

Friday 6 March 2020

Dear Woodville Alliance staff,

**Re: Communication regarding COVID – 19 Coronavirus**

As we are all aware, Government and health reports have increased in relation to the virus in the last few days. I want to provide you with an update on our Woodville Alliance response and planning. The leadership team have been working hard to ensure the organisation has a clear response plan in place to protect our staff and clients as well as ensuring we communicate any relevant information to you. The health and safety of our staff, clients and communities is of utmost importance.

We want to assure you that our service is currently safe for staff and clients to attend and we are operating as normal. I am leading the management team in planning ahead for developments which may occur in the future. Any future decisions regarding the virus will take place in conjunction with expert advice from the Australian Government and NSW Health.

In the meantime, the best way we can protect ourselves and the health and safety of others is by paying attention to our personal hygiene practices, such as handwashing, sneezing and coughing protocols. (see attached advice). Please encourage clients to practice the same.

Additionally, please ensure that if you are experiencing any of the following symptoms; Coughing, Sore throat or Fever, please do not attend work. Notify your supervisor as soon as possible and seek appropriate medical advice. Please note, if you present to work with any of these symptoms you may be asked to go home.

If you have been:

- in contact with a person sick with COVID-19 infection;
- in or transited through mainland China (not including Hong Kong, Macau and Taiwan) in the past 14 days or;
- in or transited through Iran on or after 1 March 2020 or;
- in or transited through the Republic of Korea on or after 5 March 2020

health authorities advise that you self-isolate at home. Please do not attend work and seek medical advice immediately.

Health authorities have also advised if you are returning from Italy you do not need to isolate yourself but you cannot attend services for 14 days after your return if you work as a healthcare worker.

Furthermore, if you have returned from one of these countries who have had an outbreak of the virus (Cambodia, Hong Kong, Indonesia, Japan, Singapore or Thailand) and are experiencing any of the symptoms listed above, please do not attend work and seek medical advice immediately.

I will continue to communicate with you, clients and our community in the coming days regarding this topic. I am hopeful that these difficult times will soon pass and if you have any personal concerns I encourage to speak to your supervisor, medical advisor or our confidential employee assistance provider 'Relationships Australia' on 1300 364 277.

[woodville.org.au](http://woodville.org.au)

44–46 Mandarin St, Fairfield East NSW 2165 | PO Box 468, Villawood NSW 2163

P: (02) 9722 5200 | F: (02) 9724 9502 | E: [info@woodville.org.au](mailto:info@woodville.org.au)

ACN 606 387 231 | ABN 89 606 387 231



TOGETHER FOR A BETTER FUTURE

Wishing everyone a safe and restful weekend.

*Cheers,*

*Pan*

*Pan Batkin*

**Chief Executive Officer**

**44 Mandarin Street, Fairfield East**

**PO Box 468 Villawood**

**9722 5200**

**0417 230 580**

**END.**

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