



Coronavirus Update and Action Plan

The Australian Government as of today, Wednesday 18th March, has increased restrictions on travel, gatherings and social events as the infection rate climbs whilst also labelling panic buying as complete nonsense.

The number of confirmed COVID-19 cases in NSW has increased to 267+ and 3 in the ACT. All employers and workers must act now to manage the spread of this virus among workers and others within your work environment. NSW Health have provided [a heat map of confirmed cases by region](#) that may assist.

Get to know the Symptoms

1. It will first infect the throat, so you'll have a sore throat lasting 3 to 4 days
2. The virus then blends into a nasal fluid that enters the trachea and then the lungs, causing pneumonia. This takes about 5 to 6 days further.
3. With the pneumonia comes high fever and difficulty in breathing.
4. The nasal congestion is not like the normal kind. You feel like you're drowning. It's imperative you then seek immediate attention.

Notifiable Cases of Infection

Should you become aware of any cases of infection within your immediate family, team, work colleagues or subcontractors, please advise us immediately - Form1 will then work with you to help minimise the impact

Open, honest and prompt communication is essential for us all to effectively manage this evolving situation. Your assistance and support in this important matter is genuinely appreciated.

If you have fever, cough and difficulty breathing, seek medical care early and inform your employer as soon as possible.

How it Spreads

When someone who has COVID-19 coughs or sneezes, they release droplets of infected fluid that fall on nearby surfaces and objects (such as desks, tables, telephones, screens, keyboards, etc) People could catch the illness:

- By breathing in airborne droplets
- By touching contaminated surfaces or objects – and then touching their eyes, nose or mouth

As an employee, you have obligations under WHS legislation to protect yourself and others. If you believe you are at risk of infection of coronavirus, you should raise your concerns with your manager or WHS representative as soon as possible.

Form1[®]

Form1 Group

contact@form1.com.au

Form1.com.au

Sydney PO BOX 1575 Neutral Bay NSW 2089 T: 02 9966 4200

Newcastle PO BOX 2125 Gateshead NSW 2290 T: 02 4948 2933

Central Coast PO BOX 2125 Gateshead NSW 2290 T: 02 4351 0530

Canberra PO Box 313 Jerrabomberra NSW 2619 T: 02 6260 2673



Good Hygiene

Everyone must practise good hygiene to protect against infection and prevent the virus spreading. Good hygiene includes:

- covering your coughs and sneezes with your elbow or a tissue
- disposing of tissues properly
- washing your hands often with soap and water, including before and after eating and after going to the toilet
- using alcohol-based hand sanitisers
- cleaning and disinfecting surfaces
- if you are sick, avoiding contact with others and staying more than 1.5 metres away from people
- cleaning and sanitising frequently used objects such as mobiles, keys and wallets

Travel

As of today, the 18th of March, all international travel has been halted. <https://www.smartraveller.gov.au/> has the latest travel information.

Websites to keep you Updated

The [Form1](#) website has all our regular correspondence now linked for you to refer to as required.

We'll continue to share information as it becomes available and do our best to keep you informed about what we are doing as a company and how best to prevent the spread of the virus. It is also advised you stay on top of all the current health alerts, by viewing these websites regularly

Australian Government: www.health.gov.au/news/health-alerts/novel-coronavirus-2019

NSW Government: NSW Health - [Coronavirus updates and health information](#)

ACT Government: ACT Health - [Coronavirus updates and health information](#)

WorkSafe - [Coronavirus: advice for NSW workplaces](#)

Your safety is our priority.

Thank you



Form1 Group

contact@form1.com.au

Form1.com.au

Sydney PO BOX 1575 Neutral Bay NSW 2089 T: 02 9966 4200

Newcastle PO BOX 2125 Gateshead NSW 2290 T: 02 4948 2933

Central Coast PO BOX 2125 Gateshead NSW 2290 T: 02 4351 0530

Canberra PO Box 313 Jerrabomberra NSW 2619 T: 02 6260 2673