CORONAVIRUS.A guide for managers.



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Purpose

The purpose of this guide is to provide guidance Seymour Whyte's leaders on the actions to be taken to minimise the risk of Coronavirus workplace infections. The intent of the guidance is to minimise overall business disruption and uncertainty should a Seymour Whyte office or project identify potential exposure risks to the virus.

Seymour Whyte is relying on the information provided by the Australian Government Health Department for our decisions regarding the Coronavirus. Whilst we will update this guide regularly we encourage all of our employees to stay up to date with the latest advice which can be found here:

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

It is important that you stay across the latest developments of this ever-changing situation. Seymour Whyte will endeavour to provide regular updates; however, it is important that you keep yourself informed also.

What is Coronavirus and how is it transmitted?

There is plenty of information available on the Federal Government and State Governments website on Coronavirus. We have found this short video that provides a thorough explanation on the virus and the preventative hygiene measures we should all be adopting to prevent infection: Please click on the following link to access:

https://www.swhealth.org/dr-peter-lin-breaks-down-information-on-coronavirus-covid-19/

The virus is most likely spread through:

- Close contact with an infectious person
 - Contact with droplets from an infected person's cough or sneeze
 - Touching objects or surfaces (like door handles) that have cough or sneeze droplets from an infected person, and then touching your mouth or face.

Prevention

To protect against the transmission of Coronavirus, all employees should practice good hygiene (both at home and at work). This includes:

- Washing hands frequently with soap and water or hand sanitiser (including after sneezing, coughing, blowing your nose, after every meeting, after taking the lift or being in small confines with multiple people)
- Covering your mouth and nose if you cough or sneeze, dispose of used tissues immediately after use
- Avoiding touching your eyes, nose or mouth until you have washed your hands
- Avoiding close contact with others, such as touching
- Adhering to good food-safety practices
- Maintaining good personal hygiene

Additionally, effective office cleaning can also reduce transmission. This includes regularly wiping down surfaces that are touched often including telephones, keyboards, mouses, desks, chairs, drawers etc with sanitising wipes or a mild bleach solution.

It is recommended that all site offices have a supply of face masks (P2, P3 or surgical masks) in the event that they become needed.

If any employee appears unwell (e.g. coughing, sneezing, runny nose and / or running a fever), they should be advised to take sick leave as would ordinarily occur. They should be informed to remain away from work until the symptoms have gone or they provide a medical certificate. Talk to your Regional HR Manager if an employee does not have adequate leave to cover such absences.

In some circumstance's employees may be considered to be higher risk when it comes to Coronavirus. This may be due to:

- their age
- a compromised immune system due to a known pre-existing illness or existing medication that they are taking
- Aboriginal and Torres Strait Islander people
- A diagnosed chronic medical medication

Where an employee discloses that they are in a higher risk category extra precautions may need to be taken (for example, an ability to work from home). Ensure that any people in these higher risk categories are met with understanding and accommodated where possible.

Social distancing is one of the most effective preventions for Coronavirus. The following practices should be implemented in your workplace immediately:

- Employees must stay at home if they are sick
- · Stop handshaking as a greeting
- Hold meetings via video conferencing or phone calls where practicable
- Do not hold large meetings
- Hold essential meetings in outdoor spaces if possible as it provides better ventilation
- Promote good hand and sneeze / cough hygiene
- Have lunch at your desk or outside rather than in a lunchroom
- Clean and disinfect high touch surfaces regularly
- Consider opening windows (where possible) for more ventilation
- Place signs at the front of meeting rooms which detail the safe capacity of people
- Preferably bring food from home and do not purchase from food vans
- Limit food handling and do not share food.

