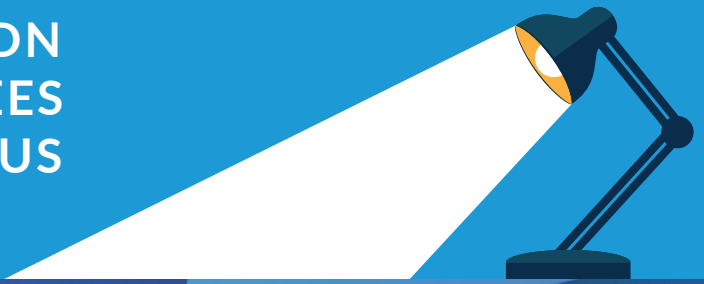


# MANAGING THE IMPACT ON YOU AND YOUR EMPLOYEES DURING THE CORONAVIRUS OUTBREAK



Australian businesses are closely monitoring an outbreak of a respiratory illness caused by the coronavirus. The coronavirus is a new virus first identified in Wuhan, Hubei Province, China. As it is so new, information is constantly changing, not just day to day but by the hour. Unless you have been to China or been in contact with someone who may have contracted the virus, your chances of contracting it are very low. It's important to act sensibly and practically and in line with the risk profile as it may change over time.

- Please note, at the time of preparing these materials advice is already changing, reinforcing the rapidly evolving nature of the virus, and the importance of checking these reliable sources to assist with planning organisational responses to the threat over time. **The World Health Organisation has just declared the coronavirus 'a global health emergency'.** This has significant implications globally as it is an essential trigger for governments to release resources that are held back until this threshold is met.

## SYMPTOMS OF CORONAVIRUS

Symptoms can range from mild illness to pneumonia. Affected people may experience:

- Fever
- Flu like symptoms such as coughing, sore throat and headaches
- Difficulty breathing

For people who have been to China, or have reason to believe they have been in contact with someone who may have contracted the virus, and feel unwell, it's important to seek prompt medical attention. If you or someone close to you is experiencing a health emergency, call 000.

Reassuringly, governments and businesses have had experience dealing with infectious diseases and although viruses differ in certain key regards, they also have patterns in common which invite tried and proven approaches.

## DO

- Take the precautions suggested by the health authorities regarding personal and general hygiene, such as regular and thorough hand washing and managing your exposure to potential sources of the virus.
- If you have a cold or one of the common 'bugs' that arise at this time of year and you'd normally go to work, let your employer know before going into work as they may express a preference or even have mandated procedures for anyone with actual or suspected viruses to be managed.
- Pay attention to reliable sources for guidance and updates.
- Be careful about media reports, sensationalised headlines and exaggerated information. Be selective about media that focuses on evidence-based data rather than non-fact based opinion.
- Pay heed to travel warnings and other advice to avoid putting yourself or your family at risk.
- Provide your family, friends and loved ones with sound, reliable information from reputable sources as you don't want to unwittingly contribute to unnecessary anxiety or fear for those closest to you.

## DON'T

- Speculate or try to predict the future. By doing so you'll only increase your anxiety and that of others around you.
- Catastrophise. It's common for people to think that the very worst is going to happen. Humans are hard-wired to notice and focus on the negative; it's in our evolutionary DNA. This is not just bad in this situation but in general. If you find yourself thinking like this, stop and take a reality check and remember you don't have all the information. There are positive things you can do as well as what official sources are doing.
- Be careful about rumours or shared opinions masquerading as **facts** on Facebook or other social media. This includes well-intentioned but often misinformed exchanges with family, friends or work colleagues. Misinformation during times like this is unhelpful and even potentially dangerous.

MORE  
INFORMATION

T 1300 our eap (1300 687 327)  
E [info@convergeintl.com.au](mailto:info@convergeintl.com.au)  
[convergeinternational.com.au](http://convergeinternational.com.au)

*Spotlight: Talking points, timely reads*

# MANAGING THE IMPACT ON YOU AND YOUR EMPLOYEES DURING THE CORONAVIRUS OUTBREAK



## WHEN TO REACH OUT FOR HELP

If you find your anxiety or fear about the coronavirus is building to the point that intruding on your thoughts or preventing you from getting on with your daily life, seek assistance. That is where we can potentially help.

**Converge offers 24-hour, 7 day a week counselling support. The great thing is, because we offer phone and videoconferencing facilities, we can provide that support for you, even if you're at home.**

**To access the EAP services, simply call 1300 OUR EAP (1300 687 327) to make a time to speak with one of our team.**

Beyond Converge, below are some essential links to keep yourself up to date with reliable information about the virus and how to best respond to it.

## ESSENTIAL LINKS

### International

#### **World Health Organisation**

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

Up to date advice as well as posters you can download for your workplace or school.

### National

#### **Federal Government Department of Health**

<https://www.health.gov.au/health-topics/novel-coronavirus-2019-ncov>

### State

#### **Victorian Department of Health**

<https://www2.health.vic.gov.au/>

#### **NSW Department of Health**

<https://www.health.nsw.gov.au/Pages/default.aspx>

#### **South Australian Department of Health**

<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/clinical+resources/clinical+topics/infectious+disease+control/novel+coronavirus+%282019-ncov%29+infection+for+health+professionals>

#### **Tasmanian Department of Health**

<https://www.dhhs.tas.gov.au/>

#### **Queensland Department of Health**

<https://www.health.qld.gov.au/>

#### **Western Australian Department of Health**

<https://ww2.health.wa.gov.au/>

### Travelling Overseas?

International travellers should check the latest Department of Foreign Affairs and Trade (DFAT) travel advice on the Smartraveller website.

MORE  
INFORMATION

T 1300 our eap (1300 687 327)  
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[convergeinternational.com.au](http://convergeinternational.com.au)

