BUSINESS COMMUNICATION

HEALTH & TRAVEL ALERT UPDATE – NOVEL CORONAVIRUS (COVID-19)

12th March 2020

SUMMARY:

Update to Linkforce Novel Coronavirus (COVID-19) isolation requirements to include employees who have recently been in contact with overseas travellers.

COMMUNICATION:

In response to recent developments regarding the global COVID-19 situation, please see below revised directive from Linkforce Management in relation to COVID-19 and working with Linkforce.

The updated requirements are to ensure the health and safety of employees, visitors and business partners, to limit the potential spread of COVID-19 and to reduce the potential business disruption.

Linkforce have implemented the following disciplined measures and all employees are required to follow these directives effective immediately and until further notice:

- **If you have been in contact with someone who has been through any international entry point (this includes all marine/shipping ports & airports) in the last 14 days, please notify Linkforce immediately.**

- **If you've travelled overseas, or have been in contact with someone who has travelled overseas within the last 14 days, or have any cold/flu symptoms, you will be required to self-isolate for 14 days and or until you have been tested and confirmed a negative result for COVID-19.**

  Currently COVID-19 clinics and GP's are only offering testing to those who have met certain criteria (including recent travel overseas and if they have come into contact with a confirmed case of COVID-19).

- The company advises that it is unsafe to travel overseas currently and urges the entire workforce to reconsider current and future travel arrangements.

- Linkforce employees living in prescribed countries of risk are advised that they will not be permitted to return to work with Linkforce in all states within Australia during the COVID-19 situation.

- If you are feeling unwell with flu-like symptoms, are currently living or have returned from overseas within the last 21 days, you will be required to complete the *Linkforce COVID-19 Questionnaire* attached and forward ASAP to Health (health@linkforce.com.au) or Human Resources (hr@linkforce.com.au) for review.

- If you are feeling unwell with flu-like symptoms, are currently living or have returned from overseas within the last 21 days, you are not permitted to attend the Linkforce Perth office or any other Linkforce or Client location, until after the recommended 14-day self-isolation period.

- You may be permitted to Return to Work only after you have been self-isolated in Australia for a minimum of 14 days and or have been tested to confirm you have a negative result for COVID-19.

- If you develop symptoms (listed below) within 14 days of returning from anywhere overseas or within 14 days of contact with a confirmed case of COVID-19, you should arrange to see your GP or attend a COVID-19 Fever Clinic for urgent assessment.

  You should telephone your GP ahead of your arrival and inform your doctor about your symptoms, travel history and recent close contact.

  Your GP will liaise with Public Health authorities to manage your care. You must remain isolated in your home or a healthcare setting until Public Health authorities inform you it is safe for you to return to your usual activities.

Health & Safety
AS 4801
Environment
ISO 14001
Quality
ISO 9001

LINKFORCE.COM.AU

BUSINESS COMMUNICATION

Employees who are self-isolated due to one of the above situations should alert their direct Manager/Supervisor or the Linkforce Human Resources Department immediately to discuss your personal circumstances.

<u>Site Based Employees</u>

Due to the unlikelihood of suitable remote work being available, any employees who are affected by the self-isolation period will be required to take leave without pay for the 14-day period.

<u>Office Based Employees – Perth Office</u>

Arrangements for affected Perth based employees to work remotely may be considered if required and/or available. Where arrangements are not available for an employee to work remotely, employees will be able to access available leave following submission of a leave application.

Symptoms

Symptoms can range from mild illness to severe illness including pneumonia and include (but are not limited to) fever, cough, sore throat, fatigue and shortness of breath.

World Health Organisation standard recommendations:

- Frequently clean hands by using soap and water and alcohol-based hand sanitiser
- When coughing and sneezing, cover mouth and nose with flexed elbow or tissue – throw the tissue away immediately and wash hands
- Avoid close contact with anyone who has a fever and cough;
- Seek early medical help if you have a fever, cough and difficulty breathing

Please refer to the attached information sheet from the Australian Government for further information on 'What You Need to Know'.

How to isolate yourself

- Do not go to public places, such as work or shopping centres, events. If possible, ask other people to get food and other necessities for you and leave at your front door.
- Only people who usually live with you should be in your home. Do not let visitors in to your home during this time.
- You do not need to wear a mask in your home.
- If you need to leave your isolation location to get medical attention, wear a surgical mask to protect others.

Further information is available on the attached Home Isolation guidance sheet as issued by the Australian Government Department of Health.

