

24^h March 2020

To Avoca staff & carriers

Based on our current understanding, Avoca Lime Company will remain open as an essential service to the farming community until further notice. To maintain zero contact and a paperless process to keep us all safe at our quarries and depots, we will be implementing the following procedures and controls:

1. Carriers must phone before arriving at an Avoca site. Phone either your sales rep or the office on 433 5577. You will be given an Avoca order number. Please let us know if you need a dispatch docket.
 2. When your truck arrives at an Avoca quarry, phone the number on the dispatch shed and quote your order number. Proceed as you are instructed.
 3. Communication must be made by CB or mobile phone only. Stay in your vehicle
 4. Any covers that need to be taken off or put on must be done at least 20m away from any site buildings or quarry staff.
 5. If you require a dispatch docket it will be sent electronically the next day. This will be to the email address or mobile number you have given us in step 1.
 6. During this period, visitors must not use lunchroom or toilets facilities.
 7. Please use safe hygiene practices and observe safe physical distancing.
- Keep safe,

Keith Squires, General Manager.

Terry Nicolle – Bay of Islands, Kerikeri areas 021 286 2201

Briar Philcox – Whangarei 021 883 182

Tony Johnston – Dargaville, Kaipara 021 846 696

Rev Crawford - Pukekohe, North Waikato 021 503 029