Other controls implemented at various Seymour Whyte sites include:

- Additional office, crib room and facilities cleaning
- Provision of hand sanitiser at all entry points (office, crib rooms etc)
- Provision of hand sanitiser in work vehicles
- Provision of hand sanitiser at Pre-starts
- Remove all magazines / papers from lobbies, waiting rooms and other common areas such as crib rooms and kitchens
- Cleaning being followed with disinfectant
- Reducing the density of people within a workplace at any given time by means such as:
 - Having 50% work from home and alternating
 - Having 50% working morning shift and 50% working afternoon shift
 - Working varied shift patterns or flexible hours
- Reducing the density of meetings by:
 - Only having essential people attend
 - Ensuring room size is suitable to provide 5m spacings
- Keeping windows and doors open through meetings
- Scheduling meetings for less than 2 hours
- Utilising satellite offices and compounds (through laptops, ipads and iphones)
- Eliminating door knocking and face to face community visits
- Spreading out critical teams to ensure that they are not all in the one spot

- Splitting toolbox talks into smaller groups and ensuring participants keep 1.5 metre distances
- Regular checks of hand wash facilities to ensure soap is replenished
- Ensuring site cleaners focus on door handles, fridge handles and high traffic areas
- Wedge back meeting room and office doors to prevent having to touch them
- Stagger crib breaks and use alternative areas for crib breaks, consider covering break tables with butchers paper and replace after each use
- Do not provide shared pens for sign ons
- Do not share PPE e.g. glasses, face shields, gloves etc or disinfect prior to next use where possible / requried
- Area type pre-starts cancelled with key messages only being distributed
- Close proximity workers identified (eg. Asphalt crews) and further controls considered (eg. Masks)
- Prestart checklists to include wiping down of cab controls
- Hot seating machines to be wiped down (including cab controls) with each change of driver, where possible have designated drivers for plant & light vehicles
- Consider tracking use of shared vehicles, to assist contact review if an issue occurs
- Provide masks for group travel e.g. minibus
- 2-way radio handpieces to be thoroughly cleaned (mobile, light vehicles and plant)
- Use disposable gloves when refuelling at bowser
- Collection & signing of delivery dockets postponed, site staff to verify docket and subcontractor to scan and email copy through
- Review ice machine use, use disposable gloves when accessing and consider ice dispenser
- Remove all tea towels from the office and replace with disposable paper towel
- Security of toilet paper, sanitiser and hand soap increased.

Business Travel

All international travel is suspended. In the event there are business-critical reason for international travel approval should be sought by the Managing Director.

All non-essential domestic travel should be avoided. Face-to-face meetings should be replaced by virtual meetings using teleconferencing, Skype, Zoom. All domestic travel should be approved by the Managing Director.

State guarantining protocols will need to be followed where appropriate.

Corporate Events

Corporate events that involve large gatherings of people should be avoided. Seymour Whyte requests employees cancel arrangements that involve a large number of people coming together. Obviously, events involving more than 100 people are not to be attended and should be cancelled as per the Federal Governments instructions.

Internal Meetings

The Federal Government have stipulated that meetings must allow for 4 square metres per person in a room. If a face to face meeting is essential, you should plan accordingly and ensure that the arranged room meets these requirements.

It is also important to note that someone is considered to have had 'close contact' with another person if they are in a meeting room within 5 metres for longer than 2 hours (refer definitions below).

We recommend the following when it comes to internal meetings:

- Keep as much space between people as possible. That is, spread out and utilise the space available.
- Keep meetings short. Meetings should be less than two hours in duration.
- Where possible meet in outdoor spaces.

External Meetings

Where possible, we encourage employees to attend meetings virtually through platforms such as teleconferencing, Zoom or Skype. If you do need to attend a meeting externally ensure you use hand sanitiser or wash your hands thoroughly prior to touching your face. Avoid any persons who are showing symptoms of Coronavirus.

Risk of Exposure

The following will assist in situations where employees or subcontractors are thought to have been at risk of exposure to Coronavirus. It is important to note in many cases, particularly where there is an elevated risk, government authorities will provide guidance and / or formal direction in relation to isolation. In these instances, everyone must comply and not return to the workplace until they have clearance from a medical practitioner and the relevant Executive. This includes directions provided by the federal government relating to international travel.

