



COVID-19 FOR YOU

Keeping you and your family safe

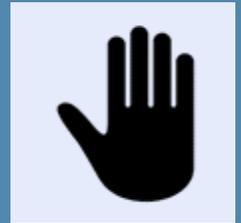


Symptoms

- Fever
- Aches
- Coughing, sore throat
- Fatigue
- Shortness of breath

Prevention

- Avoid people with or had contact with the virus
- Wash your hands often
- Use a tissue when you cough
- Don't touch your face
- Keep social distance wherever possible
- Don't shake hands
- Follow other instructions issued by the government as they are released



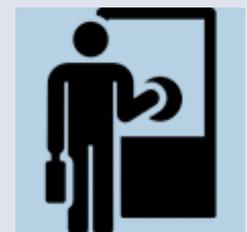
Guidelines if you need to self-isolate



- 1 • If you, or your 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.
- 2 • If you have worked at a client site that has a suspected or confirmed case of the COVID-19 virus.
- 3 • If you develop any of the identified symptoms, you are to seek immediate medical attention. You may not return to work until we have a medical certificate clearing you for work.
- 4 • If you have contact with a person with COVID-19 or suspected to have COVID-19.
- 5 • If you consider yourself to be in a high risk group due to age or have a pre-existing medical condition.

Guidelines for client meetings

- If you are arranging meetings with clients who have recently visited high or moderate risk countries as identified by the Department of Health at any time, meet with those clients by alternative means such as telephone or Teams.
- 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.
- If you work on-site or have meetings on-site with clients, then please follow their guidelines. We shall also be in touch with them directly to confirm any change in arrangements.



What this means to you



Please be proactive so we can work with you on this. If you must self-isolate, we will work with you if the situation arises as to the best way to manage your work and your time away.



No international travel will be undertaken to any countries with travel advisories listed in line with the Australian Government's SmartTraveller (smartraveller.gov.au) travel restrictions. Domestic travel, at this time, is not restricted but you are encouraged to minimise domestic travel where possible.