DEPARTMENTS AFFECTED:

All

IMPLEMENTATION – DATE / TIME:

Thursday, 12th March 2020

KEY CONTACT FOR QUERIES OR CONCERNS:

Supervisor or Manager
Human Resources / Health – 08 9287 0800

APPROVED BY:

Luke Herbert (Managing Director)

Australian Government
Department of Health

What you need to know

People who have returned from a country or region that is at high or moderate risk for COVID-19 should monitor their health closely. If you develop symptoms including a fever and cough you should isolate yourself immediately and urgently seek medical attention. Go to www.health.gov.au/covid19-travellers for the list of at-risk countries.

People who think they may have been in close contact with a confirmed case of coronavirus should also monitor their health and seek urgent medical attention.

While coronavirus is of concern, it is important to remember that most people displaying symptoms such as fever, cough, sore throat or tiredness are likely suffering with a cold or other respiratory illness – not coronavirus.

What is a coronavirus and COVID-19?

Coronaviruses can make humans and animals sick. Some coronaviruses can cause illness similar to the common cold and others can cause more serious diseases, including Severe Acute Respiratory Syndrome (SARS) and Middle East respiratory syndrome (MERS). This new coronavirus originated in Hubei Province, China and the disease outbreak is named COVID-19.

How is this coronavirus spread?

The coronavirus is most likely to spread from person-to-person through:
- direct close contact with a person while they are infectious
- close contact with a person with a confirmed infection who coughs or sneezes, or
- touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.

Most infections are only transmitted by people when they have symptoms. These can include fever, a cough, sore throat, tiredness and shortness of breath.

How can we help prevent the spread of coronavirus?

Practising good hand and sneeze/cough hygiene is the best defence against most viruses. You should:
- wash your hands frequently with soap and water, before and after eating, and after going to the toilet
- cover your cough and sneeze, dispose of tissues, and use alcohol-based hand sanitiser
- and if unwell, avoid contact with others (stay more than 1.5 metres from people).

Who needs to isolate?

Specific requirements are in place for people who have returned from a country or region that is at high or moderate risk for COVID-19, or think may they have been in close contact with a confirmed case of coronavirus. Go to www.health.gov.au/covid19-travellers for the list of at-risk countries and isolation requirements.

What does isolate in your home mean?

People who must isolate need to stay at home and must not attend public places, in particular work, school, childcare or university. Only people who usually live in the household should be in the home.

Do not allow visitors into the home. Where possible, get others such as friends or family who are not required to be isolated to get food or other necessities for you. If you must leave the home, such as to seek medical care, wear a mask if you have one. For more information visit www.health.gov.au/covid19-resources

What do I do if I develop symptoms?

If you develop symptoms (fever, a cough, sore throat, tiredness or shortness of breath) within 14 days of leaving country or region that is at higher risk for COVID-19, or within 14 days of last contact of a confirmed case, you should arrange to see your doctor for urgent assessment. Go to www.health.gov.au/covid19-travellers for the current list of high or moderate risk countries.

You should telephone the health clinic or hospital before you arrive and tell them your travel history or that you may have been in contact with a potential case of coronavirus. You must remain isolated either in your home or a healthcare setting until public health authorities inform you it is safe for you to return to your usual activities.

Who is most at risk of a serious illness?

Some people who are infected may not get sick at all, some will get mild symptoms from which they will recover easily, and others may become very ill, very quickly. From previous experience with other coronaviruses, the people at most risk of serious infection are:

- people with compromised immune systems (e.g. cancer)
- elderly people
- Aboriginal and Torres Strait Islander people
- people with diagnosed chronic medical conditions
- very young children and babies*
- people in group residential settings
- people in detention facilities.

*At this stage the risk to children and babies, and the role children play in the transmission of COVID-19, is not clear. However, there has so far been a low rate of confirmed COVID-19 cases among children, relative to the broader population.

How is the virus treated?

There is no specific treatment for coronaviruses. Antibiotics are not effective against viruses. Most of the symptoms can be treated with supportive medical care.

Should I wear a face mask?

You do not need to wear a mask if you are healthy. While the use of masks can help to prevent transmission of disease from infected patients to others, masks are not currently recommended for use by healthy members of the public for the prevention of infections like coronavirus.

More information

For the latest advice, information and resources, go to www.health.gov.au

Call the National Coronavirus Health Information Line on 1800 020 080. It operates 24 hours a day, seven days a week. If you require translating or interpreting services, call 131 450.