Where there is no direction from authorities a decision to allow an employee to return to the workplace must be made based on the level of risk involved. Where the level of risk is difficult to determine we encourage you to speak to Safety representative or phone the Coronavirus Health Information Line on 1800 020 080.

Where it is determined that there is a low risk, the concerned employee should be informed to monitor their health and if any symptoms are experienced, they are to stay away from the workplace and contact their Manager.

In higher risk circumstances the employee should be encouraged to self-isolate for 14 days. It is important to remember that employees have a duty of care responsibility to others in relation to safety and health at work. This includes not only working safely but also not affecting the safety and health of others. Seymour Whyte takes its responsibilities in relation to health and safety seriously and we ask our employees to take their responsibilities seriously also, hence why we are asking people to self-isolate in high risk circumstances. Where an employee refuses to self-isolate we may stand them down; however, this should be discussed with the relevant Executive and / or HR prior to any discussions.

The Federal Government has advised that all Australians should reconsider overseas travel. Where you are aware that an employee is travelling overseas you should encourage them to reconsider. If the employee choses to travel internationally, they will be subject to Government imposed isolation.

From March 2020 employees will be asked if they are travelling overseas when they apply for annual leave (on the employee portal and on the paper leave form). If they are, employees will be required to agree to self-isolate for 14 days upon return (they will need to work from home or apply for additional leave to cover this period). Where an employee does not agree to this, you will need to decline the leave application. In addition, you should consider the totality of the

period the employee is likely to be absent for and your ability to provide sufficient coverage for these extend periods. This same scenario may apply if an employee is travelling to another Australian state.

Confirmed cases of Coronavirus

It is important that plans are in place to respond when an employee or another person on site reports that they have had a medical practitioner confirmed case (**confirmed case**) of Coronavirus. In most instances governments and Public Health Departments will implement standard protocols to identify people who have been in close or casual contact (refer definitions below) with an infected person. These authorities will also determine any need for isolation or other responses. We will regularly monitor these responses and regulatory requirements.

Where regulatory requirements do not exist, your plan should include the following actions:

Contact your Safety representative to assist with obtaining specific advice from a

_	Contact your carety representative to assist with obtaining specific device from a
	medical practitioner or other source
	Contact your relevant Executive member and advise of the situation
	Confirm and record the name of the individual who has been confirmed as having the
	virus, the onset date and symptoms of the illness.
	Identify and record the names and contact details of any individual/s who may have
	been in 'close contact' with the affected person while they were not showing symptoms.
	Identify and record any the name and contact details of individuals who may have had
	'casual contact' with the affected person while they were not showing symptoms.
	Email the above details to christine.marcek@seymourwhyte.com.au and cc your HR
	Manager.
	Enter the occurrence into PSEM.
	Employees (or other site-based people) who have been in close contact with the
	confirmed case should be advised about their risk, provided medical support from an
	approved medical practitioner and be directed to stay away from the workplace for 14
	days from when they were last exposed. They should be advised to seek medical
	attention if they experience any symptoms. These employees should not return to work
	until they have a medical clearance. EAP assistance should be offered where deemed
	appropriate.
	Employees including all site people, who may have had casual contact with a confirmed
	case should be informed. They should be advised to monitor their health for 14 days. If
	they develop symptoms they should be advised to self-isolate immediately. They should
	also seek medical advice and inform their Manager of the outcome. Isolation from the
	workplace is not generally required for persons who were in casual contact with the
	affected individual, providing they do not experience any symptoms.
	The affected area (office, site office, site vehicle) must be isolated and employees
	removed until cleaning activities are completed. The affected area will include all areas
	that were routinely accessed by the infected person, including communal areas such as kitchens and bathrooms. Cleaning must be undertaken by cleaners who are experienced
	· · · · · · · · · · · · · · · · · · ·
	in disinfection processes.
ш	Each State has different reporting requirements. These can be found at
	https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/Incident-
	notification-fact-sheet-COVID19 0.pdf. Speak to the General Manager Health,
	Safety & Environment about your reporting obligations prior to formally reporting any

In determining if a situation was a close contact or casual contact please use the following definitions:

Close Contact Any person who has spent greater than 15 minutes in face-to-face

contact with the confirmed case (while they were symptomatic) in any setting, or any person who shared a closed space such as an office area, meeting room etc... where that person remained within 5 metres of the

confirmed case for a period of 2 hours or greater.

