

**In January 2020, the World Health Organisation (W.H.O.) declared the outbreak of a new coronavirus disease in Wuhan, province of Hubei China, to be a Public Health Emergency of International Concern. On the 12<sup>th</sup> of March, W.H.O. have officially declared COVID19 as pandemic. The Australian Federal and State Governments are now implementing measures to ensure the safety and well-being of all Australians as of Monday 23<sup>rd</sup> of March 2020.**

PBMG/PDFM is continuing to follow the advice from the Australian Government Department of Health regarding infectious diseases, and the NSW Government for further advice. We are continuously monitoring the situation to provide support and information to our building managers and on-site teams as the situation progress, providing our valued stakeholders and their community with the information that assists building management operations in minimising the risks of transmission. We kindly refer any stakeholder, resident, other interested parties, and all PBMG-PDFM staff to check regularly on the NSW State Government, Department of Health, and World Health Organisation websites;

NSW State Government <https://preview.nsw.gov.au/covid-19>

NSW Department of Health <https://www.health.nsw.gov.au/Infectious/diseases/Pages/coronavirus.aspx>

World Health Organisation (W.H.O.) <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

SITUATION	POLICY
<p><b><i>For any staff member or any member of their family, who have travelled anywhere from overseas from 1<sup>st</sup> of February 2020 --</i></b></p>	<ul style="list-style-type: none"> <li>❖ The staff is required to refrain from attending work for fourteen (14) days after departure from said countries and must provide a proof of itinerary to their immediate supervisor with <i>Payroll</i> copied in;</li> <li>❖ Affected staff will need to contact their immediate supervisor and Head Office <b>only by phone or by email</b>, to advise their travel schedules and indicate the number of days that they will be in self-isolation for since the date of their departure from the said countries;</li> <li>❖ Complete an electronic leave form via <b>Cloud Payroll</b> regarding the leave.</li> </ul>
<p><b><i>For any staff member or any member of their family who have symptoms of COVID-19 --</i></b></p>	<ul style="list-style-type: none"> <li>❖ Only in a worst-case scenario, determined by the Client Relationship Manager and the General Manager, where there are no symptoms within the fourteen (14) day period of isolation, management will make provisions for remote access to site to allow continuous management of their portfolio, where a relief manager will be instructed to be on site to fulfil the role in a limited capacity.</li> <li>❖ Where a staff member remains without symptoms within the fourteen (14) days of self-isolation period after returning from overseas, they do not require a medical certificate to return to work;</li> <li>❖ Complete an electronic leave form via <b>Cloud Payroll</b> regarding the leave.</li> </ul>
<p><b><i>For any staff member or any member of their family who have a confirmed case of contracting COVID-19 --</i></b></p>	<ul style="list-style-type: none"> <li>❖ If a staff member has become unwell within the fourteen (14) days of returning from overseas, or if they have been diagnosed with COVID-19, they will need a medical certificate/clearance confirming they are able to return to work.</li> <li>❖ On an occasion that a staff member or any of their family members is found to have contracted the COVID-19, the staff member is required to notify their immediate supervisor/line manager and Head Office, and will need to self-isolate for fourteen (14) days, or until an official clearance from a Medical Specialist/Practitioner has been provided;</li> <li>❖ Complete an electronic leave form via <b>Cloud Payroll</b> regarding the leave.</li> </ul>
<p><b><i>For any staff on site or in their offices while carrying out their duties --</i></b></p>	<ul style="list-style-type: none"> <li>❖ All staff must put in safe practice, social distancing of as recommended by Federal and NSW State Governments, following the advice on Monday 23<sup>rd</sup> of March 2020.</li> </ul>

**For more information, please contact your Client Relationship Manager, or contact Head Office on 1300 761 610**