

A message from Ian Burgess

CEO, MTAA

COVID-19 – Important Information

Dear MTAA team,

We would like to update you on the outbreak of Novel coronavirus (COVID-19) and inform you of the precautionary steps MTAA is implementing from today to act with the community in preventing its spread. As the spread of COVID-19 is unpredictable, and the World Health Organisation (WHO) has labelled it a Pandemic¹, MTAA recognises how important it is that we all comply with these measures to reduce risk of infection, harm and maximise safety.

VISITORS

Effective immediately, if you intend to have visitors to the Miller Street offices in North Sydney, please have them declare to you prior to their visit whether they have travelled internationally from Midnight 15.03.2020 and/ or travelled to China, Iran or South Korea and Italy in the past 14 days. In the instance that they have travelled internationally from midnight 15.03.2020 and/ or travelled to and from China, Iran or South Korea and Italy in the last 14 days, we ask you to kindly respect your colleagues and cancel your face-to-face meeting until the 14-day period has passed, as per WHO² and Australian Department of Health recommendations³.

HAND SHAKING AND HAND HYGIENE

Effective immediately, we encourage you to refrain from handshaking⁴ and to practise hand hygiene⁵ through accessing the hand sanitizers available at the entrance to the MTAA offices and/ or hand washing stations located in the bathrooms (each sink is paired with WHO safe handwashing protocols to follow).

Please note that 54 Miller Street also has hand sanitizer stations in the Lobby on the ground floor.

Gold standard recommendations we endorse can be found (in order of preference) at:

<https://www.who.int/news-room/q-a-detail/q-a-coronaviruses> under the question 'What can I do to protect myself and protect the spread of disease?' (global).

¹ <http://www.euro.who.int/en/health-topics/health-emergencies/coronavirus-covid-19/news/news/2020/3/who-announces-covid-19-outbreak-a-pandemic>

² <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

³ <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert#if-you-are-at-risk>

⁴ <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

⁵ <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

EMPLOYEE DECLARATIONS REQUIRED

Travel

Employees are to declare if you have travelled to or arrived from China since 14 January 2020 and/ or have travelled internationally from Midnight 15.03.2020 and/ or travelled to Iran or South Korea and Italy in the past 14 days. Additionally, if you have been in contact with a family member or friend who has travelled to or arrived from China since 14 January 2020 and/ or have travelled internationally from Midnight 15.03.2020 and/ or travelled to Iran or South Korea and Italy in the past 14 days you must also declare this. If you meet this criteria, please send an email to your Manager with a CC to Katherine Purcell in Human Resources- kpurcell@mtaa.org.au. All employees who meet this criteria must also self-isolate immediately until 14 days after their return and pending they are in full health. If this applies to you, please speak with your Manager and Human Resources and work with your Manager to establish a mutually agreeable, work from home plan. Self-isolation information can be found at: <https://www.health.nsw.gov.au/Infectious/factsheets/Pages/hubei-contacts-and-travellers.aspx>

Health

If you experience any respiratory symptoms such as shortness of breath, coughing or sore throat coupled with a fever (equal to or more than 38 degrees), please contact your chosen Health Care Professional immediately **via telephone** (at the Australian Medical Association and NSW Health's request) to discuss your situation. It is imperative that you stay at home to recuperate, utilising your Personal (sick leave) to take the required time off to recover. If your Health Care Professional recommends testing for COVID-19, it is imperative you notify MTAAs immediately and obtain a statement from your treating physician that you are in full health prior to returning to work.

If you have family members experiencing respiratory symptoms, please speak with your Manager and organise to take Personal (Carer's Leave) if you are the Primary Care Giver.

BUSINESS OPERATIONS

Travel

All travel to China and APAC is on hold until further notice. If you are required to travel to other locations internationally, you will require the written approval of Ian Burgess, CEO, MTAAs⁶.

⁶ <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert#if-you-are-at-risk>

These restrictions are effective from today until at least late-April. As the outbreak remains an evolving situation, we will closely monitor the situation daily and update you as required.

Attendance in Hospitals

For those of you who are attending Hospitals as part of your day-to-day work, you are advised to ensure you comply fully with the site's infection control policy. If you suspect you may be visiting a facility holding infected patients and are concerned about your safety, please advise your Manager immediately and await further direction. Additionally, granted the high incidence of community acquired infections in New South Wales, if you are a MTAA staff member attending secondary and/or primary health services/ locations as part of your day-to-day work, you are advised to comply fully with infection control policies in these locations with the same vigilance as you would when attending tertiary health services (hospitals). It is vital that you remain fully up-to-date with any changes, communicating these to your manager promptly.

Updates

You may visit <https://www.health.nsw.gov.au/Infectious/diseases/Pages/coronavirus.aspx> for the latest New South Wales specific news and more information.

For those visiting pathology laboratories, more detailed information can be found at:

<https://www.health.gov.au/resources/publications/phIn-guidance-on-laboratory-testing-for-2019-ncov>

Regards,



Ian Burgess
CEO, MTAA