Dear Staff  
  
Important information regarding Coronavirus and pending Tasmanian ‘flu season’  
  
IGA *(INSERT STORE NAME)* has developed 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](https://cooperativesupermarkets.us3.list-manage.com/track/click?u=ba2c831448256f520f3d346a1&id=22760239a6&e=3b53982d0e) - 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 IGA, given our close contact with our team and the community.  
Coronavirus Travel Policy

*(INSERT STORE NAME)* 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](https://cooperativesupermarkets.us3.list-manage.com/track/click?u=ba2c831448256f520f3d346a1&id=c3e461ad86&e=3b53982d0e) .  
  
ANY Future Overseas Travel not limited to the current Government Advice we 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 advise the store manager 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](https://cooperativesupermarkets.us3.list-manage.com/track/click?u=ba2c831448256f520f3d346a1&id=fb1900cd0e&e=3b53982d0e)  
  
*This policy will be reviewed on a daily basis and republished as required.*  
  
General advice on proper hygiene standards

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.

**Proper hand hygiene** – clean hands with soap and water or alcohol-based hand rub / sanitiser – We will be providing hand sanitiser stations in-store and in back-office/staff rooms  
**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 sanitising workbenches and equipment here - [https://www.foodstandards.gov.au/Pages/default.aspx](https://cooperativesupermarkets.us3.list-manage.com/track/click?u=ba2c831448256f520f3d346a1&id=1cd6e33ef8&e=3b53982d0e).

For coronavirus specific advice;

see here: [https://www.foodstandards.gov.au/consumer/safety/Pages/NOVEL-CORONAVIRUS-AND-FOOD-SAFETY.aspx](https://cooperativesupermarkets.us3.list-manage.com/track/click?u=ba2c831448256f520f3d346a1&id=2712719bca&e=3b53982d0e)

As per *(insert store name*) policy, a medical certificate must be provided to access paid personal/carers leave. As noted above, we will work with you to find appropriate solutions regarding accessing your leave entitlements.

Thank you for reading and actioning the above and linked information. If you have any questions or concerns please do not hesitate, *(insert relevant names here).*

Please take care of your health and the health of those around you,