



**Following further developments in the spread and regulations regarding COVID-19, Kokatha Aboriginal Corporation Management and special administrator have agreed on the following actions from Tuesday 23<sup>rd</sup> March 2020 in addition to the protocols implemented from 17<sup>th</sup> March 2020:**

1. Defining our core business focus areas during this time as measures that keep the corporation strong and able to serve the Kokatha community now and into the future:
  - a. Staff health and wellbeing
  - b. Commercial contracts and commitments
  - c. Kokatha Charitable Trust Administration
2. Continue to make staff health our number one priority, followed by continued employment where possible
3. Ensure all staff work from home as soon as possible (with technical support)
4. Restrict any approved car travel to a maximum of 2 passengers per fleet vehicle, sitting as far apart as possible
5. Reduce the maximum number of people staff meet with face to face to 4 people (within social distancing and indoor venue guidelines)
6. Continue to negotiate the sourcing of additional funds to support increased health needs within the Kokatha Community through the Kokatha Charitable Trust
7. Continue to:
  - adhere to all government COVID-19 regulations, guidelines and protocols,
  - follow our Work and Health and Safety Policy and implement our staff protocols- available at [www.kokatha.com.au](http://www.kokatha.com.au)
  - regularly review our measures (weekly or more frequently as required)
  - work with all staff members to negotiate their best, practical and safe work status

**The KAC offices located at 35 Flinders Terrace and 15 Yon St, Port Augusta will close from 4pm today**

In the light of our office closures, our core business priorities, community information and support will be provided though:

- a. Continued dedicated staffing- office phones will be diverted to the appropriate staff member working from home
- b. Email and postal communication
- c. Website updates
- d. Newsletter updates
- e. Community noticeboard updates

Please note a locked letterbox has been placed outside our Flinders St office front door for the collection of Kokatha Charitable Trust applications. Further details are located on the box and on the noticeboard directly opposite. Further information is also available at <https://kokatha.com.au/member-services/financial-support/> and [kctadmin@kokatharntbc.com.au](mailto:kctadmin@kokatharntbc.com.au)