



## Information Professional's Commitment

Information Professionals recognises the criticality of a measured and practical response to the COVID-19 epidemic. The following guidelines are provided to Information Professionals employees and contractors in light of the emerging COVID-19 challenge to help assure our clients that we are aware of, and actively managing, any associated risks with this virus.

### Guidelines for our people

- 1 If they, or their immediate family or household members, have travelled through any of the higher risk and moderate risk countries that the Department of Health identifies at any time, they must self-isolate for 14 days from the date of their return. They may return to work if they are not showing any symptoms.
  - 2 If they develop any of the identified symptoms, they are to seek immediate medical attention. They may not return to work until we confirm they are clear to do so.
  - 3 If they have contact with a person with suspected COVID-19, they must immediately isolate themselves and work from home for 14 days. They may return to work if at the end of 14 days self-isolation they are showing no symptoms, or earlier if the suspected case has been confirmed as having tested negative for COVID-19.
  - 4 If they have contact with a person with confirmed COVID-19, they must immediately isolate themselves and work from home for 14 days. They will not be permitted to come back to work until we confirm they are clear to do so.
  - 5 If they consider themselves to be in a high risk group due to age or have a pre-existing medical condition, then we will be encouraging them to work remotely and self-isolate.
- For all of our team, we are encouraging remote at-home working wherever possible.

### Guidelines for our clients

- If we are arranging meetings with clients who have recently visited high or moderate risk countries as identified by the Department of Health at any time, we will meet with those clients by alternative means such as telephone or teleconferencing.
- We ask that visitors or clients not attend our offices if they have been in contact with a person with suspected or confirmed COVID-19, or if they are experiencing any symptoms. We ask that those clients meet with us using remote facilities such as teleconferencing.
- We will also actively communicate with you on any work arrangements and on-site activity to ensure that it aligns to you, your staff, our staff, and our shared interests.



## Ongoing focus on health and safety

We are continuing to monitor the COVID-19 situation closely and will continue to provide updates as appropriate. Our approach is to manage the situation in a balanced, calm and measured way, sensitive to our staff, clients and stakeholder needs. When required, we will act swiftly and communicate clearly. Please let us know if our people should be aware of any requirements you have put in place for your organisation.

We wish to ensure the safety and well being of your employees as well as our own. If you would like more information on our response, please either contact us at [business@informpros.com](mailto:business@informpros.com), or refer to our website [www.informpros.com](http://www.informpros.com).