



As global concern about the current COVID-19 outbreak grows, we are doing our best to keep everyone healthy and safe in the workplace whilst also minimising the disruptions to our day-to-day operations.

We are closely monitoring the situation and know that misinformation and fear can spread more virulently than the virus itself, and we want to discourage false information from circulating. If you're looking for trusted, up-to-date information, we recommend visiting the specific coronavirus websites of [the CDC](#) or [the WHO](#).

We understand the current outbreak is worrying, and we want to take a moment to share the ways we can all help keep the workplace safe, as well as the steps we will take as an organisation if and when necessary.

Since the virus is highly contagious and there is currently no vaccine, we all need to:

- **Stay at home if we are sick** - If you experience cold, flu-like symptoms, or simply a running nose, please stay at home. If you have a fever over 100 degrees, please stay home for 14 days to ensure you have not contracted the coronavirus.
- **Refrain from visiting the workplace after travel to an infected city or high-risk country** - Please do not come into the workplace for 14 days if you have visited a city with a confirmed case of the virus.
- **Stay at home if you have been in contact with a potentially infected person**-The virus spreads easily from person to person. Please stay at home for 14-days if you have had contact with a confirmed case or potentially infected person.
- **Refresh ourselves on proper cough and sneeze hygiene** - Cover your nose or mouth with a tissue or your elbow — not your hand — and discard the tissue immediately after.
- **Wash our hands regularly** - Proper hand washing remains the best way to prevent transmission of the virus. Wash your hands after using the restroom, touching your face,

eating, drinking, coughing, or sneezing, and at regular intervals throughout the day. Use warm soapy water and wash your hands for at least 20 seconds. Alternatively, alcohol-based hand sanitizer is effective as well.

- **Stop touching our faces** - Fomites — objects that we commonly touch — are the main way the disease is spreading. Reduce the chance of transmission from a fomite, like a doorknob, by keeping your hands away from your eyes, nose, and mouth.
- **Rely on virtual communication when possible** - In an effort to cut down on human-to-human contact, please cancel in-person meetings and communicate via videoconferencing or phone calls.
- **Get the flu vaccine** - Healthy individuals are less susceptible to contracting the coronavirus. Keep yourself healthy by getting this year's vaccine.

In turn, the measures we're taking as a company will be:

- **Increase supplies of sanitizer wipes** - We'll ensure the workplace has ample sanitizer wipes and ask that employees regularly wipe down their workstations.
- **Limit visitors and non-essential personnel from the property** - This includes personal visitors and non-essential business visits from vendors, clients, and suppliers. Alcohol spray is provided as you enter the facility and we urge everyone to spray their hands on entering the office.
- **Take action if school or public transport is cancelled** - In the case of these events, the company will evaluate and take action.
- **Increase the frequency of cleaning** – We will be increasing the frequency of our cleaning service from twice per week to four to ensure the workplace remains as hygienic as possible.
- **Consider remote work arrangements** - While we don't have a WFH policy currently in place, we will evaluate the option if the virus continues to spread.
- **Shift work** – Divide the staff up so not all keyworkers are on the same shift. AM and PM working shift patterns have been suggested to minimise close contact and alleviate any potential strain on service provided.

Thank you for your continued support in this uncertain time.