



## Coronavirus Update and Action Plan

The Australian Government as of today, Monday 23<sup>rd</sup> March, has banned all non-essential gatherings as the infection rate climbs to above 533 in NSW and 19 in the ACT. This includes:

- pubs, clubs, hotels (excluding accommodation)
- gyms and indoor sporting venues
- cinemas, entertainment venues, casinos and night clubs
- restaurants and cafes will be restricted to takeaway and/or home delivery
- religious gatherings, places of worship or funerals (in enclosed spaces and other than very small groups and where the 1 person per 4 square metre rule applies)

Other facilities are not impacted but could be considered under a later stage of restrictions, if necessary.

Some schools may choose to break for holidays early but the health advice on schools has not changed.

### How it Spreads

COVID-19 is a respiratory illness caused by a new virus. Symptoms include fever, coughing, sore throat and shortness of breath. The virus can spread from person to person, but good hygiene can prevent infection.

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.

### 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.**



#### 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

The Australian Government has advised all citizens not to travel at this time. <https://www.smartraveller.gov.au/> has the latest travel information. If you have approved annual leave, speak with your Manager about postponing your leave.

## 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](http://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



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