Casual Contact Casual contact is defined as passing contact, not exceeding the

requirements for close contact, or sharing the same facilities such as

meal rooms etc.

Working from Home

Where it is feasible for an employee to work from home, Seymour Whyte's preference is to accommodate this to prevent the employee utilising annual or other leave. This is subject to the following principles:

- The employee should be fit for duty (that is, they should not work from home because of or when they are ill)
- The employee should have sufficient work that can be done from home (that is 40 hours work per week for full time employees)
- The employee should have all of the necessary resources to facilitate working from home.

Where an employee cannot be fully utilised effectively in a full-time work from home arrangement, Seymour Whyte could consider a part time work from home arrangement which is supplemented by annual leave.

All requests for working from home arrangements should be sent to the Managing Director for approval. Details must include the employee's name, role and reason for working from home. Your Human Resources representative must be notified of any approved arrangement to ensure appropriate monitoring and reporting can be done.

Entitlements for Employees

The rules regarding entitlements for employees are complex. In general terms, employees who self-isolate due to a government or health authority direction (for example, they are travelling internationally or have had close contact with a confirmed case) are required to use their annual leave or personal (sick) leave. In these circumstances, Seymour Whyte will allow people to choose what type of leave they would like to utilise.

Where an employee self-isolates in a situation that is not recommended by the government, they will be required to take annual leave or leave without pay.

Employees directed to isolate by Seymour Whyte (without Government authority) would be considered a special case and should be referred to your HR Manager for advice.

Where an employee does not have sufficient leave to cover periods of self-isolation, Seymour Whyte will consider allowing the employee to go into negative leave balances. This will depend on a range of factors such as length of service and employment type. Please discuss options with your HR Manager.

Seymour Whyte will consider paying Special Leave to casuals in our workforce. In the event you do have a casual who needs to isolate, please discuss with your HR Manager.

Where there is ambiguity, discuss the case with your HR Manager prior to discussing it with your employee.

Where to now?

As you are aware, the Coronavirus situation is changing rapidly. There is no doubt that there will be significant disruptions and varying impacts to our workplaces.

You should urgently start to consider which roles can work remotely (from home) if they are required to self-isolate and be prepared for any future Government or Seymour Whyte imposed working restrictions.

Seymour Whyte's preference is to accommodate working from home where possible and reasonable. To start preparing for enabling people to work from home, you should ask relevant employees to complete the Work from Home Checklist (available on SharePoint). Additionally, you should ensure that you have the technology to enable this to happen.

