



17 March 2020

**\*COPY OF LETTER SENT TO ALL FAMILIES/CARERS**

Dear XXX

I am writing to further update you on the measures that Intelife have put in place in response to the outbreak of the COVID-19 (Corona virus).

The first thing of note is that to date we have no recorded positive tests. In the event that someone does record a positive test we have strict protocols in place to manage this.

Staff are aware and have been abiding by the hygiene requirements. We have cancelled all non-essential face to face meetings and are conducting meetings via teleconference and videoconference where possible. When essential face to face meetings must occur we are exercising social distancing i.e 1.5 meter separation and are requesting that people advise any illness or overseas travel prior to the meeting. Interstate business travel has also been cancelled.

A number of non-operational employees are working from home and we are currently looking at cross skilling staff to allow them to assist in other areas of the business, if necessary, to ensure we can provide support to our participants and supported employees.

Our Executive team along with OSH and HR are meeting three times a week to review the status of the situation and enact plans to address any changes. Data is being collected daily regarding staff health and whether there has been any exposure to the virus. We are also sending regular emails updates to staff.

We ask that you assist us in these testing times by advising Managers/Team Leaders if any participants or supported employees are unwell and respectfully ask that they are kept at home. We advise you to call a GP for medical advice if such situations occur. Similarly, we ask that you inform us if you or anybody that you have been in contact with has recently travelled overseas and is in mandatory self-isolation as set out by the Federal Government.

Our focus is to ensure the health and wellbeing of our staff and customers to ensure we can continue to provide support. We appreciate your continued cooperation, together we will get through this situation.

A page on our website has been created and is being updated continually with any new information regarding COVID-19. <https://intelife.org/about/novel-coronavirus-covid-19/>



Up to date announcements from the Western Australian Government can be found here:

<https://www.healthywa.wa.gov.au/coronavirus>

If you have any concerns please speak to your team leaders or managers.

Yours sincerely

**Steve Edgar**

**Chief Executive Officer**