



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 visited a place associated with a confirmed COVID-19 case in the past 14 days? Refer to your state government health website for a list of current sites.**
2. **Have you travelled interstate or returned from overseas in the last 14 days?**
3. **Do you have any COVID-19 symptoms?**

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

- **IMMEDIATELY get tested;**
- **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 are directed to get tested for COVID-19 or self-isolate at any time, you must follow the quarantine or self-isolation rules. Refer to your state government health website for further information on these rules.

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.
- Stay at home if you are unwell.
- Wear a face mask wherever advised to do so by federal/state government.
- Use QR codes where available to check in and out of venues.
- Download the COVIDSafe app so health workers can notify you quickly if you’ve come in contact with someone with COVID-19.

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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