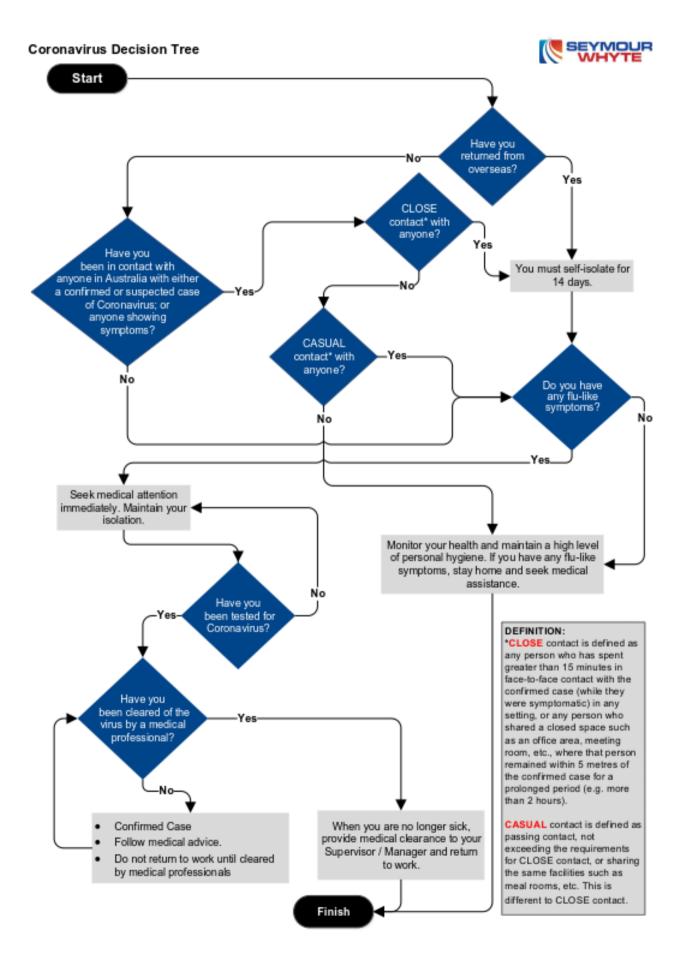
Our Brisbane, Melbourne and Sydney offices are working on how we would reduce the number of people in the offices. We will be trialling various ways to implement social distancing. We will provide feedback to all projects on what our learnings are. It is important that you start considering alternative arrangements for your site also including trialling arrangements.

This guide does not cover all of the potential scenarios that may present as a result of Coronavirus therefore each Project is required to undertake a site-specific risk assessment. This assessment should identify site specific actions / controls that may be required. A copy of the completed risk assessment is to be sent to christine.marcek@seymourwhtye.com.au by close of business 19 March. Assistance can be provided by your Safety representative.

Leaders Checklist

Whilst not every situation can be accommodated for here is a general checklist to assist you:

V	identified and appropriate controls are implemented. This is to be sent to christine.marcek@seymourwhtye.com.au by 19 March.
V	Conduct the enclosed Toolbox Talk by 19 March.
	Ensure controls identified in the risk assessment are implemented
	Ensure you have enough bins for tissues
	Ensure you have a good supply of an alcohol-based hand sanitiser available throughout office areas and in site vehicles
	Ensure you have enough hand soap in all site and office amenities
	Ensure you have tissues available throughout the office
	Ensure you have sanitising wipes for employees to regularly clean surfaces
	Display the Coronavirus Managing the Risk posters in your offices / sites
	Ensure you have adequate face masks (P2, P3 or surgical masks)
	Display the Hand Washing Poster in your bathroom and kitchen facilities
	Display the Visitor Poster at your entry
	Have discussions with your site / office cleaners to understand the availability of sanitisation / disinfectant services that could be provided as a regular preventative or if there is a confirmed case of Coronavirus
	Where the employee has been in site vehicles, ensure these vehicles are cleaned also
	Place signs outside meeting rooms to identify the safe capacity
	Identify roles that could potentially work from home. Ask those employees to complete a Work from Home Checklist.



A Communications Guide to Coronavirus

In the event Coronavirus impacts a project or office, we understand that there will be limited time to consider relevant communications. The templates in this section have been developed to assist you in various scenarios.

a) Confirmed Case of Coronavirus

In the event that there is a confirmed case of Coronavirus on your site you will follow the process outlined in this guide. There are a number of recommended communications that you send in this event.

Whilst the list below is not exhaustive and will not cover every scenario, we do recommend you send out the following:

- 1. Notification to all employees on the project / in the office of confirmed case where a request to leave the office immediately is relevant.
- 2. Notification to all employees on the project / in the office of confirmed case where a request to leave the office immediately not relevant.
- 3. Notification of confirmed case to relevant General Manager, Managing Director, General Manager People & Communications & General Manager HSEQ.
- 4. Notification to joint venture partner (if applicable).
- 5. Notification to subcontractor(s) (if applicable).
- 6. Notification to the respective employer (if they are a subcontractor or labour hire).
- 7. Notification to client or client representative.
- 8. Confirmation to all employees regarding returning to work.

