



## HR | Health & Safety - Coronavirus Update 19<sup>th</sup> February 2020

Dear Colleagues,

As the outbreak of the coronavirus, or covid-19 continues to unfold we'd like to remind our staff to take precautions to protect themselves, their family and their peers.

As a site precaution, LSH Auto Australia has established Sanitation Stations at all main entry and exit points, these should also be available in all bathrooms and lunchroom areas. If you have any queries, please contact your local HR representative. LSH Auto Australia will continue to monitor the situation to ensure our sites are safe and without risk.

All staff also have a duty to take reasonable care for their own health and safety and to not adversely affect the health and safety of others. Staff should always practice hygiene and other measures to protect against infections, including by:

- Washing their hands often, with soap and water, or carrying hand sanitiser and using as needed
- Covering their mouth while coughing or sneezing
- Seeing a health care professional if they start to feel unwell

As previously communicated, and advised by NSW Ministry of Health, Department of Health & Human Services Victoria and Queensland Health;

If you or any family member has been in mainland China (excluding Hong Kong SAR, Macau and Taiwan)

- Immediately notify your local HR representative
- Stay at home (self-quarantine) if you have been in, transited through, mainland China over the past 14 days
- Avoid public settings - this means you should not attend work, school, childcare or university or go to other public places such as restaurants, cinemas or shopping centres and should not use public transport or taxis, do this for 14 days after leaving mainland China (other than when seeking medical care).

If you have been in close contact with someone who has novel coronavirus (COVID-19):

- Immediately notify your local HR representative
- Stay at home (self-quarantine)
- Avoid public settings for 14 days after you last came into contact with them.

If you fall into the risk groups above and begin to feel unwell and develop a fever or shortness of breath, a cough or respiratory illness during your period of isolation (self-quarantine), you should seek immediate medical attention.

- Emergency Services - 000
- Department of Health and Human Service's Coronavirus Hotline – 1800 675 398 / Victoria
- National Coronavirus Health Information Line – 1800 020 080

If I have completed a 14-day self-quarantine do I need a medical certificate to return to work?

If you do not have any symptoms there is no testing that can be done to predict whether or not you will become unwell. It is not possible to issue a 'medical clearance certificate'. Once 14-day self-quarantine have passed, you have passed the time in which you would become sick if you were exposed to COVID-19. Please contact your local HR representative and inform them of your return date.

We thank you for your support and ask that all staff take the necessary precautions to keep yourself, your family and your peers safe. We will continue to monitor the situation and keep you updated with any changes.

YOU MATTER. ALWAYS.