The phone number of your state or territory public health agency is available at www.health.gov.au/state-territory-contacts

If you have concerns about your health, speak to your doctor.

Isolation guidance

If you have travelled from mainland China, Iran, Republic of Korea or Italy, or been in close contact with a confirmed case of coronavirus, special restrictions apply. This information sheet should be read in conjunction with the 'What you need to know' and 'Isolation guidance' information sheets at www.health.gov.au/covid19-resources

Who needs to isolate?

To help limit the spread of coronavirus, you must isolate yourself in the following circumstances:

- If you have left, or transited through mainland China or Iran in the last 14 days, you must isolate yourself for 14 days from the date of leaving mainland China/Iran.

- If you have left, or transited through the Republic of Korea on or after 5 March 2020 you must isolate yourself for 14 days after the date of leaving the Republic of Korea.

- If you have been in close contact with a proven case of coronavirus, you must isolate yourself for 14 days from the date of last contact with the confirmed case.

Travellers from Italy must present for health screening upon arrival in Australia, as directed at the border.

Stay at home or in your hotel

When travelling home or to your hotel to start isolation use personal transport, such as a car, to minimise exposure to others. If you need to use public transport (e.g. taxis, ride-hail services, trains, buses and trams), follow the precautions outlined in the public transport guide at www.health.gov.au/covid19-resources

During the 14 days of isolation, you must stay at home or in your hotel and don't go to public places including work, school, childcare, university or public gatherings. Only people who usually live with you should be in the home. Do not see visitors. If you are in a hotel, avoid contact with other guests or staff.

If you are well, there is no need to wear surgical masks at home. Ask others who are not in isolation to get food and necessities for you. If you must leave home, such as to seek medical care, wear a surgical mask. If you don't have a mask, take care to not cough or sneeze on others. For more information about when to wear a mask, visit: www.health.gov.au/covid19-resources

Monitor symptoms

When in isolation, monitor yourself for symptoms including fever, cough or shortness of breath. Other early symptoms include chills, body aches, sore throat, runny nose and muscle pain.

What do I do if I get sick?

If you develop symptoms (fever, a cough, sore throat, tiredness or shortness of breath) within 14 days of leaving mainland China, Iran, Republic of Korea or Italy, or within 14 days of last contact of a confirmed case, you should arrange to see your doctor for urgent assessment.

You should telephone the health clinic or hospital before you arrive and tell them your travel history or that you may have been in contact with a potential case of coronavirus.

You must remain isolated either in your home or a healthcare setting until public health authorities inform you it is safe for you to return to your usual activities.

How can I prevent the spread of coronavirus?

Practising good hand and sneeze/cough hygiene is the best defence against most viruses. You should:

- wash your hands frequently with soap and water, before and after eating, and after going to the toilet
- cover your cough and sneeze, dispose of tissues, and use alcohol-based hand sanitiser
- and if unwell, avoid contact with others (stay more than 1.5 metres from people).

Going outside

If you live in a private house, it is safe for you to go into your garden or courtyard. If you live in an apartment or are staying in a hotel, it is also safe for you to go into the garden but you should wear a surgical mask to minimise risk to others and move quickly through any common areas.

Advice for others living with you

Others that live with you are not required to be isolated unless they meet one of the isolation criteria outlined above. If you develop symptoms and are suspected to have coronavirus, they will be classified as close contacts and will need to be isolated.

Cleaning

To minimise the spread of any germs you should regularly wash surfaces that are frequently touched such as door handles, light switches, kitchen and bathroom areas. Clean with household detergent or disinfectant.

Managing the 14 day isolation

Being in isolation can be stressful and boring. Suggestions include:

- Keep in touch with family members and friends via telephone, email or social media.
- Learn about coronavirus and talk with others.
- Reassure young children using age-appropriate language.
- Where possible, keep up normal daily routines, such as eating and exercise.
- Arrange to work from home.
- Ask your child's school to supply assignments or homework by post or email.
- Do things that help you relax and use isolation as an opportunity to do activities you don't usually have time for.

More information

For the latest advice, information and resources, go to www.health.gov.au

Call the National Coronavirus Health Information Line on 1800 020 080. It operates 24 hours a day, seven days a week. If you require translating or interpreting services, call 131 450.

The phone number of your state or territory public health agency is available at www.health.gov.au/state-territory-contacts

If you have concerns about your health, speak to your doctor.