

COVID-19 (Coronavirus)

We would like to thank all our staff, contractors, and the community for following the social distancing and hygiene protocols that have been set out.

The Government has advised that Australia is doing well at 'flattening the curve' and reducing transmission of this virus, so our efforts have been paying off. However, it is important that we continue to practice good hygiene and social distancing to continue the downward trend. As such, we would like to remind everyone of the guidelines surrounding this:

✓ **Practice good personal hygiene:**

- Clean your hands regularly and after touching any shared surfaces with soap and water, or hand sanitiser
- Cover your nose and mouth with your elbow when you cough or sneeze
- Avoid touching your eyes, nose, and mouth
- Avoid contact with anyone with cold or flu-like symptoms
- Stay home if you are sick
- Clean and disinfect frequently touched surfaces everyday
- Wear gloves that are provided for shared touch points
- Shared surfaces can include benchtops, tables & chairs, water coolers, door handles, light switches, shared surfaces, etc
- Clean and disinfect equipment and machinery between operators
- Get a flu shot when it becomes available. A reminder to submit your receipt for this with your timesheet in order to be reimbursed for the cost of the shot.

✓ **Practice social distancing where practical:**

- Only leave home for essential purposes.
- Stop shaking hands, hugging, or kissing as a greeting
- Attempt to keep 1.5 metres between yourself and other people where possible
- Allow 4 square metres of space for each person in an indoor space
- Avoid visiting vulnerable people, such as infants, those in aged care facilities or hospitals, or people with compromised immune systems
- Use debit/credit cards instead of cash and use online and self-serve facilities where available.

✓ **Site specific measures**

- Avoid carpooling where practical
- Any toolbox meetings are held outside with at least 1.5m between people. Keep meetings as short as possible. Where possible online options have been implemented for some meetings

- No sharing of pens, PC terminals, personal telephones/devices and other hard surfaced items
- Morning tea and lunch breaks are taken in as small a group as possible. Where practical, breaks should be staggered rather than all workers breaking together
- Avoid vehicle / machinery sharing. Clean interior cabins and doors with detergent solution in the case of any operator changes
- For any deliveries or other customer interaction, ensure you are following the social distancing requirements of maintaining 1.5m distance. This will protect you and our customers.

CLEANING PRODUCTS

We have been successful in sourcing hand sanitiser and will have some stock arriving shortly. There will be a limited supply of this available and it will be provided on an as-needed basis. If you require hand sanitiser for work purposes, please contact us on the details below. Remember, if soap and water is available that this is the most effective method of keeping your hands clean.

Gloves, masks, hand wash (soap) and disinfectant are still available if required as well. If you need of any of these products, please contact us on the below details.

STAY CONNECTED

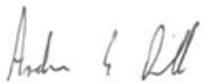
Don't forget to stay in touch with friends, neighbours, co-workers and family during this time. Whilst social distancing is required to stop the spread, it can also be a lonely and difficult time for many of us.

Technology makes it easy to stay connected by calling, texting, emailing or through social media. If you are feeling anxious or require further support don't hesitate to reach out to your supervisor or management at any time. There are also support agencies who can offer additional advice:

Beyond Blue 1300 22 4636

LifeLine 13 11 14

For any questions or concerns, please contact our WHSE Manager Caleb Fisher on 0474 298 202 or caleb.fisher@divalls.com.au.



Andrew Divall

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