For your convenience we have created templates for the communications listed above. Please read the internal and external email templates (from next page) and amend them for your specific circumstances.

b) Coronavirus Testing in Progress

We have also included an email template, in the event that there is a case of Coronavirus testing in progress.

1. Internal email template: Notification Regarding Coronavirus Testing in Progress.

Internal email templates: Notification of confirmed case

1. Email template: Notification to all employees on the project / in the office of confirmed case and request to leave the office immediately is relevant

Subject: IMPORTANT: Notification to employees about confirmed case of Coronavirus; and

request to leave the office immediately

All,

We have had a confirmed case of Coronavirus ***in this office / on this site. For privacy reasons, we cannot identify the person. Ensuring their anonymity is paramount; and if you are aware of their identity, please respect their privacy so that they can focus completely on their health.

We will do everything we can to support the individual through what is undoubtedly a disconcerting and difficult time.

We will work closely with them and the Department of Health to identify anyone who has had close or casual contact with them. This is defined as:

Close Contact Any person who has spent greater than 15 minutes in face-to-face contact

with the confirmed case (while they were symptomatic) in any setting, or any person who shared a closed space such as an office area, meeting room etc... where that person remained within 5 metres of the confirmed case for a

period of 2 hours or greater.

Casual Contact Casual contact is defined as passing contact, not exceeding the

requirements for close contact, or sharing the same facilities such as meal

rooms etc.

Any persons who are identified as having close contact will be personally contacted and advised. They will be asked to seek medical attention and self-isolate for 14 days.

For those who are not contacted, you may have had casual contact. This is not cause for alarm; however, like you were previously, please keep an eye on your health and seek medical attention, if you develop any symptoms (fever, cough, shortness of breath or sore throat). Obviously if you are sick you should not come to work and self-isolate for 14 days.

For now, we are asking everyone to go home. Where you can please work from home. This will allow us to conduct a thorough clean of the office. I expect this to be completed before tomorrow morning so that we can return tomorrow. I will confirm when the cleaning is complete via email later today or tonight.

I recognise that the uncertainty around the virus, and now a confirmed case within our team, may cause stress and anxiety, and I urge you to be in touch with our employee assistance program with Acacia Connection, if you need assistance.

I thank you in advance for complying with our instructions and remaining calm. We will get through this together.

2. Email template: Notification to all employees on the project / in the office of confirmed case where a request to leave the office immediately is not relevant

Subject: IMPORTANT: Notification to employees about confirmed case of Coronavirus

AII,

We have had a confirmed case of Coronavirus on this site. For privacy reasons, we cannot identify the person. Ensuring their anonymity is paramount; and if you are aware of their identity, please respect their privacy so that they can focus completely on their health. I can advise that they were not based in the office, nor is there any reason to believe they have frequented our common facilities. Following discussions with the patient, we have identified areas in which they have been and as a result have **** closed name specific area/s or piece of machinery*** / identified that there is no requirement to close any areas on the project.

We will do everything we can to support the individual through what is undoubtedly a disconcerting and difficult time.

We will work closely with them and the Department of Health to identify anyone who has had close or casual contact with them. This is defined as:

Close Contact Any person who has spent greater than 15 minutes in face-to-face contact

with the confirmed case (while they were symptomatic) in any setting, or any person who shared a closed space such as an office area, meeting room etc... where that person remained within 5 metres of the confirmed case for a

period of 2 hours or greater.

Casual Contact Casual contact is defined as passing contact, not exceeding the

requirements for close contact, or sharing the same facilities such as meal

rooms etc.

Any persons who are identified as having close contact will be personally contacted and advised. They will be asked to seek medical attention and self-isolate for 14 days.

For those who are not contacted, you may have had casual contact. This is not cause for alarm; however, like you were previously, please keep an eye on your health and seek medical attention, if you develop any symptoms (fever, cough, shortness of breath or sore throat). Obviously if you are sick you should not come to work and self-isolate for 14 days.

