HEALTH ALERT

The World Health Organisation (WHO) recently declared the Coronavirus COVID-19 outbreak a public health emergency of international concern.

In an effort to minimise risk to our employees, sub-contractors and customers, The Land Transport group has implemented the below in conjunction with advice from WHO & Department of Health (DoH) to combat the risk of Coronavirus:

- **Wash hands frequently with soap & water for a minimum of 20 seconds** or use an alcohol-based hand rub.
- **Practice respiratory hygiene** when coughing and sneezing, cover mouth and nose with flexed elbow or tissue – discard tissue immediately into a closed bin and clean your hands as per above.
- Where possible **maintain a social distance** by upholding at least 4m² distance between yourself and other employees.
- **Avoid touching eyes, nose and mouth** with your hands as you can transfer the virus from surfaces to yourself.
- **Avoid shaking hands** or touching another person/s.
- **We recommend** you minimise any non-essential domestic or international travel.
- Where possible reduce **face to face meetings** to phone hook ups, if meetings are required, only have the essential person/s in attendance.
- **Avoid large gatherings**, particularly indoors.
- **Brief toolbox talks** are to be held outside daily, maintaining the 4m² distance for each employee or one on one.
- When conditions permit, **open doors and windows** to let fresh air in.
- Ensure all **air conditioning** units remain up to date with their **quarterly servicing** (Please check with Eileen in Head Office if you are unsure).
- **No non-essential visitor/s** to site.
- Ensure **EFTPOS machine** is wiped down after each use.
- All tea, coffee, sugar, milk, crockery and cutlery has been removed from all Land Transport kitchen and amenities.
- **No passengers** to be in any Land Transport long distance vehicles.
- **Local prime movers** are to be used where possible instead of interstaters prime movers.
- Keep as many **internal doors open** as possible to reduce the use of **high touch points** (door handles).
- All queries are to be emailed or phoned to internal departments, as all **face to face encounters** need to be at an **absolute minimum** and only when essential.
- In the attempt to reduce the amount of non-essential personnel in the offices, **external doors** are to be locked where possible or bollards put in place to maintain 1.5m distance.
- **Cleaners** are now completing cleans of all Land Transport depots **5 days per week**.
- We recommend you use **gloves when fuelling your vehicles**.
- **Pen** to be removed from **visitor sign in / out books**.
- Carry and use your own **pen/s** at all times.
- **Forklift drivers** to **wear gloves** at all time when operating the forklifts.
- All staff are encouraged to have a **flu shot**.
- **Internal envelopes** are not to be reused.
- **Hand sanitisers, masks and disposable gloves and Surface sanitising sprays** have been distributed throughout the company.
- **Shower spray and toilet wipes** have been distributed throughout the company.
- **Sanitising stations** have been installed into our depots at point of entry.
- Land Transport’s **Covid-19 Safety Plan** has been issued to all our staff and subcontractors.
- If you live within **metropolitan Melbourne or Mitchell Shire**, you must wear a **face covering** whenever you leave your home, unless an exception applies.
- A face covering needs to cover both your nose and mouth. It could be a face mask or shield.
- These new rules won’t be enforced until **after 11.59pm on Wednesday 22 July**.
- **All staff and approved visitors in all depots are to be temperature tested** prior to commencing work each and every day until further notice. The normal body temperature range is **35.1°C – 37.2°C**. The temperature test results are to be recorded (form template in your depot folders) a copy of all results is to be sent to compliance.

HA-CORNVIR-V15
We request all long-distance drivers to be **COVID-19 tested** on a 7-day cycle. See below the truck friendly drive thru testing sites (Page 4).

**Permitted Worker Permits** have been introduced in Victoria and all Melbourne depot staff are required to carry one.

For now, **it is business as usual for us**. We have no reported confirmed cases of COVID-19 associated with our employees or their families. Our priority remains to be the health and safety of our employees, sub-contractors and customers. In line with this, our second priority is to remain open for business and to continue to provide livelihoods for our employees, sub-contractors, customers and their families.

