

18/03/20

Dear valued customers of Evolution Building Group,

With the increasing news and concern regarding the COVID-19 coronavirus, Evolution Building Group wants to ensure our customers we are monitoring the developing situation and have resources in place to reduce the risk of exposure for our employees and our customers. We will continue to monitor the news and any reports or requirements and will update you if new information becomes available. We hope you and your loved ones remain safe and healthy during this unique and challenging time.

Coronavirus (COVID-19) Office Policy

To align with World Health Organisations (WHO) recommendations to prevent further spread of COVID-19, we remind all staff of the importance of adhering to the following precautionary measures.

- Adherence to standard hygiene recommendations to prevent infection spread. These include regular hand washing, covering mouth and nose when coughing and sneezing, thoroughly cooking meat and eggs.
- Avoid close contact with anyone showing symptoms of respiratory illness such as coughing and sneezing.
- Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance. Follow the directions of your local health authority.
- Maintain social distancing to reduce people-to-people contact and the spread of the virus. Where practical, all meetings are to be conducted over the phone rather than in person.
- A 14-day isolation period is required If you have recently travelled internationally or have visited areas where COVID-19 is spreading.

To learn more about how to protect yourself and others from getting sick, click links below for more information:

Coronavirus disease (COVID-19) page on the World Health Organization website.
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>



Help us 

stop the spread

-  **Clean your hands thoroughly** for at least 20 seconds with soap and water, or an alcohol-based hand rub.
-  **Cover your nose and mouth** when coughing and sneezing with tissue or a flexed elbow. Put the tissues in the bin.
-  **Avoid close contact** with anyone with cold or flu-like symptoms.
-  **Stay home** if you are sick.

health.nsw.gov.au/coronavirus



Tell staff immediately if...

-  you have a **fever, cough, sore throat** or **shortness of breath** and you have been **overseas** in the last 14 days

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