



Good morning all,

As you all are aware the Coronavirus COVID-19 has become a concern and continues to spread. Recently Group's and Vitals' Senior Management Team have met to update our policy in regards to COVID-19 including welfare of all of our employees and clients.

As a concerned and committed organization to WH&S with in the workplace, Vital has considered all recommended guidelines in line with Australian Health organizations as well as recommendations from the World Health Organization with the view and purpose of curbing infection amongst all employees, as well as endeavoring to contain any further spreading of COVID-19.

The following guidelines have been introduced as a procedure for all staff to adopt/adhere to with the view of preventing infection. Remember we are a team and we need to look out for each other, should you notice a colleague not following the process politely remind them of the steps they should be taking as it is not only protecting them it is also protecting YOU!

Should you or any of your colleagues display any of the following symptoms you are to;

- Notify Vital immediately,
- Leave site and consult a doctor for tests
- Remain in self-isolation until the results of the tests have been received (Usually a 48 hour duration)

Symptoms to be aware of, or any combination of the below

- Fever
- Flu-like symptoms such as coughing, sore throat and fatigue
- Difficulty breathing (severe cases)

Should the test result return clear result you are to obtain a clearance certificate from the consulting doctor confirming that you are fit for work, however, should the tests return a positive result to COVID-19 you are to inform Vital, self-isolate for the 14 day recommended period by all health organization.

At the end of the 14-day self-isolation period you shall be required to consult the doctor to obtain a clearance certificate prior to returning to work. This is a mandatory requirement.

## Hygiene

Hygiene is extremely important pertaining to COVID-19, to achieve good hygiene the world health organization guidelines are as follows

## Greetings

- Greetings – Shaking of hands, hugging etc. is to be limited if not at all.



## Meetings

- Cease all non-critical meetings, if an urgent meeting is required then these are to continue but if not meetings should be limited to phone or Skype
- Wash your hands frequently
- Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water hands should be washed for a minimum of a minute and or use hand sanitizer regularly.
- Wash your hands with soap and water prior to commencement of work, and again at the completion of work. If catching public transport this process is to be followed when you attend shift and when you get home
- Clean Phones and computer Key boards, benches etc. with alcohol wipes,

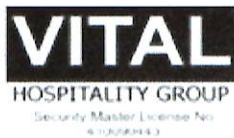
## Maintain Social Distancing

- Maintain at least 1 meter (3 feet) distance between yourself and anyone who is coughing or sneezing.
- Avoid touching eyes, nose and mouth
- If you have fever, cough and difficulty breathing, seek medical care early
- Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance. Follow the directions of your local health authority.

Supervisors, please speak the client and please feel free to send this email, but if our clients become aware of staff issues with COVID-19 you and the onsite team need to be advised so we can take appropriate measures.

Should anyone wish to discuss any further, please do not hesitate to contact me directly,

*Kind Regards*



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