand, Lebanon, Spain**

4. With the Australian government's announcement on 15 March 2020 that any person who arrives in Australia from overseas will be required to self-isolate for 14 days, this will be a further consideration for RCT as it decides on the travel plans for its personnel during this period.

5. We are confident that we can maintain our close dealings and continue to support you effectively using alternative means of communications, meeting platforms and delivery methods.

6. The travel restrictions may necessitate some changes to site-related work to be carried out in the above countries. We will work with you to make alternative plans.

7. In the interests of your organisation and RCT, we also respectfully request that your personnel do not attend any of our offices or premises if your personnel:

- a. has travelled (whether for business or personal travel) to any countries outside Australia in the last 14 days;
- b. has close contact with a suspected case of COVID-19;
- c. has close contact with a confirmed case of COVID-19;
- d. has been traced by authorities as possibly having close contact with a confirmed case of COVID-19;

Remote Control Technologies Pty Ltd. HQ: Unit 1-5/511 Abernethy Rd, Kewdale WA 6105 Australia  
**P** +61 (0) 8 9353 6577 **F** +61 (0) 8 9353 6578 **ABN** 19 009 343 195

AUSTRALIA | AFRICA | NORTH AMERICA | RUSSIA/CIS | SOUTH AMERICA

[rct-global.com](http://rct-global.com)





- e. has reasonable belief that he or she may have the COVID-19 virus, or who is waiting for the medical test results; or
  - f. has developed flu like symptoms and respiratory symptoms.
8. Please contact us if you have any concerns or questions and we will be pleased to discuss how we can work together to minimise disruptions to our mutual businesses and operations.
9. We will be reviewing the situation as it evolves and we will update you of any changes to RCT's position.
10. Let's work together in the meantime to ride out this global public health issue.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Brett White', written in a cursive style.

Brett White  
Director and CEO