

Novel Coronavirus – Update 1

With the current health warnings from the Australian Government; AJ Grant are implementing a contingency plan to protect our employees.

Across the world, the number of confirmed cases of COVID-19 has surpassed 100, 000 and over 3,100 reported deaths. As of 8th March 2020, we have 74 confirmed cases of COVID-19, including 3 deaths in Australia.

- 15 of the initially reported cases in Australia all had a direct or indirect travel history to Wuhan, China
- 10 cases are associated with the Diamond Princess repatriation flight from Japan.
- 16 cases are reported to have had a direct or indirect travel history to Iran
- 15 cases are reported to have had a travel history to countries including Singapore, the United Arab Emirates, Japan and South Korea
- 18 cases, including 2 deaths, did not have a reported history of travel to any high risk countries and further investigations are pending.

How COVID-19 spreads

When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects - such as desks, tables or telephones. People could catch COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth. If they are standing within one meter of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by them. In other words, COVID-19 spreads in a similar way to flu.

Simple ways to prevent the spread of COVID-19 in your workplace

There is currently no vaccine to prevent COVID-19. The best way to prevent illness is to avoid being exposed to this virus:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick with suspected symptoms
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash, followed by washing your hands.
- Clean and disinfect frequently touched objects and surfaces (e.g. desks & tables, telephones & keyboards) using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
 - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.

AJ Grant Directive:

AJ Grant recommend the following precautions are implemented within your business to help reduce the spread of disease and protect the communities you work within every day.

- ✓ Hand sanitisers & disinfectant wipes to be made available to each staff member on site
- ✓ Disinfectant hand soap in your office

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- ✓ Office Cleaners to complete thorough clean e.g. door handles to be wiped down
- ✓ Proper Hand washing technique & coughing/sneezing etiquette poster to be displayed in Workplace

Reducing your exposure to COVID-19 working in the field:

AJ Grant have implemented the following measures to help reduce exposure in the community:

- AJ Grant Booking Co-ordinators will ask 3 extra questions regarding health & exposure with the homeowner
 - o IF exposure to COVID-19 or flu like symptoms have been identified; the booking co-ordinator will reschedule the appointment.

However, homeowner situations will change daily; therefore, AJ Grant ask all contractors to complete triage questions PRIOR to attending AJ Grant sites with the client.

- E.g. Completing courtesy calls the day before attending to confirm if the client has been exposed to COVID-19, returned from a high-risk country and/or is experiencing flu-like symptoms.

These measures have been communicated with our clients and are aware of the precautions we are taking to protect our employees, contractors & customers.

Completing a Make Safe for an AJ Grant Client:

In most cases with make safe repairs, contractors are not in the home and engaging closely with the customer. Most make safe repairs are completed externally.

AJ Grant recommend the following process to completing a Make Safe:

External Make Safe:

- ✓ Notify the homeowner; *regarding the latest health warnings, I/my team will attend site (give specific Date & Time) and ask that you stay within your home while repairs are being completed.*
- ✓ Follow-up with a phone call to the homeowner to advice the Make Safe is completed and to answer any further questions they may have regarding the Make Safe.

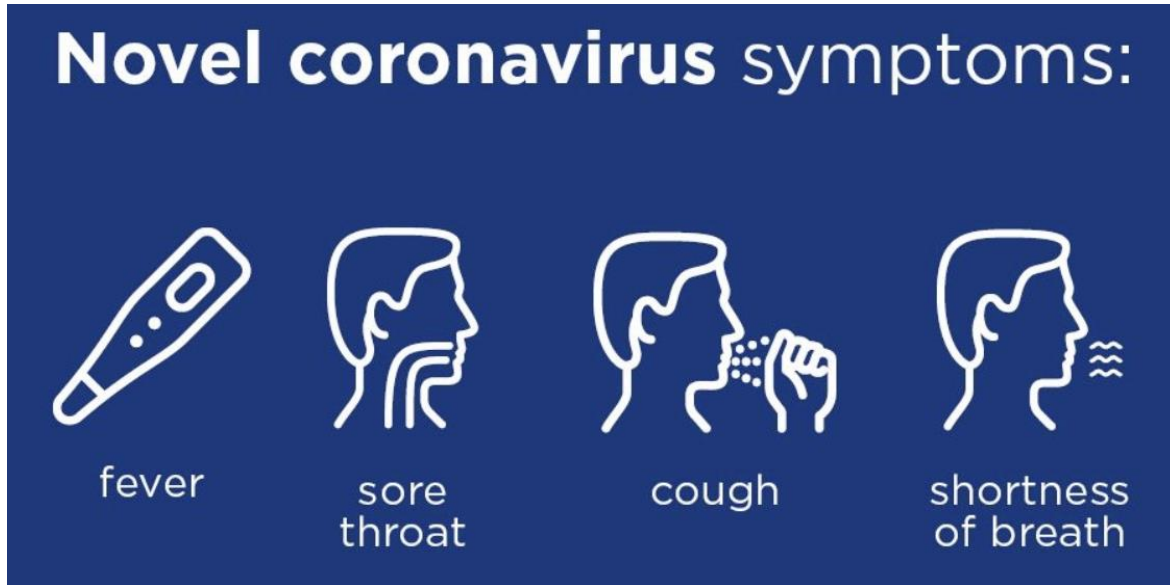
Internal Make Safe:

- ✓ When you confirm the Date & Time you will be completing the Make Safe; it is recommended you ask the following questions prior to attending site:
 - o Q1: Regarding the Coronavirus; have you or anyone residing in your home returned from a high-risk country in the last 14 days (e.g. China, Korea, Japan, Singapore, Malaysia, Vietnam, Iran & Italy)
 - o Q2: Have you or anyone residing in your home been exposed to the Coronavirus or experiencing flu like symptoms

If either question has been answered YES; please advice AJ Grant immediately for further advice

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Symptoms of COVID-19



Symptoms appear 2-14 days after exposure – if you feel any of the symptoms above; alert your boss immediately, isolation at home is highly recommended.

The Health Organisation recommend the following if you have developed symptoms:

- If you are seriously unwell and it is an emergency, call 000 immediately.
- Continue to keep yourself apart from other people as much as possible (e.g. in a different room at home).
- Wear a surgical mask if you have one.
- Call **Healthdirect 1800 022 222** anytime (24 hours 7 days a week), they will assess you and advise on what to do next.
- Phone the hospital emergency department before attending so they can plan for when you arrive to prevent spread of infection to others.
<https://www.emergencywait.health.nsw.gov.au/>
- Do not travel on public transport, use taxis or ride-shares and do not attend any public places.

Information Support

AJ Grant have setup an email address healthalert@ajgrantgroup.com.au. All Coronavirus alerts and updates will come from this email address.

If you have any queries or concerns, please send an email to this email address and your questions will be answered. The inbox is monitored by WHS & HR.

Travel Register

AJ Grant have implemented a Travel Register, which captures employees travels from the previous month to future travel. AJ Grant recommend your business collate this information to help reduce the spread of disease and risk exposure to others.

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Updates

To stay up to date with the latest COVID-19 news; please visit

<https://www.health.nsw.gov.au/Infectious/diseases/Pages/coronavirus.aspx>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert#current-status>

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