For now, we are asking everyone to avoid *** name area or machinery***. This will allow us to conduct a thorough clean of this area. I will confirm when the cleaning is complete via email later today or tonight.

I recognise that the uncertainty around the virus, and now a confirmed case within our project, may cause stress and anxiety, and I urge you to be in touch with our employee assistance program with Acacia Connection, if you need assistance.

I thank you in advance for complying with our instructions and remaining calm. We will get through this together.

Regards,			

3. Email template: Notification of confirmed case to relevant General Manager, Managing Director (John Kirkwood) General Manager People & Communications (Alanna Herbst) & General Manager HSEQ (Des Rowley)

Subject: Notification - Confirmed Case of Coronavirus

All,

Please be advised that I have been informed that ****(name of employee) has been confirmed as having Coronavirus following medical testing. They are predominantly based in the office/on site. I am working on collating the information required as outlined in the Guide for Managers and will provide it as soon as I can. I am also implementing the actions as outlined in the Guide for Managers.

I will contact you if I require assistance. I will give you an update once I have completed all actions. Regards,

External email templates: Notification of confirmed case

1. Email template: Notification to joint venture partner representative

Subject: Notification - Confirmed Case of Coronavirus

All,

Please be advised that I have been informed that a ***(company name) employee on the project, has been confirmed as having Coronavirus following medical testing.

(If employee is employed by the joint venture partner, advise of name).

They are predominantly based in the office. I am working through Seymour Whyte's protocols and will provide an update as soon as I can.

I would like to assure you that we will work closely with the employee and the Department of Health to identify anyone who has had close or casual contact with them. This is defined as:

Close Contact Any person who has spent greater than 15 minutes in face-to-face contact

with the confirmed case (while they were symptomatic) in any setting, or any person who shared a closed space such as an office area, meeting room etc... where that person remained within 5 metres of the confirmed case for a

period of 2 hours or greater.

Casual Contact Casual contact is defined as passing contact, not exceeding the

requirements for close contact, or sharing the same facilities such as meal

rooms etc.

Any persons who are identified as having close contact will be personally contacted and advised. They will be asked to seek medical attention and self-isolate. We will inform you if any of your employees are identified as having close contact with this person.

I will contact you if I require assistance. I will give you an update once I have implemented all protocols. In the meantime, if you have any queries, it would be appreciated if you contacted ***(enter relevant Operational GM's name).

Regards,

2. Email template: Notification to subcontractor(s) representative about another company's employee with a confirmed case of Coronavirus

Subject: Notification - Confirmed Case of Coronavirus

All,

Please be advised that I have been informed a ***(company name) employee on this project has been confirmed as having Coronavirus following medical testing. They are predominantly based in ***the office/on site. I am working through Seymour Whyte's protocols and will provide an update as soon as I can.

I would like to assure you that we will work closely with the employee and the Department of Health to identify anyone who has had close or casual contact with them. This is defined as:

Close Contact Any person who has spent greater than 15 minutes in face-to-face contact

with the confirmed case (while they were symptomatic) in any setting, or any person who shared a closed space such as an office area, meeting room etc... where that person remained within 5 metres of the confirmed case for a

period of 2 hours or greater.

Casual Contact Casual contact is defined as passing contact, not exceeding the

requirements for close contact, or sharing the same facilities such as meal

rooms etc.

Any persons who are identified as having close contact will be personally contacted and advised. They will be asked to seek medical attention and self-isolate. We will inform you if any of your employees are identified as having close contact with this person.

I will contact you if I require assistance. I will give you an update once I have implemented all protocols. In the meantime, if you have any queries, please contact me.

Regards,

3. Email template: Notification to subcontractor(s) representative about the subcontractor's employee with a confirmed case of Coronavirus

Subject: Notification - Confirmed Case of Coronavirus

AII,

Please be advised that I have been informed ***(name of subcontractor's employee) has been confirmed as having Coronavirus following medical testing. They are predominantly based ***in the office/on site. I am working through Seymour Whyte's protocols and will provide an update as soon as I can.

