Handbook on Coronavirus (COVID19)

Information and guidelines for Enzen Australia and group company teams

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In effect from	: Immediate
Covers	: All employees (including contractors / third party deputes)
In effect till	: Further notice by Committee

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About the virus

What is Coronavirus (COVID-19)?

According to the World Health Organization (WHO), coronaviruses are a family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS).

These viruses were originally transmitted between animals and people. SARS, for instance, was believed to be transmitted from civet cats to humans while MERS travelled from a type of camel to humans.

Several known coronaviruses are circulating in animals and have not infected humans as yet.

The coronavirus disease is connected to a seafood market in China. It is said that coronavirus belongs to the same family as the SARS virus.

According to the WHO, a Chinese national travelling in Thailand was the first confirmed case of coronavirus infection outside China on January 13th 2020.

The full genome of the new virus was posted by the Chinese authorities and it named as 'novel coronavirus 2019'. It is now also called COVID-19.

Why is it called a 'novel' Coronavirus?

The name coronavirus is derived from the Latin corona, meaning "crown" or "halo", which refers to the characteristic appearance of the virus particles.

The word "novel" refers to a virus that has not been identified before.

Symptoms

What are the key symptoms of this virus?

The following are some of the more commonly seen symptoms of the Coronavirus;

- Signs of infection including repeated high fever.

- Prolonged cough after fever.

- Shortness of breath and difficulty in breathing.

- Adults may feel uneasy, and experience headaches or respiratory related issues.

In more severe cases, the virus can lead to pneumonia, severe acute respiratory syndrome, kidney failure and even death.

What is the incubation period for this virus?

The incubation period of the coronavirus remains unknown. Some sources say it could be between 10 to 14 days, however, the number may be higher or lower.

What is the risk level for this virus?

This virus is considered highly contagious, and anyone experiencing any/ all of the symptoms listed above must contact the relevant authorities and medical personnel listed in this document as well in their own city/ region.

Country-wise health advisory

Australia

The latest travel advice from the Australian Government can be found here:
https://www.smartraveller.gov.au/news-and-updates/coronavirus-covid-19

The latest health advice from the Australian Government can be found here:
https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert

How does one protect themselves against the virus?

The Australian Government has issued the following advice. Everyone should practise good hygiene to protect against infections. Good hygiene includes:

- washing your hands often with soap and water
- using a tissue and cover your mouth when you cough or sneeze
- avoiding close contact with others, such as touching
- surgical masks in the community are only helpful in preventing people who have coronavirus disease from spreading it to others
- if you are well, you do not need to wear a surgical mask as there is little evidence supporting the widespread use of surgical masks in healthy people to prevent transmission in public. Find out more in the government's fact sheet about the use of surgical masks.

Read more about protective measures against coronavirus on the World Health Organisation website.

If you become unwell

If you become unwell and think you may have symptoms of coronavirus, seek medical attention.

Call ahead of time to book an appointment. Tell your doctor about your symptoms, travel history and any recent close contact with someone who has coronavirus.

If you must leave home to see your doctor, wear a surgical mask (if you have one) to protect others.

If you have serious symptoms such as difficulty breathing, call 000 for urgent medical help.

Travel tips

What are the tips to adhere to while travelling?

Before you travel

- Talk to your doctor before travelling with young children, babies or an elderly person; if you're pregnant; if you have a weak immune system, or have a chronic medical condition.
- Read the travel advice for your destination, and for the countries you need to transit through to get there, and get home. The Australian Government is updating them regularly. There is a heightened risk of sustained community transmission in some countries.
- Read the government's advice about infectious diseases and medical assistance overseas before you go.
- Check with your travel agent, airline, cruise operator, accommodation provider and travel insurance provider to consider your options regarding any potential changes in services.
- Understand the risks you're taking and that efforts to control the spread of COVID-19 may cause further travel disruptions and restrictions.
- Subscribe to your destination and government news and follow it on Facebook and Twitter to receive latest updates on the situation as they occur.

While you're away

To minimise your risk of exposure:

- practise good hygiene to protect against infections. Good hygiene includes:
  - washing your hands often with soap and water
  - using a tissue and covering your mouth when you cough or sneeze
  - avoiding close contact with others, particularly if they are unwell
- read more about protective measures against coronavirus on the World Health Organization website.
- monitor your health closely. If you develop symptoms (fever, a cough, sore throat, tiredness or shortness of breath), arrange to see a doctor for an urgent assessment and isolate yourself to prevent it spreading to other people.
- follow the advice of local authorities.
- you don't need to wear a face mask if you're well. Surgical masks in the community are only helpful in preventing people who are infected with coronavirus from spreading it to others. However, if you are travelling in an affected country, you must follow the advice of local authorities.

Protocol for reporting symptoms

Australia

At Enzen, the SPOC (Single Point of Contact) and Emergency Response Team (ERT) members are the ones to whom any resembling symptoms are to be reported.

The **SPOC** details by location are as below:

Enzen – Australia (all locations)

SPOC	Contact number
Carolyn Herraman	+61 419 106 938
Matthew Coleman	+61 438 749 624
Brian Banks	+61 438 735 861
Smitha Vallithodiyil	+61 479 100 072

The Emergency Response Team (ERT) members (all Australia offices) are as below:

ERT member	Contact number
Carolyn Herraman	+61 419 106 938
Dileep Viswanath	+61 477 177 425

Additional resources

Where can I get more information on the virus/ preventive measures?

- Coronavirus (COVID-19) – what you need to know: https://www.health.gov.au/resources/publications/coronavirus-covid-19-what-you-need-to-know

- Coronavirus Coronavirus (COVID-19) isolation guidance https://www.health.gov.au/resources/publications/coronavirus-covid-19-isolation-guidance

- Situation Reports: https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports

- Coronavirus health topics and news: https://www.who.int/health-topics/coronavirus