



16 March 2020

Dear Volunteer / Work Experience Participant

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 a continued effort to maintain workplace health and safety, we have reviewed social distancing. As a result of this we are minimising non-essential face to face contact and hence will be temporarily postponing all work experience / volunteering activities.

We would like to acknowledge the efforts of all volunteers / work experience participants at Waverley and we will be in touch when circumstances change.

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>

Please don't hesitate to contact me on 9544 7222 or at ryan.khew@wavind.org if you have any further queries.

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

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