I would like to assure you that we will work closely with the employee and the Department of Health to identify anyone who has had close or casual contact with them. This is defined as:

Close Contact Any person who has spent greater than 15 minutes in face-to-face contact

with the confirmed case (while they were symptomatic) in any setting, or any person who shared a closed space such as an office area, meeting room etc... where that person remained within 5 metres of the confirmed case for a

period of 2 hours or greater.

Casual Contact Casual contact is defined as passing contact, not exceeding the

requirements for close contact, or sharing the same facilities such as meal

rooms etc.

Any persons who are identified as having close contact will be personally contacted and advised. They will be asked to seek medical attention and self-isolate. We will inform you if any of your employees are identified as having close contact with this person.

I will contact you if I require assistance. I will give you an update once I have implemented all protocols. In the meantime, if you have any queries, please let me know.

Regards,

4. Email template: Notification to client or client representative

Subject: Notification - Confirmed Case of Coronavirus

All,

Please be advised that I have been informed a ***(company name) employee on this project has been confirmed as having Coronavirus following medical testing. They are predominantly based in the office / on site.

I am working through Seymour Whyte's protocols and will provide an update as soon as I can. I would like to assure you that we will work closely with the employee and the Department of Health to identify anyone who has had close or casual contact with them. This is defined as:

Close Contact Any person who has spent greater than 15 minutes in face-to-face contact

with the confirmed case (while they were symptomatic) in any setting, or any person who shared a closed space such as an office area, meeting room etc. where that person remained within 5 metres of the confirmed case for a

period of 2 hours or greater.

Casual Contact Casual contact is defined as passing contact, not exceeding the

requirements for close contact, or sharing the same facilities such as meal

rooms etc.

Any persons who are identified as having close contact will be personally contacted and advised. They will be asked to seek medical attention and self-isolate. We will inform you if any of your employees are identified as having close contact with this person.

I will contact you if I require assistance. I will give you an update once I have implemented all protocols. In the meantime, if you have any queries, it would be appreciated if you contacted *** (enter relevant Operational GM's name).

Regards,

5. Email template: Confirmation to all employees regarding returning to work

Subject: Update - Confirmation to all employees regarding returning to work

AII,

Following on from my earlier email regarding a confirmed case of Coronavirus, I can confirm that the office has been cleaned and sanitised. It is now safe for us to return.

I would like to remind everyone if you are showing any symptoms of Coronavirus (fever, cough, shortness of breath or sore throat), please seek medical attention, self-isolate and do not return to work for at least 14 days.

I look forward to seeing you all tomorrow morning.

Regards,

Internal email templates: Notification regarding Coronavirus Testing in Progress

1. Email template: Notification Regarding Coronavirus Testing in Progress

Subject: Notification - Confirmed Case of Coronavirus

All,

I write to share that a team member / someone from the project is being tested for Coronavirus and is receiving appropriate care. We ask that you respect the privacy of the patient during what is most certainly a difficult time.

Seymour Whyte has established protocols for evaluating patients who have symptoms and concern for Coronavirus. Seymour Whyte is prepared to respond in the event of a confirmed case of Coronavirus. To date, there are no confirmed cases of the virus.

I recognise that the uncertainty around the virus, and now a suspected case within our team / the project, may cause stress and anxiety, and I urge you to be in touch with our employee assistance program with Acacia Connection, if you need assistance.

Please keep the following in mind that the best way to protect yourself and others is to adopt isolation methods and good personal hygiene practices, including hand washing, (see posters around the offices) as key to minimising the risk:

- 1. Practice social distancing principles by being at least 1.5 metres away from others as standard protocol.
- 2. Stop handshakes.
- Improved office-cleaning protocols.
- 4. Remember, if you're sick, please do not come to work.

If you have fever or respiratory symptoms and have a reason to think you were exposed to Coronavirus, please contact manager or supervisor immediately; and do not attend the workplace.

For up-to-date information about Coronavirus, please visit health.gov.au

I thank you in advance for complying with our instructions and remaining calm. We will get through this together.

Regards,