



ADELAIDE ARCADE

Memorandum

To: ALL TENANTS
From: Andrew Jonats (General Manager)
Date: 16 March 2020
Subject: **Coronavirus (COVID-19) Update**

Adelaide Arcade is closely monitoring the coronavirus (COVID-19) outbreak and we are aligning our actions with the expert advice from the Australian Government.

Information is changing so please regularly check <https://www.health.gov.au/> the Federal Government website and follow their advice.

The coronavirus COVID-19 is now a controlled notifiable condition under the South Australian Public Health Act 2011. Doctors and diagnostic laboratories are required to notify of any suspected cases 24 hours 7 days per week. We will follow instructions from the Health authorities if we become aware of any suspected cases.

The best defence against most viruses including COVID-19 is practising good hygiene. Today we have increased common area cleaning. Colin will be on site longer during the day for the purposes of cleaning.

You can implement the following simple steps to help prevent the spread of the coronavirus (COVID-19):

- Remove aprons and other equipment/workwear when using the bathroom
- Regularly wash hands with warm water and soap
- Regularly cleaning high-touch surfaces such as counters helps prevent contamination.
- Provide hand washing facilities and make sure these are kept clean, properly stocked with soap and in good working order.
- Provide alcohol-based hand sanitiser, tissues and cleaning supplies.
- Promote good hygiene practices, e.g. display posters on handwashing and respiratory hygiene.
- Adhere to food safety and food handling fundamentals
- Encourage workers who are unwell stay home until they are recovered.
- If someone becomes ill with respiratory symptoms at work, isolate them by placing them in a room or an area away from others.
- Arrange for the person to be sent home and advise them to seek medical advice.
- If an employee is very unwell, call an ambulance
- If a worker is confirmed to have COVID-19 follow instructions from the Health authorities. Inform co-workers about possible exposure but maintain confidentiality. Advise workers to seek immediate medical advice if they develop symptoms or are concerned about their health.