



## Coronavirus Update and Action Plan

Venues where large numbers of people congregate can greatly increase the spread of COVID-19 so the Australian Government has tightened restrictions. As of midnight, last night, all non-essential gatherings are banned and even further restrictions applied to essential gatherings, public transport and other venues as the infection rate climbs to great than 1000 in NSW and 44 in the ACT.

### Work Restrictions

There are now restrictions on the number of persons entering the office locations. Your supervisor would have emailed you information about social distancing and to call the office prior to visiting. You may have also noticed fewer staff working in the office. Form1 Group have deployed working from home/site initiatives in conjunction with the Governments response plan

If you need to contact an employee, its best to communicate via phone or email. An updated staff contact list is attached for your reference.

### Know the Symptoms

As we move into Autumn and our seasons naturally begin to change, hay fever and the common cold may be more prevalent. Here is a snapshot of symptoms for each which will enable you to hopefully spot the difference

Symptoms	Coronavirus Symptoms range from mild to severe	Cold Gradual onset of symptoms	Flu Abrupt onset of symptoms
 Fever	Common	Rare	Common
 Fatigue	Sometimes	Sometimes	Common
 Cough	Common* (usually dry)	Mild	Common* (usually dry)
 Sneezing	No	Common	No
 Aches and pains	Sometimes	Common	Common
 Runny or stuffy nose	Rare	Common	Sometimes
 Sore throat	Sometimes	Common	Sometimes
 Diarrhea	Rare	No	Sometimes for children
 Headaches	Sometimes	Rare	Common
 Shortness of breath	Sometimes	No	No

Sources: World Health Organization, Centers for Disease Control and Prevention

Form1 Group

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### **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.**

### **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

### **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

# Form1<sup>®</sup>

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