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Prepared by	WHS Department	South East Conveyors Pty Ltd - Coronavirus (COVID-19) Business Notice	Doc №	SEC-CV-19
Authorised by	Dylan Watson		Version №	0
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South East Conveyors - Business Notice - Coronavirus (COVID-19)

National Coronavirus Information Hotline – **1800 020 080**

South East Conveyors Pty Ltd is continuing to closely monitor the impacts and spread of the novel coronavirus (COVID-19) and how it may potentially impact business continuity. The business looks to stay updated and compliant with [Australian Govt. Department of Health](#) information and instruction.

Our current focus has two parts, (1) the health and safety of our staff, and (2) business continuity.

First and foremost, our focus is on the health and wellbeing of our people, our clients and the communities in which we operate. We are committed to making informed, balanced and respectful decisions based on the expert medical advice of the Australian authorities as the come to hand.

Our response measures shall be aligned to the advice provided by the Australian Government Department of Health, State Health Authorities and Department of Foreign Affairs and Trade (DFAT). We are actively evaluating our service responses and our recommendations for business based on the reality of their effectiveness.

Minimising disruption to our core business and clients is a high priority and at this point, all South East Conveyors Pty Ltd branches shall remain operational and continue to service our clients as best as practicable throughout this crisis.

Currently with the federal and state governments decision to enforce closed borders and self-isolation for domestic and international travelers, South East Conveyors has made the decision to halt all interstate SEC employees from crossing borders for shutdown/general maintenance work unless they have been granted explicit acceptance by Management and under strict control.

Preventative measures

Please continue to practice good personal hygiene at home, away and at work and follow prevention guidelines as mentioned below. Intervene if you see someone who is not practicing the hygiene rules and lead by example.

How can we all help to stay safe?

- Maintain social distancing of at least 1.5 metre (5 feet) distance between yourself and other persons;
- Washing your hands often with soap and running water, for at least 20 seconds. Dry with paper towel or hand dryer;
- Get into the habit of washing your hands thoroughly before you use shared facilities and locations where you need to touch surfaces;
- Regularly clean your hands, equipment and work areas with alcohol-based (at least 60%) sanitisers;
- Try not to touch your eyes, nose or mouth;
- Cover your nose and mouth with a tissue when you cough or sneeze. Dispose of the tissue. If you don't have a tissue cough or sneeze into your upper sleeve or elbow;
- Continue healthy habits; build your resilience (ability to recover quickly) by exercising, drinking lots of water, getting plenty of sleep and not smoking;
- Refrain from handshakes;
- Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, phone your doctor to make an appointment.

Travel restrictions

- Travelling domestically - if you are required to travel domestically (interstate) you must self-quarantine for 14 days upon arrival. Please inform your direct line manager immediately.
- International travel – non-essential travel is not recommended at this time.

For more information, please go to www.smarttraveller.gov.au

Leave Payments

In the event an SEC employee is required to take leave to cover their self-isolation obligation the following will apply:

1. Sick Leave will be paid as per your entitlements;
2. Payment of Annual Leave / Long Service Leave if applicable based on available accrued leave hours;
3. SEC will review further should all accrued leave be exhausted.

If an employee is required to self-isolate, is in a business role that enables them to effectively and efficiently work remotely and is in a physical condition that allows work, they may do so with the agreeance of their direct manager under normal remuneration.

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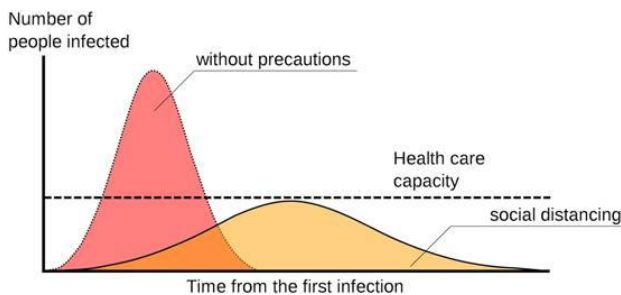
Visiting South East Conveyors Pty Ltd offices

Clients and visitors who have symptoms or who have travelled interstate or abroad in the last 14 days are respectfully being asked to contact SEC offices by phone, rather than face-to-face.

Flattening the Curve

The World Health Organisation stated that it is not a matter if we contract COVID-19 but a matter of when. What they mean is, that it is important to slow the spread so the rate of infection is spread over a longer period of time. This will help to ensure our medical resources are able to cope with the demand. One of the best ways to slow the spread is to maintain social distancing. The aim of social distancing is to minimise the contact between people.

The following chart compares two scenarios, one with poor social distancing and the other where social distancing is maintained.



The Red Curve - If poor social distancing is maintained, COVID-19 spreads rapidly throughout the community. A large number of people become infected in a short period of time. Medical resources are limited that may result in the most vulnerable not receiving urgently needed medical assistance.

The Orange Curve - By maintaining social distancing, we slow the spread of COVID-19 which “flattens the curve”. The rate of infection is spread over a longer period of time that means medical resources are able to cope with the demand. Hence, the most vulnerable are able receive much needed medical assistance.

We all have a role to play in high standards of hygiene and social distancing that will help to protect the most vulnerable in our communities. **So, let’s do what we can to flatten the curve.** A good way to look at it is to assume you or someone already has COVID-19. You will find your behaviour will adjust accordingly.

Support

South East Conveyors Pty Ltd look to support its personnel and business network through this difficult time. As an individual, for your work mates, your family and the community, please all support each other and play your part.

For any further information please direct your queries to your Manager or HSE representative.

South East Conveyors will provide further updates as they come to hand.

Kind regards,



Dylan Watson
Managing Director