



Coronavirus (COVID-19) Health Alert

The health, safety and welfare of the organisation’s workers and anyone affected by its business undertakings are fundamental priorities throughout the Workforce International Group (Workforce). Workforce is monitoring the developing situation with COVID 19 across the country and is monitoring the advice of the Australian Government Health Department. As the World Health Organization has declared that COVID-19 is now a pandemic, Workforce has initiated additional measures to help prevent the spread of the virus and protect the health of our workers, clients and anyone else affected by Workforce’s business activities.

Please read and answer the following questions:

1. Have you returned to Australia from overseas in the past 14 days?
2. Have you, in the last 14 days, had contact with anyone who has confirmed or suspected symptoms of COVID-19 (fever, cough, sore throat, shortness of breath)?
3. Do you have any of the COVID 19 type symptoms?

If you answer ‘YES’ to any of the questions above, you must do the following:

- IMMEDIATELY make an appointment with your doctor or medical centre for testing;
- IMMEDIATELY contact your Workforce manger, supervisor or office;
- Notify Workforce of your diagnosis or test results; and
- Do not return to work until approved by Workforce.

If you have returned to Australia from overseas after midnight 15 March 2020 or you have been in close contact with a confirmed case of COVID-19, you must self-isolate for 14 days and monitor your symptoms.

What can you do to reduce the risk of contracting coronavirus?

- Wash your hands and wrists thoroughly and frequently with soap and warm water. Use hand sanitiser to maintain hand hygiene.
- Cover your mouth and nose when coughing or sneezing with a flexed elbow or tissue. Discard tissues and wash your hands or use hand sanitiser immediately following.
- Avoid close contact with people who display cold or flu symptoms. Maintain at least 1.5 metres distance between yourself and anyone who is coughing or sneezing.
- Avoid touching your eyes, nose and mouth. Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.
- Wearing a face mask is not currently necessary, except for people who are demonstrating symptoms.

If you have any questions or concerns about COVID-19 in the workplace, please contact your company manager, supervisor or office immediately. For accurate information about COVID-19, visit the Australian Government Health Department website:

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>



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