



Health Alert | COVID-19 Coronavirus

25 March 2020

The World Health Organisation (WHO) recently declared the Coronavirus COVID-19 outbreak a pandemic. In an effort to minimise risk to our employees, sub-contractors and customers, BT Transport & Logistics ask you to **practice the below to reduce the spread of Coronavirus:**

Good Hygiene

- Wash hands frequently with soap and water for at least 20 seconds or use an alcohol-based hand rub.
- Practice respiratory hygiene when coughing and sneezing: cover mouth and nose with flexed elbow or tissue – discard tissue immediately into a closed bin and clean your hands as per above.
- Avoid touching eyes, nose and mouth with your hands as you can transfer the virus from surfaces to yourself.

Social distancing

- Maintain social distancing by upholding at least 1.5m distance between yourself and other people.
- Avoid shaking hands or touching other person/s.
- Avoid large gatherings, particularly indoors.
- Toolbox talks are to be held outside.
- Where possible reduce face to face meetings to phone hook ups, if meetings are required, only have the essential person/s in attendance.
- No non-essential visitor/s to site.
- Keep doors shut where practical. When conditions permit, open windows to let fresh air in.

Cleaning

- Wipe frequently touched surfaces regularly with disinfectant, disposable wipes.
- Ensure all air conditioning units remain up to date with their servicing. (Please check with Kent at Head Office if you are unsure).
- Our cleaning suppliers have been contacted to increase the level of cleaning especially with high contact points. Should you feel this increased level is not met, please advise Wendy at Head Office.

For now, it is business as usual for us. We have no reported confirmed cases of COVID-19 associated with our employees or their families. Our priority remains to be the health and safety of our employees, sub-contractors and customers. In line with this, our second priority is to remain open for business and to continue to provide livelihoods for our employees, subcontractors, customers and their families. **Even with Australian state borders closing, all road transport will continue as it is considered an essential service.** We will keep Australia moving.

Please see below extract from the DoH website regarding self-quarantine when not sick:

“Staying at home means you:

- do not go to public places such as work, school, shopping centres, childcare or university
- ask someone to get food and other necessities for you and leave them at your front door
- do not let visitors in — only people who usually live with you should be in your home
- do not need to wear a mask in your home, but do wear one if you have to go out (for example to seek medical attention)
- should stay in touch by phone and online with your family and friends.”

Key symptoms of COVID-19

- Fever
- Cough
- Sore Throat
- Fatigue

For information on COVID-19, use the COVID-19 Symptom Checker via <https://www.healthdirect.gov.au/symptom-checker/tool> or contact the Australian Government’s National Coronavirus Helpline on 1800 020 080.