



5 March 2020

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

Dear XXX

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

Intelife are regularly sharing the latest updates with staff from the World Health Organisation (WHO) in relation to the virus and are displaying posters in all offices about the importance of practicing good hygiene i.e. regular handwashing, using tissues etc.

Staff, Supported Employees and Participants are advised that if they are feeling unwell and have a high temperature (above 37.3 degrees) or displaying flu like symptoms they should visit their GP and ask to be tested for the virus. Whilst awaiting results they should quarantine themselves in line with current Government guidelines i.e 14 days. They will then be placed on paid sick leave as per usual practice.

In line with the current Government guidelines anybody including family members that have recently travelled to any country currently affected by the Corona virus should self-quarantine and visit their GP.

We have enclosed a fact sheet for your convenience and further information can be found on the below websites:

NDIS have created a Corona virus website on their hub that contains useful information.  
[www.nds.org.au/resources/coronavirus-covid-19](http://www.nds.org.au/resources/coronavirus-covid-19)

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

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

Yours sincerely

**Steve Edgar**

Chief Executive Officer