

**Updated Message for Supporters & Suppliers**
**13/3/2020**

UNICEF Australia would like to provide an update to our suppliers regarding COVID-19. As at 5:30pm on Friday 13 March 2020, no employee of UNICEF Australia has been reported as infected with the virus. We are monitoring the situation closely. UNICEF Australia has formed an Incident Response Team comprised of senior management and have plans in place to ensure business continuity during COVID-19 pandemic.

Senior Management is issuing regular communications with our staff via Workplace, including over the weekend.

Employees have been encouraged to work from home. We are asking meetings to be virtual ie via videoconference. No international travel is to be undertaken and only essential domestic air travel. We will not be holding or attending any events until further notice.

At this stage we will be closing the office on Tuesdays and Fridays. We are encouraging everyone to work from home if possible on other days and encouraging staff to travel outside the peak period.

UNICEF Australia's current position regarding COVID-19 Risks:

Venue	Work From Home (WFH)	Visitors	Events	Travel
<b>Sydney Office</b>	WFH Encouraged  Office "closed" Tuesdays & Fridays	No International Visitors (unless 14 days quarantine in Australia)  External meetings held via videoconference or outside the office if necessary  From March 23 <sup>rd</sup> , no local visitors permitted in the office	Events should be attended remotely or postponed (if possible)  From March 23 <sup>rd</sup> no events	No International Travel (all countries)  No non-essential domestic air travel  From March 23 <sup>rd</sup> – no domestic air travel
<b>Counting House</b>	Reduce days in the CH where possible	Volunteers should not attend the counting house	No Events	N/A
<b>Out of Office – Eg Young Ambassadors (YA), Parliamentary Friends of UNICEF</b>	N/A	External meetings held via videoconference	YA Consultations postponed for 4 weeks	From March 23 <sup>rd</sup> – no domestic air travel
<b>Recommendations for Home</b>		Self-distance at home if you've had close contact with any Int'l traveller or suspected case	Avoid mass gatherings	Recommend no personal travel

### **Work From Home Days**

Work From Home is **Encouraged** every day for all staff. Please minimise risk by working from home when you can.

### **Visitors**

A visitor form is in the foyer that we request to be filled out prior to entry.  
From Monday 16th March international visitors will not be permitted in the office.  
External meetings are held via video conferencing or outside the office if necessary.  
From Monday 23<sup>rd</sup> March local visitors will not be permitted in the office

### **Office Hygiene**

Posters are placed around the office to encourage regular hand washing.

Staff are requested to wash your hands thoroughly with soap and hot water, minimum of 20 seconds, on arrival to the office, after you have been outside and regularly throughout the day. (singing "Happy Birthday" twice is the right time length)

UNICEF Australia provides sanitising rub and disinfectant wipes, please use them regularly. Note that these items are currently in short stock but we will make every effort to maintain a regular supply.

Additional cleaning service organised in the office to disinfect desks, door-handles, meeting tables.

### **Travel**

Australian Government Advice following WHO Pandemic notification is that ALL countries are now at Moderate Risk. With China, Italy, South Korea and Iran at High risk of COVID-19. The situation is changing rapidly. We ask staff to self-distance if you or any close contact or family member/ visitor has travelled internationally within the last 14 days. After 14 days of self-distancing you can return to the office, should it be open.

We are now discouraging domestic travel. Only essential domestic air travel should be undertaken and from 23<sup>rd</sup> March we ask that no domestic travel is undertaken. Same 14 day self-exclusion period will apply.

### **SUSPECTED CASES OF COVID-19**

If you believe you have been in contact with someone who has been diagnosed with COVID-19, you should telephone your GP for further advice. You should advise your manager but do not attend the office.

If you develop fever or respiratory symptoms you should contact your GP, emergency services or call Healthdirect on 1800 022222. Again you should advise your manager but do not attend the office.

Finally, these precautions are intended to ensure we are well prepared in what may become a volatile situation, our team's health and safety is most important so thank you in advance for your patience and cooperation in the weeks and months ahead.

If you have any further questions about this matter, please contact myself or your key contact.

Kind regards,

**Sarah Grattan** // Chief Operating Officer

**UNICEF Australia**

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