



11 March 2020

Dear Waverley Team

**RE: CORONAVIRUS (COVID-19) MITIGATION AND ADVICE FROM WAVERLEY**

While there are continuing developments with the current coronavirus situation, we at Waverley are working hard to keep up to date with any new developments and ensuring we are minimising risks to our stakeholders.

In the previous weeks we have been encouraging good hygiene practices as advised by the World Health Organisation (WHO) and the Commonwealth Department of Health. We have also ensured we are well-stocked with handwashing products (albeit there was a stock shortage last week) and doing regular cleaning of surfaces, doorknobs etc.

We would like to remind employees and families not to attend Waverley if they are unwell. In this developing situation we strongly encourage people to stay at home even if they have mild flu-like symptoms (i.e sore throat, fever, coughing, shortness of breath and fatigue) and seek medical advice. Also, as we are moving into the flu season, we would further encourage employees to discuss with their GP about whether having a flu shot would be beneficial.

As always, normal sick leave provisions will be utilised to cover your absence or alternatively if your sick leave entitlement is exhausted you may apply for it to be taken as annual or unpaid leave. However, if you want to stay at home as a precautionary measure against being exposed to coronavirus you will need to make a request to take some form of paid or unpaid leave, such as annual or long service leave. These requests are subject to the normal application process.

Where an employee's illness compromises health and safety at Waverley, HR in collaboration with the business may instruct employees to go home. Whilst some of these measures are nothing new at Waverley, in this sensitive environment, it is important that everyone takes increased responsibility for their own wellbeing. Pending your individual circumstances we may require a medical clearance for you to return to work in an effort to maintain a safe and healthy workplace.

We will continue to remain abreast of current events and monitor the official government advisory releases to ensure we are fully across any further developments and action accordingly. In the meantime, see below the Department of Health's coronavirus web link and ten ways to reduce your risk of coronavirus (overleaf)

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

We want to encourage employees to feel free to discuss any concerns with the HR Department and please don't hesitate to contact me on 9544 7222 or at [ryan.khew@wavind.org](mailto:ryan.khew@wavind.org).

Kind Regards

Ryan Khew  
Group HR Manager



## Ten ways to reduce your risk of coronavirus

- ✎ **WASH** hands often with soap and running water, for at least 20 seconds. DRY with paper towel or hand dryer.
- ✎ **TRY** not to touch your eyes, nose or mouth.
- ✎ **COVER** your nose and mouth with a tissue when you cough or sneeze. If you don't have a tissue cough or sneeze into your upper sleeve or elbow.
- ✎ **ISOLATE** yourself at home if you feel sick. If you take medication ensure you have adequate supplies.
- ✎ **PHONE** your GP first if you need medical attention. They will tell you what to do.
- ✎ **CONTINUE** healthy habits: exercise, drink water, get plenty of sleep, and now is the time to quit smoking. Call the Quitline 137 848.
- ✎ **DON'T** wear a face mask if you are well.
- ✎ **BUY** an alcohol-based hand sanitiser with over 60 per cent alcohol.
- ✎ **GET** the flu shot (available April).
- ✎ **SHAKING HANDS** is optional!



Find out more  
[www.dhhs.vic.gov.au/coronavirus](http://www.dhhs.vic.gov.au/coronavirus)

If you are concerned, call the  
**Coronavirus hotline 1800 675 398 (24 hours)**  
 Please keep Triple Zero (000) for emergencies only