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CORONAVIRUS – GUIDELINE FOR LIBELLE GROUP LIMITED STAFF – 16 MARCH 2020

This is the first in what will be a series of communications regarding Coronavirus - COVID-19.

Minimising the spread of COVID-19 is important to keep us all safe and well at work. Libelle Group is committed to the health and safety of all our employees. We acknowledge that this can be a worrying and stressful time for many people, as we navigate the disruption in relation to COVID-19. As this virus spreads questions regarding our health and the effect it will have on our NZ economy.

Current Situation:

Current Advice – (this will be updated as the situation changes).

At this stage of the spread of the virus in New Zealand is limited to 8 people who have tested positive for COVID-19. The government has instituted a mandatory isolation for 2 weeks for people returning to New Zealand from overseas (except the Pacific Islands).

Health and Safety:

We have attached a COVID-19 Fact sheet to assist you in your understanding of the virus, and to ensure you are not subject to mis-information. This fact sheet is taken from the World Health Organisation and the NZ Ministry of Health.

We recommend all staff to follow the following actions to minimise the risk of spreading COVID-19 as per our current food control plan:

- Wash and drying your hands regularly and well.
- Stay home if you are unwell. Your manager may ask you to go home if you come to work sick and are not fit enough to be there. This relates to any sickness and not specifically related to COVID-19.
- Wipe down common work areas in regularly with antibacterial wipes or spray.
- Cover your mouth and nose when having a cough or a sneeze.
- We strongly encourage all staff to take a flu vaccination for yourselves and your immediate family.
- If you get the flu you increase the health risks associate with COVID-19 if you get infected.

Cleaning tips:

- Schedule regular cleaning as per the food control plan
- Use antibacterial/disinfectant cleaning products
- Where possible use disposable cloths such as the dry wipes provided
- Ensure workplace air-conditioning units are up to date in their service regime

Travelling overseas / Returning from overseas:

- Employees who may have plans to travel to countries with high infection rates at present; China, South Korea, Italy and Iran should seek advice on whether to travel. Some countries are closing their borders, (USA has closed its borders to Europe).
- All staff returning from overseas are required (by the NZ government) to self-isolate for 2 weeks. This will be strictly enforced.

What happens if the spread of Covid-19 gets more serious in New Zealand.

We are currently monitoring the situation and will update all staff accordingly. Please make sure to monitor your emails and the facebook page for regular Covid-19 updates. We will act upon the advice of the Ministry of Health and the New Zealand Government.

What to do if you suspect you may have contracted COVID-19

- Do not come to work.
 - **Call Healthline (see below)** or your doctor
 - You are to follow the Libelle Group company protocols for calling in sick and providing a medical certificate if you are absent for 3 days or more or are advised to go into isolation you will need to advise work of any of these developments.
 - **Dedicated Healthline 0800 number for COVID-19 health advice and information**
 - The number is 0800 358 5453 (or for international SIMs +64 9 358 5453).
 - It is free and available 24 hours a day, 7 days a week.
 - People calling that line will be able to talk with a member of the National Telehealth Service. They have access to interpreters.
 - **You should call that dedicated number:**
 - To register if you have self-isolated yourself
 - For any coronavirus health advice and information and any questions you have about coronavirus, regarding self-isolation, family members, contacts etc.
- We will monitor the situation accordingly and update you accordingly.

If you have any concerns about being at work due to the current outbreak of COVID-19 please raise this with your Manager.

Sincerely,

Caleb Dudley
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