



MEMO TO ALL EMPLOYEES



CORONAVIRUS (COVID-19) INFORMATION – 10th March 2020

Hi all,

The following information is compulsory for all staff members to read in full and action accordingly

Tasmanian Independent Retailers (TIR) and Island Fresh Produce (IFP) provides the following information for Employees to ensure that we are fulfilling our obligations to provide a safe workplace for all.

Firstly, ensure you read the current alert from the Department of Health here -

<https://www.health.gov.au/health-topics/novel-coronavirus-2019-ncov> - this explains what the Coronavirus is, the risks and appropriate recommendations. This Australian government link is kept up to date and therefore is the best reference material. The Australian Health Protection Principal Committee has taken a highly precautionary approach in recommending a 14-day isolation period, for travellers returning from high risk locations, with the aim of this policy being containment of novel coronavirus and the prevention of person-to-person transmission within Australia. This is particularly important for us at TIR, given our close contact with our team and the community.

TIR Coronavirus Travel Policy – Version 1.0

TIR inclusive of IFP, will implement the following, effective immediately and these requirements will remain in place until the Department of Health no longer recommend quarantining travellers from locations identified here - <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert#travellers-and-visitors>

ANY Future Overseas Travel not limited to the current Government Advice

TIR require **all** employees who are travelling overseas to refer to the Department of Health guidelines and travel locations above, for reducing risk of exposure to coronavirus and to follow any updated guidelines on return from travel. It is recommended to be careful travelling if you feel unwell, as you might face quarantine on return if you have a fever, even without significant risk of coronavirus infection.

If you are travelling overseas to **any** location you must contact People & Culture Team (63910200) about your travel and management of your return to work. Employees **may** be required to **extend** their leave for a further 14 days following their return home. We will work with you to find appropriate solutions regarding accessing your leave entitlements.

Travellers Returning From high risk areas

- If you have left, or transited through, major international airports and high risk locations **on or after 1 February 2020**, you must isolate yourself until 14 days after leaving the location.
- If you have been in close contact with a confirmed case of novel coronavirus, you must isolate yourself for 14 days after last contact with the confirmed case.
- A medical certificate is required if any symptoms are present before return to work.

Isolation guidance

Isolation guidance is available here -

<https://www.health.gov.au/resources/publications/coronavirus-covid-19-isolation-guidance>

This policy will be reviewed on a daily basis and republished as required.

General advice to reduce your risk of 'catching and spreading' infections

As always, everyone should continue to practice good hygiene and other measures to protect against infections. The World Health Organisation (WHO) advises that standard recommendations to reduce exposure to, and transmission of a range of illnesses are maintained. These include:

- proper hand hygiene – clean hands with soap and water or alcohol-based hand rub / sanitiser
- cough/cold hygiene practices – cover your mouth and nose with a tissue or cough or sneeze into your elbow or sleeve, not your hands
- avoiding close contact, when possible, with anyone showing symptoms of respiratory illness such as coughing and sneezing
- thoroughly cooking meat and eggs - good hygiene and sanitation are important to avoid cross-contamination between raw or undercooked foods and cooked or ready to eat foods in the food preparation area

Information from Food Standards Australia

- Transmission through food is unlikely, and there is no evidence of this occurring with novel coronavirus to date. However, investigations to identify the source of the outbreak, the extent of spread of the infection, and mode(s) of transmission are continuing.

- As always, staff must follow Food Safety Principles with handling food, cleaning and sanitizing workbenches and equipment here -
<https://www.foodstandards.gov.au/Pages/default.aspx>
- For coronavirus specific advice see here:
<https://www.foodstandards.gov.au/consumer/safety/Pages/NOVEL-CORONAVIRUS-AND-FOOD-SAFETY.aspx>

Flu Shot

- We will be running a Flu Shot program for staff in the coming weeks so please keep a look out for more information.

If you have any questions or concerns please do not hesitate to contact your Department Manager or People & Culture Team at **P&C@tir.com.au** or 63910200.

Regards,

Nicole McCullagh
People & Culture Group Leader

Kathy West
Payroll & People Assist