

Safety Bulletin

COVID-19 (Coronavirus)

Divall's would like to inform staff and their families of the position the Company has secured relating to the current pandemic of COVID-19 (Coronavirus), and the restrictions and controls that are in place for staff. As many are aware, Divall's have three employees that have returned to the country after the 14-day isolation rule has come into effect. Divall's also have one other staff member that is still currently overseas.

Divall's have consulted with the local Federal member's office to establish what is acceptable and how the requirements apply to the business. Advice has been received activities on isolated rural properties may fit within the guidelines set by the Federal government.

We have been directed to the Isolation Guidance document produced by the Australian Federal Government, and the document also reflects the NSW State Government requirements. A link to this document will be placed below.

We have pulled some of the important information from the document and listed here for easier reading.

The document states that:

- Anyone arriving or returning to Australia from overseas is required to self-isolate for 14 days from the day of their arrival.
- Where possible private transport should be arranged to home or a hotel for the isolation period.
- Once they arrive home, activities outside of your home/hotel should be restricted except for seeing medical care. This means you should not go to work, school/university/childcare, the gym, or public areas and should not use public transport, taxis or ride sharing services.
- Monitor symptoms while in isolation. If you show any symptoms you should contact your Doctor or HealthDirect on 1800 022 222 and advise that you have travelled.
- If you are sharing your home with others you should separate yourself as much as possible. Others that live with you are not required to be isolated unless they

meet one of the isolation criteria outlined in the Government announcement. If you develop symptoms and are suspected to have coronavirus, they will then be classified as close contacts, and will then need to be isolated.

Advice to protect yourself from viruses:

- ✓ Clean your hands regularly with soap and water, or hand sanitiser
- ✓ Cover your nose and mouth 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
- ✓ Get a flu shot when it becomes available
- ✓ Practice social distancing where practical:
 - Avoid crowds if possible. If not, keep the time short
 - Stop shaking hands, hugging or kissing as a greeting
 - Avoid small gatherings in enclosed spaces
 - Attempt to keep a distance of 1.5 metres between yourself and other people where possible
 - Avoid visiting vulnerable people, such as infants, those in aged care facilities or hospitals, or people with compromised immune systems
 - Visit shops only when required
 - Use debit/credit cards instead of cash and use online and self-serve facilities where available
 - Re-consider overseas and interstate travel plans

What we are doing to help:

- ✓ Divall's will cover the cost of immunisation for all employees who choose to get the flu shot. Simply present your receipt to HR for reimbursement.
- ✓ We are currently trying sourcing sanitiser and/or disinfectant options for employees to use but this is in short supply nationally. If an employee purchases some of these products for use at work Divall's will be happy to reimburse the employee, you will only need to present your receipt.

Entitlements if leave is required:

We understand that during this time employees will need to be at home due to sickness, isolation, or caring for others. It is our intention to support you through these situations to the best of our ability. Below is some information to assist:

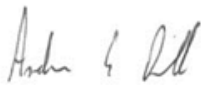
<https://www.fairwork.gov.au/about-us/news-and-media-releases/website-news/coronavirus-and-australian-workplace-laws>
<https://www.natroad.com.au/news/guiding-employer-responses-coronavirus>

We're closely monitoring the situation and know that misinformation and fear can spread faster than the virus itself, and we want to discourage false information from circulating. If you are looking for trusted, up-to-date information, we recommend visiting the following websites:

[Australian Government Department of Health](#)

[NSW Health](#)

[World Health Organisation \(WHO\)](#)



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