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## HR | A message from LSH Auto Australia regarding the Coronavirus 30<sup>th</sup> January 2020

Dear Colleagues,

### A message from LSH Auto Australia regarding the coronavirus

In light of the recent on-going developments in relation to the Coronavirus, as a pre-cautionary measure LSH Auto Australia would like to ask those staff who have been in China over the last three weeks to closely monitor their health and pay attention to regular government updates. In addition, we request that if you or an immediate family member have travelled to/from China within the last 21 days to please contact your local HR representative.

### Suggested preventative measures include:

- Washing hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

Please find below additional information for your State:

New South Wales	<a href="https://www.health.nsw.gov.au/Infectious/diseases/Pages/coronavirus.aspx">https://www.health.nsw.gov.au/Infectious/diseases/Pages/coronavirus.aspx</a>
Victoria	<a href="https://www.dhhs.vic.gov.au/novelcoronavirus">https://www.dhhs.vic.gov.au/novelcoronavirus</a>
Queensland	<a href="http://conditions.health.qld.gov.au/HealthCondition/condition/14/217/838/novel-coronavirus?utm_medium=website&amp;utm_source=QhealthWWW&amp;utm_campaign=dh-coronavirus-jan2020&amp;utm_term=&amp;utm_content=homepage-info-tile">http://conditions.health.qld.gov.au/HealthCondition/condition/14/217/838/novel-coronavirus?utm_medium=website&amp;utm_source=QhealthWWW&amp;utm_campaign=dh-coronavirus-jan2020&amp;utm_term=&amp;utm_content=homepage-info-tile</a>

### Conducting business at our sites

Based on the current advice from the Australian government, LSH Auto Australia will continue to conduct trade in a 'business as usual' fashion however, we ask that all staff take measures to self-monitor their health.

Each entry and exit point within in our sites will offer sanitation stations for staff and guest use.

LSH Auto Australia will continue to monitor the Coronavirus outbreak and will update its guidance should further developments occur.

We wish to also advise that all business travel to mainland China has been suspended until further notice.

Thank you for your support.

# YOU MATTER. ALWAYS.