



16/03/2020

To all Employees and Subcontractors of Faircloth & Reynolds.

As we all watch the developing situation around COVID-19, Faircloth & Reynolds Management wish to advise we will be implementing the measures immediately for the safety of our staff, Customers & Visitors. As well as to ensure the business continues to operate effectively during these uncertain times.

Effective immediately **all employees & Subcontractors** are required to;

- **NOT** attend Work if you are sick. Please contact you Supervisor or Manager for advice.
- **Notify** your Supervisor or Manager immediately if you have been in contact with a confirmed case of COVID-19 or a suspected case.
- **Notify** your Supervisor or Manager if you have travelled overseas in the last 2 Weeks or are planning an overseas trip.
- Social distancing keeping a distance of 1.5 metres between you and other people whenever possible and minimising physical contact especially with people at higher risk of developing serious symptoms, such as older people and people with existing health conditions
- Wash your hands frequently with soap and water, before and after eating, and after going to the toilet.
- Cover your cough and sneeze, dispose of tissues, and use alcohol-based hand sanitiser.

If we all follow these simple measures, we can all contribute to helping stop the spread of this virus within our community and appreciate your assistance

Faircloth & Reynolds are committed to following the direction and advice issued by the Australian Government & the Department of Health. I would recommend that you keep up to date on the COVID - 19 situation by regularly checking

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

Faircloth & Reynolds are in contact with our Customers & Suppliers ensuring we have details of any specific requirements required to attend site.

We will continue to monitor the situation communicate with you all as the situation develops.

If you have any concerns or questions please speak to your Supervisor or Manager.

A handwritten signature in black ink, appearing to read 'Kevin Murray', is positioned above the typed name.

Kevin Murray
Operations Manager
Faircloth Reynolds

What are the symptoms of COVID-19?

The symptoms of COVID-19 are similar to other colds and flus and include:

- Fever
- Sore throat
- Cough
- Fatigue
- Difficulty breathing

While coronavirus is of concern, it is important to remember that most people displaying these symptoms are likely suffering with a cold or other respiratory illness – not coronavirus.

What do I do if I develop symptoms?

If you develop symptoms within 14 days of arriving in Australia or within 14 days of last contact with a confirmed case, you should arrange to see your doctor for urgent assessment.

You should telephone the health clinic or hospital before you arrive and tell them your travel history or that you have been in contact with a confirmed case of coronavirus. You must remain isolated either in your home, hotel or a health care setting until public health authorities inform you it is safe for you to return to your usual activities.

Should I be tested for COVID-19?

Your doctor will tell you if you should be tested. They will arrange for the test.

You will only be tested if your doctor decides you meet the criteria:

- You have returned from overseas in the past 14 days and you develop respiratory illness with or without fever
- You have been in close contact with a confirmed COVID-19 case in the past 14 days and you develop respiratory illness with or without fever
- You have severe community-acquired pneumonia and there is no clear cause
- You are a healthcare worker who works directly with patients and you have a respiratory illness and a fever

If you meet any of these criteria, your doctor can request you are tested for COVID-19. It is important to remember that many people with symptoms similar to COVID-19 will not have the virus. Only suspected cases are tested to ensure our labs are able to cope with the demand. There is no need to test people who feel well and do not meet the criteria above.

Who needs to isolate?

All people who arrive in Australia from midnight 15 March 2020, or think they may have been in close contact with a confirmed case of coronavirus, are required to self-isolate for 14 days.

Someone I live with is getting tested for COVID-19. Should I self-isolate and get tested as well?

If a household member is a suspected case, you may need to be isolated. This will be determined by your public health unit on a case-by-case basis. Your public health unit will contact you if you need to isolate. For more information, read our fact sheet on [home isolation](#).

What does isolate in your home mean?

If you have been diagnosed with COVID-19, you must stay at home to prevent it spreading to other people. You might also be asked to stay at home if you may have been exposed to the virus.

Staying at home means you:

- do not go to public places such as work, school, shopping centres, childcare or university
- ask someone to get food and other necessities for you and leave them at your front door
- do not let visitors in — only people who usually live with you should be in your home

You do not need to wear a mask in your home. If you need to go out to seek medical attention, wear a surgical mask (if you have one) to protect others.

You should stay in touch by phone and on-line with your family and friends. For more information, read our fact sheet on [home isolation](#)

What is social distancing?

Social distancing is one way to help slow the spread of viruses such as COVID-19. Social distancing includes staying at home when you are unwell, avoiding large public gatherings if they're not essential, keeping a distance of 1.5 metres between you and other people whenever possible and minimising physical contact especially with people at higher risk of developing serious symptoms, such as older people and people with existing health conditions.

There's no need to change your daily routine, but taking these social distancing precautions can help protect the people in our community who are most at risk.

To reduce the spread of germs in the workplace:

- Stay at home if you are sick
- Stop handshaking as a greeting
- Hold meetings via video conferencing or phone call
- Defer large meetings
- Hold essential meetings outside in the open air if possible
- Promote good hand and sneeze/cough hygiene and provide hand sanitisers for all staff and workers
- Take lunch at your desk or outside rather than in the lunch room
- Clean and disinfect high touch surfaces regularly
- Consider opening windows and adjusting air conditioning for more ventilation
- Limit food handling and sharing of food in the workplace
- Reconsider non-essential business travel
- Promote strictest hygiene among food preparation (canteen) staff and their close contacts
- Consider if large gatherings can be rescheduled, staggered or cancelled

<http://www.health.gov.au/covid19-resources>

Who is most at risk of a serious illness?

Some people who are infected may not get sick at all, some will get mild symptoms from which they will recover easily, and others may become very ill, very quickly. From previous experience with other coronaviruses, the people at most risk of serious infection are:

- People with compromised immune systems (e.g. cancer).
- Elderly people.
- Aboriginal and Torres Strait Islander people, as they have higher rates of chronic illness.
- People with diagnosed chronic medical conditions.
- People in group residential settings.
- People in detention facilities.
- Very young children and babies.*

*At this stage the risk to children and babies, and the role children play in the transmission of COVID-19, is not clear. However, there has so far been a low rate of confirmed COVID-19 cases among children, relative to the broader population.

How is the virus treated?

There is no specific treatment for coronaviruses. Antibiotics are not effective against viruses. Most of the symptoms can be treated with supportive medical care.

How can we help prevent the spread of coronavirus?

Practising good hand and sneeze/cough hygiene and keeping your distance from others when you are sick is the best defence against most viruses. You should:

- Wash your hands frequently with soap and water, before and after eating, and after going to the toilet.
- Cover your cough and sneeze, dispose of tissues, and use alcohol-based hand sanitiser.
- If unwell, avoid contact with others (stay more than 1.5 metres from people).
- Exercise personal responsibility for social distancing measures.

Should I wear a face mask?

You do not need to wear a mask if you are healthy. While the use of masks can help to prevent transmission of disease from infected patients to others, masks are not currently recommended for use by healthy members of the public for the prevention of infections like coronavirus.