**Even with Australian state borders closing, all road transport will continue as it is considered an essential service.** We will keep on truckin’.

Please see below extract from the DoH website regarding self-quarantine after returning to Australia from overseas:

"**Staying at home means you:**

- do not go to public places such as work, school, shopping centres, childcare or university
- ask someone to get food and other necessities for you and leave them at your front door
- do not let visitors in — only people who usually live with you should be in your home

You do not need to wear a mask in your home. If you need to go out to seek medical attention, wear a surgical mask (if you have one) to protect others.

You should stay in touch by phone and on-line with your family and friends."

**Key symptoms of COVID-19 are:**

- Fever
- Cough
- Sore Throat
- Fatigue


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**State Border Lockdowns**

**South Australia** - **ENTRY PASS REQUIRED** (6 Monthly)

**Northern Territory** - **FORM REQUIRED UPON ENTRY** (Per trip)

**Western Australia** - **ENTRY PASS REQUIRED** (Per trip)

**Queensland** – **ENTRY PASS REQUIRED** (Weekly)

**New South Wales** – **ENTRY PASS REQUIRED** (Fortnightly)

**ACT** – **ENTRY PASS REQUIRED IF ENTERING FROM VICTORIA**

To date VIC have not officially imposed any border restrictions.

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**KEEP OUR SPIRITS HIGH & HANDS CLEAN**

NB: Important notes and additions see in bold.
STATE BORDER REQUIREMENTS

All staff are to adhere to any/all written directives from any/all Governing bodies

<table>
<thead>
<tr>
<th>STATE</th>
<th>BORDER PASS</th>
<th>TESTING REQUIREMENTS</th>
<th>FACEMASK REQUIREMENTS</th>
<th>COMMENTS</th>
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</thead>
<tbody>
<tr>
<td>ACT</td>
<td>YES-IF FROM VICTORIA</td>
<td>NO</td>
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<tr>
<td>NSW</td>
<td>YES-IF FROM VICTORIA RENEWED EVERY 14 DAYS</td>
<td>NO</td>
<td>RECOMMENDED</td>
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<td>QLD</td>
<td>YES-IF FROM ANY STATE RENEWED EVERY 7 DAYS</td>
<td>NO-RECOMMENDED</td>
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<td>* RECORD OF CLOSE CONTACT IS STILL REQUIRED TO BE FILLED OUT</td>
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<tr>
<td>VIC</td>
<td>NO</td>
<td>NO</td>
<td></td>
<td>MANDATORY WHEN OUT IN PUBLIC</td>
</tr>
<tr>
<td>SA</td>
<td>YES-IF FROM ANY STATE</td>
<td>YES-WITHIN 24 HOURS OF ENTRY INTO SA OR PROVIDE EVIDENCE OF TESTING WITHIN 7 DAYS PRECEDING ENTRY TO SA YOU DO NOT HAVE TO SELF ISOLATE AFTER TESTING</td>
<td>IF A VICTORIAN RESIDENT YOU MUST WEAR A FACEMASK AND SELF QUARANTINE WHEN NOT WORKING</td>
<td>* RECORD OF CLOSE CONTACT IS STILL REQUIRED TO BE FILLED OUT</td>
</tr>
<tr>
<td>WA</td>
<td>YES-IF FROM ANY STATE PER TRIP</td>
<td>YES-IF YOU ARE IN WA FOR MORE THAN 48 HOURS AND HAVE BEEN IN OR THROUGH NSW OR VIC IN THE LAST 14 DAYS</td>
<td>YES-RECOMMENDED WHEN WORKING OUTSIDE OF VEHICLE</td>
<td></td>
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</table>
COVID-19 TRUCK FRIENDLY DRIVE THRU TESTING SITES

We request all long-distance drivers to be COVID-19 tested on a 7-day cycle.

Below are the current truck friendly drive thru testing sites.

**Goondiwindi Showgrounds**- 8:30am-4pm - 7 days

**Wallangarra Driver Reviver**- 8:30am-4pm- 7 days

**Yamba Fruit Fly Checkpoint**- 8am-4pm -Monday to Saturday