

Date: 11 March 2020
To: All Staff and Stakeholders
Subject: Coronavirus Update

Dear All,

Following the recent outbreak of Coronavirus first identified in Wuhan, Hubei Province, China – there is currently several cases within Australia and several outbreaks within Sydney.

The Australian Government has supported the recommendations to maintain strict travel limitations. The Department of Foreign Affairs and Trade have advised that increased risk of catching the virus exists in Italy, Iran, Japan and South Korea and travelling to China is not recommended.

Common signs of the infection are fever, cough, shortness of breath, and difficulty in breathing. More severe cases can cause pneumonia, severe acute respiratory syndrome, kidney failure, and even death.

At Creating Links, the health and wellbeing of our employees and clients is paramount.

We urge everyone to follow the below standard precautions:

- Wash your hands for at least 40 seconds with soap and water or use an alcohol-based sanitiser with at least 60% alcohol.
- Cover your sneeze or cough with your elbow or with tissue
- Avoid close contact with people who are ill
- Avoid touching your eyes, nose and mouth
- Stay home if you are sick.

If anyone is showing the above symptoms, we urge you to notify your manager or case managers and we advise you to stay home if you are unwell.

As an organisation, we have also taken precautions to minimise the risk of Coronavirus spreading. This includes placing additional hand wash around all kitchens and bathrooms at all sites and general hygiene signage posted in common areas.

If you have any questions, please do not hesitate to contact me on 1300 254 657.

Regards,

Chris Cahill
Chief Executive Officer.