

# M<sup>c</sup>Arthur Workplace Risk Management

## Client Update: COVID-19

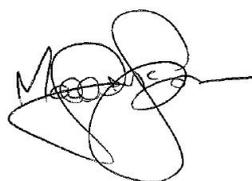
M<sup>c</sup>Arthur is continuing to closely monitor the situation regarding COVID-19. We are taking a highly proactive, vigilant stance in line with our responsibility to protect our team members and clients, and in recognition that many people we care for are some of the most vulnerable members of the community.

The following is an update of the steps introduced to address potential risks relevant to our business and in particular, our temporary workforce and the clients they support.

### STEPS TAKEN

- M<sup>c</sup>Arthur is closely monitoring official Government sources for current information and advice.
- We have communicated with our internal and external workforce, regarding:
  - best practice with hygiene to protect their health and wellbeing
  - our policies and measures for infection control
  - social distancing protocols
  - the need for them to immediately advise us of any health concerns and actions they should take if they become unwell or think they may have the symptoms of coronavirus (in accordance with advice from the Australian Government Department of Health)
  - isolation/quarantine periods (in accordance with advice from the Australian Government Department of Health)
  - the need to advise us of any recent or planned overseas travel
  - updates to the situation and any changes to organisational policies or procedures
  - information and links to relevant services should they require support.
- All employees who travel to **ANY** overseas destination, are required to undertake a self-isolation period of 14 days upon their return in line with Government legislation.
- We are vetting all visitors to our offices to determine their state of health and recent travel activities and have placed health messages in all reception areas.
- Where possible conducting meetings with external parties via teleconferencing.
- Being ready and able to work from home, if required.
- Ceasing international and non-essential domestic work travel.

***We hope this provides reassurance for your organisation, your staff, and those people and communities you support. If you have any specific questions or additional request for how M<sup>c</sup>Arthur can better support your business to effectively manage the potential health risks, please feel free to get in touch with your M<sup>c</sup>Arthur Consultant.***



Matthew McArthur  
Chief Executive Officer

Revised 16th March, 2020