



## Health Alert Update | COVID-19 Coronavirus

30 March 2020

The World Health Organisation (WHO) recently declared the Coronavirus COVID-19 outbreak a pandemic, and many Australian states and territories have implemented strict rules to minimise the spread of the disease. (See page 2 for updated links to information and travel forms.)

As a result, BT Transport & Logistics has implemented a number of changes in our business following new government policies and requirements around the COVID-19 Coronavirus outbreak in Australia, including:

- Upgraded Internet pipelines to ensure maximum speeds
- Increased cyber security and back up of servers
- Regular updates on changing government policies and requirements

Please also note the **updated advice to keep a distance of 2 metres from others** (4m<sup>2</sup> safe space per person).

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 2m distance** between yourself and other people.
- **DO NOT** shake hands or touch other person/s.
- **DO NOT** hold large gatherings, particularly indoors.
- Toolbox talks are to be held outside, with social distancing maintained (2m distance).
- **We have locked down our offices.** No non-essential visitor/s to site.
- **Keep all face to face encounters to an absolute minimum**, only when essential and with essential person/s in attendance.
- Keep **internal doors closed**. All communications between staff are to be via phone or email to reduce face to face contact.
- When conditions permit, keep **external doors and windows open** to enable fresh air flow.

### 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).
- **We have increased our cleaning cycles**, with cleaning suppliers having increased the level of cleaning especially with high contact points. Should you feel this increased level is not met, please advise Wendy at Head Office.

### Operational

- Clear instruction to **all staff to stay home when feeling unwell**.
- Contingencies are in place for key staff to be able to work remotely.

- Staff that can work from home have been encouraged to do so.
- All drivers are aware of and up to date with cross border crossing requirements including paperwork.
- If required, border change-over plans are in place.
- No passengers are allowed in any long distance vehicles.
- PODs are recorded by drivers noting receiver's name to reduce paperwork touch points.

## **Interstate travel – border lockdowns**

Even with Australian state borders closing, all road transport will continue as it is considered an essential service. We will keep Australia moving.

### **South Australia - FORM REQUIRED UPON ENTRY**

Information: <https://www.sa.gov.au/covid-19/emergency-declaration>

Form: the be completed by SAPOL at the border

### **Northern Territory - FORM REQUIRED UPON ENTRY**

Information: <https://coronavirus.nt.gov.au/community-advice/border-controls>

Form: [https://coronavirus.nt.gov.au/\\_data/assets/pdf\\_file/0005/806900/COVID-19\\_NT-Arrival-Form\\_V2.pdf](https://coronavirus.nt.gov.au/_data/assets/pdf_file/0005/806900/COVID-19_NT-Arrival-Form_V2.pdf)

### **Western Australia: from midnight TUE 31 March 2020 - FORM REQUIRED UPON ENTRY**

Information: <https://www.wa.gov.au/government/document-collections/covid-19-coronavirus-state-of-emergency-declarations>

Arrivals Form: [https://www.wa.gov.au/sites/default/files/2020-03/DPC00156\\_COVID-19\\_ArrivalsForm\\_A4-BorderClose\\_.pdf](https://www.wa.gov.au/sites/default/files/2020-03/DPC00156_COVID-19_ArrivalsForm_A4-BorderClose_.pdf)

### **Queensland – BORDER PASS REQUIRED**

Information: <https://www.qld.gov.au/about/newsroom/queensland-border-restrictions>

Border pass: <https://www.qld.gov.au/border-pass>

### **Tasmania: as of SUN 29 March 2020 – ARRIVALS FORM REQUIRED**

Information: <https://www.coronavirus.tas.gov.au/travellers-and-visitors/essential-travellers>

Form: <https://dpiwwe.tas.gov.au/biosecurity-tasmania/biosecurity/biosecurity-forms/tasmanian-arrivals-form>

To date NSW, VIC & ACT have not officially imposed any border restrictions.

## **Monitoring our wellbeing and that of our community**

At BT, it is currently still business as usual. 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.

If you have been instructed to self-isolate, please advise Head Office immediately and follow the instructions provided by the Department of Health <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/how-to-protect-yourself-and-others-from-coronavirus-covid-19>.

### **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.