

Policy Update: Coronavirus (COVID-19)

Given the recent escalation of the coronavirus (COVID-19), TECOM Australia is putting in place the following measures, aiming to keep staff and customers safe and help ensure our ability to continue to operate effectively. These measures will be effective immediately and until further notice.

General Hygiene

To minimise the risk of spread of illness, please ensure you take additional hygiene measures during your normal workday including:

- Washing your hands frequently with soap and water
- Practice respiratory hygiene including covering your mouth and nose with your bent elbow or a tissue when you cough or sneeze
- Avoid touching eyes, nose and mouth to reduce the risk of transferring the virus to the body
- Maintain social distancing including at least a 1 metre distance between yourself and anyone who is coughing or sneezing
- Please observe all the health warnings and advice given by doctors or the Chief Medical Officer
- Most importantly, if you have fever, cough or difficulty breathing, please seek medical help early and follow the guidance within the following web link

<https://www.health.gov.au/resources/publications/coronavirus-covid-19-isolation-guidance>

The following web link to the World Health Organisation (WHO) provides further general guidance and details. <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

Our continued approach will be to observe all the government recommendations for precautions to take to minimise the impact of the contraction and/or spread of the disease.

We will also be implementing the following additional measures at Tecom Australia.

- Request that any potential visitors who have travelled overseas within the past 14 days refrain from entering our locations and conduct discussions via alternative means such as teleconference / video calls
- All team members refrain from shaking hands as a method of greeting and simply acknowledge customers and contacts verbally
- Work locations should be cleaned each day with an appropriate disinfecting cleaning solution
- All travel by plane on behalf of the Company, domestic or international, is herewith not permitted for at least a month, where after the travel ban will be reviewed and re-evaluated
- All employees and contractors returning from overseas will not be allowed into the offices or on the premises of Tecom Australia for a period of fourteen (14) days after the date of arrival in Australia
- Any employees who show the slightest symptom(s) of the Coronavirus will have to immediately leave the office, get tested for the virus and self-isolate him-/herself until the results are known
- If any employee is travelling in a private capacity either domestically or internationally, the Company has to be informed beforehand

The following web link to Coronavirus and Australian workplace laws explains your workplace entitlements and obligations if you're affected by the outbreak of coronavirus (also referred to as COVID-19).

<https://www.fairwork.gov.au/about-us/news-and-media-releases/website-news/coronavirus-and-australian-workplace-laws>

Please also contact our office should you have any further concerns or questions

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