



Coronavirus Update and Action Plan

As we begin another working week, we are reminded that winter is fast approaching with the cooler weather meeting us this morning. Be mindful that people are on high alert and ensure you follow good hygiene practices such as:

- 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

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 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.

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](#)



Form1 Group

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Feeling Anxious?

It's totally normal to be feeling concerned about the future – you are definitely not alone! Here is a snapshot of things you can do to help calm those anxious thoughts;

Coronavirus Anxiety Tips



Prioritize your self care routine



Avoid excessive consumption of the media



Focus on things you can control, e.g. handwashing, social distancing



Talk to friends and family on calls and texts



Eat well, stay hydrated and get enough sleep



Practice meditation & breathing techniques



Distract yourself with games, books and movies



Notice your feelings and write them down



Exercise to get out of your head



Keep busy doing things you enjoy e.g. music, crafts, learn a language

Form1 would like to thank each and every one of our amazing employees for your patience, kindness and dedication. This is not an easy journey but knowing we all have each other's back makes it bearable.

Your safety is our priority. If you have any concerns, speak up!

Don't forget - This too shall pass.

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