

COVID-19 Safety Directive to Workers

At Maxwell Recruitment & Training, the safety of our staff and workers is paramount and we intend to do everything practicable as an organisation to work through this COVID-19 period safely.

It is very important to note that some of our workers and/or their partners have immune deficiency conditions making them more susceptible to being seriously affected by diseases such as Coronavirus.

To help to protect their health and safety and that of all our workers and their families, we are directing all our workers (incl. staff) to follow the precautions and steps set out below. We may update these directions as the situation develops.

Symptoms of Coronavirus

The symptoms of Coronavirus can include any of the following:

- Fever
- Cough
- Sore throat
- Nasal congestion or a runny nose
- Diarrhoea
- Fatigue
- Body aches and pains consistent with the flu
- Shortness of breath
- In severe cases, pneumonia with severe acute respiratory distress
- Any other symptoms updated here: <https://www.nsw.gov.au/covid-19/symptoms-and-testing>.

If You Have Symptoms

If you feel unwell with any of the above symptoms, you must not come to work until you are tested for COVID-19 and receive a negative result, and your symptoms subside. Please also contact your Maxwell Recruitment Consultant or me to notify us immediately of any symptoms and to keep us updated.

All staff and visitors at our premises are temperature tested on arrival and must be **under 37.5° Celsius**.

Recent Case Locations

Before attending work or our premises, you must check the latest NSW case locations here:
<https://www.nsw.gov.au/covid-19/latest-news-and-updates#latest-covid-19-case-locations-in-nsw>

Do not attend work or our premises if you have been to any of the case locations on the listed case dates without first getting tested for COVID-19 and receiving a negative result.

Recent International Travel

If you or any of your resident family members have travelled internationally in the last 14 days, please contact your Maxwell Recruitment Consultant or me to notify us immediately. We may require you to have time off work and/or get tested for COVID-19 and receive a negative result.

NSW Rules

In relation to work, you must comply with the NSW Government's COVID-19 rules and restrictions applicable from time to time, including but not limited to the following:

- COVID-19 rules: <https://www.nsw.gov.au/covid-19/rules>
- What you can do in NSW: <https://www.nsw.gov.au/covid-19/rules/what-you-can-do-nsw>
- Newcastle and the Hunter restrictions: <https://www.nsw.gov.au/covid-19/rules/affected-regions>
- Greater Sydney restrictions: <https://www.nsw.gov.au/covid-19/rules/greater-sydney>

Preventing the Spread of Coronavirus

Authorities advise that Coronavirus is spread through direct human contact and droplets such as from coughing and sneezing, or by contact with contaminated surfaces and objects where the virus can survive several days.

The time between when a person is exposed to the virus and when symptoms first appear is typically 5-to-6 days, although may range from 2-to-14 days.

To help to prevent Coronavirus infection or transmission, we direct you to do the following at work at all times:

- **Maintain at least 1.5m social distancing at all times whilst at our premises**
- **Thoroughly wash your hands and use alcohol-based hand sanitiser**
- **Wear a mask when at our premises while ever required under NSW face mask rules:**
<https://www.nsw.gov.au/covid-19/rules/face-mask-rules>
- **Cover your nose and mouth when coughing and sneezing or go home if feeling unwell**
- **Avoid contact with anyone with cold or flu like symptoms.**

Sickness Allowance

Casual workers who lose hours because of the Coronavirus outbreak may be entitled to the Sickness Allowance (which will be rolled into the Jobseeker Payment for workers over 22 from 20 March 2020). More info is available on the Sickness Allowance here:

<https://www.servicesaustralia.gov.au/individuals/services/centrelink/sickness-allowance/how-much-you-can-get>

More Info

If you would like to know more about the Novel Coronavirus, please see the link below:

<https://www.health.nsw.gov.au/Infectious/alerts/Pages/coronavirus-faqs.aspx>

We also would like to thank all our workers for your cooperation in this matter. If you have any questions, please contact me on (02) 49677 510.

Regards,

Luke Tresidder, General Manager
Maxwell Recruitment & Training