

Safety Alert

ARTC No.118
Issued 31/01/2020

Coronavirus – ARTC internal communication

This alert has been issued to communicate to workers ARTC's position on Novel coronavirus.

Coronaviruses are a large family of viruses. They cause illnesses that can range from the common cold to more severe diseases. Novel coronavirus (also called 2019-nCoV) is a new strain of coronavirus affecting humans originating from the Hubei Province, China in December 2019.

Anyone who develops a fever, cough, sore throat or shortness of breath within 14 days of travel to Hubei or contact with a person with confirmed coronavirus, should immediately isolate themselves from other people, contact their GP or local emergency department or call the Australian Government Public Health Information Hotline 1800 004 599.

The Australian Government Department of Health have advised that the internationally recognised incubation period for the coronavirus is 14 days, so this is the logical timeframe to check for symptoms. After this time, there is no risk.

ARTC advises that you should avoid all travel to China. If you have visited the Hubei Province over the Christmas period (especially over the last 14 days) or if you have been in contact with a friend or relative that has been to the Hubei Province, we ask that you:

- Notify your manager immediately
- Contact your GP
- Stay at home until ARTC provides you permission to return to work

If you need time off, or if you need to carry out your work at home, then you should speak with your manager about your individual circumstances.

It is important to note that there have been **no deaths reported outside China**. In an effort to contain the spread of the virus, earlier today the World Health Organisation declared a global health emergency—a rare designation that helps mobilise financial and political support.

ARTC continues to monitor the situation and take the utmost precautions to protect our workers and their families.

As a reminder, ARTC recommend following the guidelines below from the World Health Organisation to help protect yourself against transmission and reduce your risk of exposure:

Frequently clean your hands with alcohol-based hand rub or soap and water;

- When coughing and sneezing, cover your mouth and nose with a flexed elbow or tissue – then throw the tissue away immediately and wash your hands; and
- Avoid close contact with anyone who has fever and cough.

If you have concerns, more information is available at [the Australian Government Department of Health - Coronavirus information page](#)

For your action

1. Place Safety Alert on display and make copies of this alert available to people who report to you (without regular email access) and ensure that the contents of the safety alert are discussed/explained to your staff.
2. If engaging contractors, ensure they are made aware of current ARTC Safety Alerts.
3. Ensure a method of sign-off is obtained (eg via tool-box/safety meetings/morning briefings etc) to verify that the Safety Alert has been distributed and discussed.
4. If you have any safety concerns with this Safety Alert please speak directly to your supervisor.

Further information

- All Safety Alerts issued can be [found here](#).
- For further information contact:
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