

TO ALL EMPLOYEES

CORONAVIRUS (COVID-19) INFORMATION – updated 18th March 2020

Hi all,

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

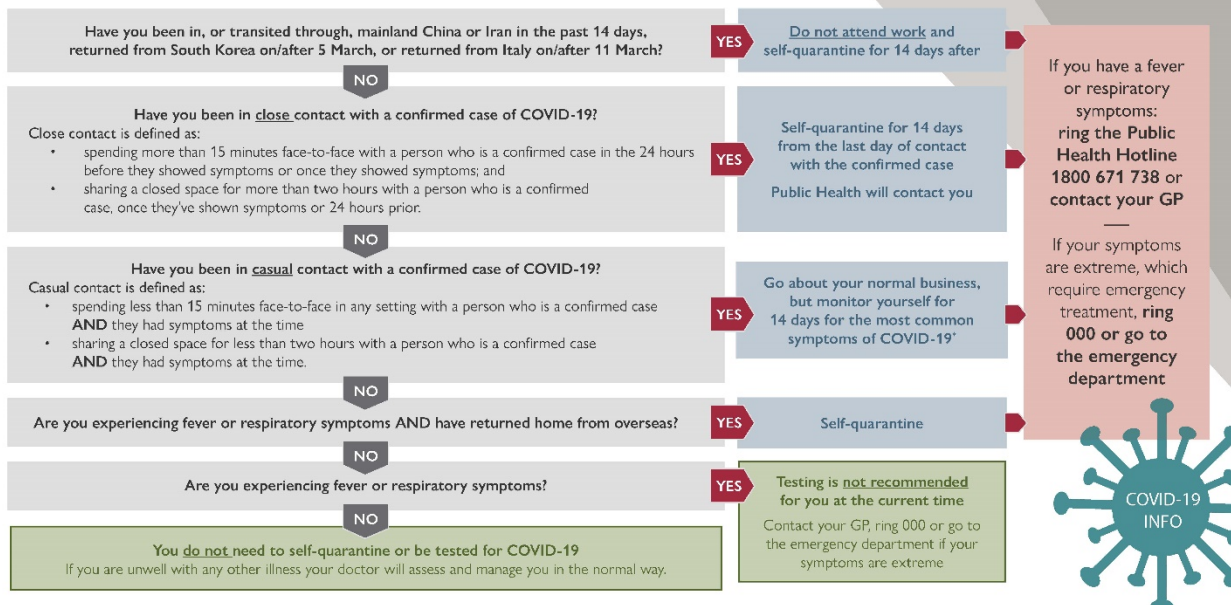
Tasmanian Independent Retailers (TIR) and Island Fresh Produce (IFP) provides the following information for Employees to ensure that we are fulfilling our obligations to provide a safe workplace for all.

EFFECTIVE IMMEDIATELY

Close Contact with COVID-19 - close contact to a person infected with coronavirus is defined as anyone who spent 15 minutes in face-to-face contact with an infected person or in a confined space with them for two hours was considered a close contact who should be tested and self-isolate. Please ensure that you follow this guideline.

If you think you might have COVID-19 because of recent travel or contact with a confirmed case, phone the Tasmanian Public Health Hotline, 1800 671 738 for further direction.

Self assessment for risk of coronavirus (COVID-19)



Additional information for healthcare workers and residential care workers

In addition to the above steps, the following information applies to healthcare workers and residential care workers who have direct contact with patients or residents.

If you have an influenza-like illness, which is a fever above 37.5 and symptoms of an acute respiratory infection (shortness of breath, cough and/or sore throat):

- do not go to work; and
- ring the Public Health Hotline 1800 671 738, or a GP or emergency department, to arrange for testing and appropriate care.

If you test negative you can return to work when well, at the direction of your treating doctor. A healthcare worker who has worn appropriate personal protective equipment while treating a patient does not become a close contact as a result of that care. They may be a casual contact as a result of that care so should monitor themselves for 14 days.

*The most common symptoms of COVID-19 are fever, cough, shortness of breath, muscle pain and fatigue.

Tasmanian Government – Department of Health website

https://www.dhhs.tas.gov.au/publichealth/communicable_diseases_prevention_unit/infectious_diseases/coronavirus

Mandatory temperature checks will be undertaken for ALL TIR / IFP staff and ALL Onsite Visitors, details will be recorded and retained. Employees with temperatures greater than 37.3 degrees will be required to GO HOME. Visitors with temperatures greater than 37.3 will be turned away.

Cleaning work environments – Cleaning programs and protocols at all sites are to be actioned immediately. Please ensure that your work space is cleaned at the end of every day in the office environments, and all IFP sites as required by the directions of Operations and Logistics Manager.

All non-essential business travel to cease nationally and domestically. It is a recommendation that you consider your travel within your personal time based on the Government guidance at any given time particularly given the social distance recommendations provided.

<https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-information-on-social-distancing.pdf>

Health and Wellbeing of all of our employees is of paramount importance to the business. The Employee Assistance Program (EAP) have provided a support document which highlights areas for us all to assist throughout the process.

You can contact them on 1800 650 204.

http://cdn-au.mailssnd.com/69023/_VXhlAmsvHGI1llha_DjfMfpMi8KoDvMvpkNiQJLDcY/3118842.pdf

Government Information

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

All non-essential business travel to cease.

Stay informed with the Government advice for travellers.

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/coronavirus-covid-19-advice-for-travellers>

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.