HUTCHIES' ALERT
CORONAVIRUS (COVID-19)

5/03/2020

The coronavirus (COVID-19) which emanated in China in December has now spread to other parts of the world, in particular Iran, Italy, Japan and South Korea but now also Australia.

Coronavirus is a highly contagious respiratory disease – symptoms include a fever, cough, difficulty breathing, sore throat and fatigue. Severe cases can cause pneumonia and even death, particularly with the vulnerable and aging in our society.

There is a lot of information available on the coronavirus and the following websites are worthwhile looking at for general updates, information on protecting yourself and others from the virus and what to do in circumstances where you or others are displaying symptoms.

OFFICIAL GOVERNMENT WEBSITES TO MONITOR

Australian Government	Smart Traveller Latest Advice	NSW Health	QLD Health	SA Health	TAS Health	VIC Health
l.hutchi.es/AusHealth	l.hutchi.es/SmartTravel	l.hutchi.es/cvNSW	l.hutchi.es/cvQLD	l.hutchi.es/cvSA	l.hutchi.es/cvTAS	l.hutchi.es/cvVIC

As the number of coronavirus cases in Australia is increasing, Hutchies is committed to raising the focus on the potential effects to the health and safety of our people, our families, the workers who frequent our workplaces and their families, and the broader community in general.

This poster, and other related information is to be distributed and communicated to all persons at Hutchies' workplaces as a matter of urgency.

ADVICE & RECOMMENDATIONS

- Take the time to access the above websites so you understand more about how to deal with coronavirus.
- There is to be no international business travel without authorisation from Hutchies' Managing Director. Consider using Skype / video conferencing facilities instead.
- Display this notice in visible areas throughout Hutchies' offices and across all of Hutchies' projects.
- There is also a range of posters available from the Australian Government – display these around Hutchies' offices & sites.

Download posters, scripts & procedures from Hutchies' Toolbox / toolbox.hutchies.com.au/coronavirus

- Team Leaders are to address their Teams, highlighting the key aspects of coronavirus and how to protect themselves & others.
- Treat hygiene seriously – follow these guidelines:
  — Cleaning hands with soap and water or alcohol-based hand rubs,
  — Covering your nose and mouth with a tissue or flexed elbow when coughing or sneezing,
  — Avoiding physical contact with anyone who has symptoms such as fever, a cough, sore throat, fatigue, and shortness of breath,
  — Staying home if you are unwell.
- Limit domestic air travel to essential flights only. Consider using Skype / video conferencing facilities instead.
- Introduce reference to coronavirus in all Toolbox and Startup Meetings on site (the script for this is available on Hutchies' Toolbox).
- Install 'alcohol based' hand sanitiser dispensers in as many locations as possible and encourage people to use regularly.
- Introduce procedures for circumstances when Hutchies' people are exposed to consumers, tenants or occupiers of buildings attending to defects etc. particularly whereby exposure is high or higher than normal (these procedures are also available on Hutchies' Toolbox).
- Immediately notify your colleagues & supervisor/s if you identify a risk of exposure to coronavirus so that appropriate action may be taken.
- If you are exposed to coronavirus, call your health care provider in advance to allow them to quickly direct you to the right health facility.
- Isolate yourself for a minimum of 14 days after the date of suspected contact.
- If you develop symptoms during an isolation period, notify your colleagues & supervisor/s immediately – particularly if you were in the workplace prior to the self-isolation period.