

MEMORANDUM | EMPLOYEE, CLIENT & SUBCONTRACTOR

To: Employee, Clients & Subcontractors
From: Mohammed Mohtadi
Date: 11 March 2020
Subject: **Coronavirus (COVID-19) Specialised Fire Protection**

The health and safety of all Specialised Fire Protection employees, clients and subcontractors is of utmost importance. Specialised Fire Protection is committed to playing our part in reducing the risk of people being exposed and containing the spread of the Coronavirus (COVID-19). If you or your employees are attending Specialised Fire Protection office or sites we request that you comply the following guidelines:

1. **SELF ISOLATION**

- (a) If you have recently travelled to High and Moderate Risk Countries as determined by the Australian Government (High Risk – Mainland China, Iran, Italy & South Korea, Moderate Risk – Cambodia, Hong Kong, Indonesia, Japan, Singapore & Thailand.) **OR** had close contact with a confirmed case:
- **Do not attend work**
 - **Contact your General Manager**
 - **Seek urgent medical attention**
 - **Self-isolate at home for a period of 14 days and**
 - **Do not return until you have been cleared by your Medical Practitioner**
- (b) If you are experiencing flu like symptoms regardless if you have travelled overseas or had close contact with a confirmed case:
- **Do not attend Specialised Fire Protection office or sites**
 - **Do not return to Specialised Fire Protection office or sites until you have been cleared by your Medical Practitioner**

2. **PRACTICAL MEASURES TO PREVENT THE SPREAD**

- (a) Wash your hands frequently with soap and water, or an alcohol based hand sanitiser (ensure hand wash facilities or hand sanitiser are available at all office and sites)
- (b) Implement good cough etiquette by covering your cough and sneeze, or cough into your elbow or shoulder
- (c) Avoid unnecessary close contact with others (shaking hands, kissing etc.)



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The links below are a good source of information:

<https://www.health.gov.au/health-topics/novel-coronavirus-2019-ncov#prevention>

https://www.health.gov.au/sites/default/files/documents/2020/02/coronavirus-covid-19-what-you-need-to-know_1.pdf

https://www1.health.gov.au/internet/main/publishing.nsf/Content/ohp-covid-19-countries.htm?Open=&utm_source=health.gov.au&utm_medium=redirect&utm_campaign=digital_transformation&utm_content=covid19-countries

Specialised Fire Protection are implementing these important government guidelines. As a valued client, consultant or subcontractor, we request you also implement these guidelines to assist in the containment and further spread of the coronavirus.

We will continue monitoring expert advice as the coronavirus situation develops and update you accordingly.