

## COVID-19 update from Waverley Industries



18 March 2020

Dear Parents, Carers and Employees,

Waverley Industries understands that the current situation with COVID-19 is constantly changing, and we would like to reassure you that we are doing everything in our power to minimize the risk of infections on our sites.

### **Actions we have taken to minimize risk of infection (this list isn't exhaustive):**

- Restricting staff and employee travel between sites
- Postponing current volunteer/work experience programs
- Encouraging hygiene practices through demonstration and posters
- Encouraging social distancing (1.5 meter apart from others where possible)
- Restricting movement and physical contact between different departments
- Advising all employees/staff with flu symptoms to obtain doctors clearance before returning to work
- Encouraging the use of masks at work
- Increased cleaning of high contact areas
- Maximising staff working from home

*While Waverley are doing everything possible to change over masks as quickly as possible there is currently a global shortage and we may require masks to be used longer than they would usually be worn. If you do have access to any other masks that are P2 rating or greater please feel free to use your own supply or make a donation.*

We are also encouraging employees to take leave if they feel unwell or have an underlying health condition that makes them more susceptible to COVID-19.

### **If you would like to take extended leave as a precaution to COVID-19, you are entitled to take the following:**

- Long service leave (if you have any)
- Annual Leave
- Unpaid leave

Please note: Sick leave can be used if you are sick, it cannot be used if you are taking leave due to precaution only. If you would like to take sick leave, please provide a medical certificate.

Waverley Industries will keep you informed of any changes to this situation. If you have any questions or concerns, please feel free to contact HR on 9544 7222