

COVID-19 (Coronavirus Disease)

IMPORTANT INFORMATION

Most people are now aware of the COVID-19 (coronavirus) and its increasing spread around the world. This communication provides important information for employees to help minimise the effects of the virus on our people and business. Employee health and safety remains our primary concern so please ensure you familiarise yourself with the information below and adhere to the relevant measures that have been introduced - please note this advice supersedes previous advice.

What you need to do?

Booking travel

All work-related travel must be booked via the Group's corporate travel agencies [Globetrotter and Corporate Travel Management] to allow us to accurately track the movement of our people:

- If you have already booked work related travel through a provider other than Globetrotter or Corporate Travel Management, you are required to email a copy of your travel itinerary to perentitravel@globetrotter.com.au.

International and domestic work-related travel

- All International business travel is **suspended effective immediately and until further notice**. Only FIFO travel from point of origin to site is authorised.
- Any other International business travel requests will be assessed for their operational criticality and will require sign-off from the relevant Group Executive.
- Any employee returning to Australia will be required to self-isolate (Coronavirus [COVID-19 isolation guidance](#)) for 14 days. This applies to all travellers, including Australian citizens. For details see the [Australian Border Force website](#).
- All non-essential domestic travel (i.e conferences, training, seminars, etc..) for employees have been suspended **effective immediately and until further notice**. Only FIFO and business critical travel is authorised.
- If you currently have work flights booked that are not aligned with the above directives, please contact the relevant Corporate Travel Agency to cancel the flights.
- For employees returning to residence outside of Australia need to be aware that many countries are introducing quarantine controls – they need to refer to advice from their home country's health authority

In the event any traveller returns from overseas experiencing respiratory problems or other COVID-19 symptoms, medical attention should be sought as a priority in addition to self-quarantining for 14 days.

Personal travel

Perenti continues to advise against employees undertaking personal international travel.

Should you decide to book international personal travel please be sure to check all available travel advice. Employees will be required to self-quarantine when returning to Australia for 14 days. This applies to all travellers, including Australian citizens. For details see the [Australian Border Force website](#).

If employees decide to travel overseas and need to self-isolate when they return they need to discuss return to work options with their manager. These may include options to work from home, paid annual leave or leave without pay. Employees who have personal travel booked overseas are required to notify their supervisor and register their movements by emailing perentitravel@globetrotter.com.au. This will assist in managing the health of our workforce.

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About COVID-19

What are the symptoms?

Symptoms for COVID-19 include fever, tiredness, sore throat, shortness of breath and a dry cough. Some people may also have aches and pains and diarrhea.

How does COVID-19 spread?

When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects such as desks, tables or telephones. People could catch COVID-19 by touching contaminated surfaces or objects and then touching their eyes, nose or mouth. If they are standing within one meter of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by them.

In other words, COVID-19 spreads in a similar way to flu. Most persons infected with COVID-19 experience mild symptoms and recover. However, some go on to experience more serious illness and may require hospital care. Risk of serious illness rises with age; people over 60 seem to be more vulnerable than those under 60. People with weakened immune systems and people with conditions such as diabetes, heart and lung disease are also more vulnerable.

How can I minimise the risk of COVID-19

The situation is evolving in many countries so people should remain alert, but not be alarmed.

People who are over 60 years of age and those with underlying health conditions are at higher risk of getting very sick from COVID-19.

People should take the following precautions to reduce the risk of contracting the virus:

- Take everyday precautions to keep space between yourself and others.
- When you go out in public, keep away from others who are sick and limit close contact.
- Wash your hands thoroughly and often and practice good personal hygiene.
- Avoid crowds as much as possible.
- Avoid cruise travel and non-essential air travel.
- **Regardless of travel, if you are experiencing flu like symptoms including, fever, cough, sore throat or shortness of breath stay at home and report to your Doctor.**
- **If you suspect you may have coronavirus symptoms or may have had close contact with a person who has coronavirus, you should contact the Coronavirus Health Information Line on 1800 020 080. PLEASE, DO NOT COME TO WORK if you are sick.**
- Monitor government agencies, as pandemic plans are likely to be enacted.

For more information on how to minimise the risk of contracting COVID-19 visit the [Australian Government Health Department website](#).

What Perenti is doing

- We have formed a business preparedness team and developed a Business Continuity Plan for the Perenti Group.
- We are monitoring and following WHO, CDC and Australian Government Dept of Health advice, requirements and updates. As of 12/03/2020 WHO has declared COVID-19 a Pandemic.
- We are sending updates and supporting our client's initiatives, requirements and communications.

For further information

Please use the following Perenti sources for more information:

- Speak with your line manager.
- Visit the Perenti HSE Advice portal at www.perentigroup.com/hseadvice.
- If you are unable to find your answer via either of these sources please email the Perenti HSE team at groupshesupport@perentigroup.com.

Additional relevant information can also be found on the websites below:

Centre for Disease: <https://www.cdc.gov/coronavirus/index.html>

Health Direct: <https://www.healthdirect.gov.au/coronavirus>

International SOS: <https://www.internationalsos.com/client-magazines/novel-coronavirus>

Johns Hopkins School Infection map:

<https://gisanddata.maps.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6>

Smart Traveller: <https://www.smarttraveller.gov.au/news-and-updates/coronavirus-covid-19>

Please remember minimising the risk of COVID-19 is everyone's responsibility and we ask employees to keep informed about the virus.