



24th February 2020

Zenith Pacific – Novel coronavirus (COVID-19) update & Interim Infectious Disease Policy

1.0 BACKGROUND

As of the 24th February 2020, there have been approximately 77,934 globally confirmed positive cases of Novel Coronavirus (WHO designated COVID-19) reported. Of these cases, there have been 2,360 reported deaths from the virus (approx. 3% mortality rate).

In Australia, as of 19th February 2020, there are 22 confirmed, positive cases of COVID-19:

- Queensland - 8 cases
- New South Wales - 4 cases
- Victoria - 6 cases
- South Australia - 2 cases
- Western Australia - 1 case

All of the cases in Australia had a direct or indirect link to Wuhan, Hubei province, China or were passengers on the Diamond Princess, quarantined in Japan.

Currently, there are travel restrictions in and out of China, with several cities, including Wuhan, isolated to restrict the potential flow of infected people across the world.

While there are no restrictions, apart from cruise ships, on movement in other locations, there are a number of high risk countries in our region, including:

Thailand	Indonesia
Malaysia	Vietnam
Cambodia	Singapore
South Korea	Hong Kong



Reported by the World Health Organisation.

2.0 IMMEDIATE AUSTRALIAN FEDERAL GOVERNMENT CONTROLS FOR TRAVELLERS TO AND FROM CHINA

In regard to China, the Australian Government Department of Health requires people who have left or transited through China in the last 14 days to isolate themselves for a period of 14 days.

If a person has been in close contact with a positive case of COVID-19, they are required to isolate themselves for 14 days from the date of last contact.

3.0 GENERAL HEALTH MANAGEMENT OF INFECTIOUS DISEASE

With regard to risk management of illnesses in our workplaces, all employees are expected to self-manage by following practical measures to minimise the impact or spread of infectious diseases.

3.1 Precautionary Measures

Precautionary measures should always be taken at a personal level to minimise the risk of contracting or spreading infectious illnesses, such as:

- Maintaining good personal hygiene;
- Washing hands constantly, including the use of sanitary hand cleaner;
- Covering you face when sneezing or coughing.

These precautions are for everyone, regardless of working locations.

3.2 Management Measures

If you are sick, you have a responsibility to:

- Minimise your exposure to others;
- Consult with a GP or a hospital if you are unwell;
- Notify Zenith Pacific if you are sick or need to leave work through illness;



- Do not attend work;
- Do not return to work until declared medically fit to do so.

5.0 ZENITH PACIFIC NOVEL CORONAVIRUS MANAGEMENT POLICY

Zenith Pacific has instituted the following management policy for travel at this time:

- This is no company travel to China until further notice;
- All employees requiring travel outside of Australia need to gain management authorisation (after consultation and reference to high risk countries) before booking and travelling (with the exception of PNG national employees travelling within PNG);
- All relevant government websites will be monitored for any change to travel requirements, advice or mandates.

4.0 NOVEL CORONAVIRUS (COVID-19) RECOMMENDATIONS FOR EMPLOYEES

In regard to the potential for contracting COVID-19, there are some general precautions that you can take to reduce the risk. These are:

- Do not travel to China for the foreseeable future;
- Take advice from Australian government websites such as www.smarttraveller.gov.au and www.health.gov.au prior to organising a holiday. This is in consideration of high risk countries identified in section 1.
- If travelling privately (e.g annual or long service leave) employees need to notify their manager of the destination and duration of visit.
- If necessary, contact the Australian embassy/consulate in the country you are visiting to seek further updates, information or assistance.



6.0 IF YOU CONTRACT NOVEL CORONAVIRUS (COVID-19)

The following measures have been put in place to manage any employee who may contract COVID-19:

- Promptly notify Zenith Pacific if you have contracted or tested positive to the virus;
- Ensure that you follow all mandated advice by medical services in relation to the virus (isolation, testing, etc);
- Provide a health certificate proving you are no longer infected by the virus.

You will not be allowed to resume work for Zenith Pacific until the above steps have been followed and completed.

7.0 ZENITH OBLIGATIONS TO CLIENTS

Zenith shall consult and provide information to our clients with regard to any ZP employee who tests positive to COVID-19 by:

- Working with existing client policies and management around COVID-19
- Providing information on any ZP employee, working at the client site, who has been diagnosed with, or has been quarantined by COVID-19;
- Providing information, where possible, relating to any ZP employee who may be travelling to a high risk country before returning to work;
- Liaising with our clients on further information required, restrictions that may apply for return to sites and any other updates of consequence.