



13 March 2020

NOTICE REGARDING IHR AUSTRALIA'S FACILITATED TRAINING PROGRAMS AND THE COVID-19 (Corona) VIRUS

iHR Australia continues to monitor the current situation as it relates to the transmission risks associated with the COVID-19 (Corona) Virus outbreak and has this week initiated additional OH&S protocols at all iHR Australia facilitated training sessions, with a view to minimising any risks to attendees and iHR Australia team members.

iHR Australia staff will continue to work diligently with suppliers, clients and contractors to deliver all services in a safe and effective manner.

The measures being introduced (where appropriate) include:

- The positioning of seated individuals, where practically possible, at least one metre apart.
- Access to ample hand sanitiser solution.
- Access to ample facial tissues

In addition, iHR Australia will also be asking attendees to:

- Avoid shaking hands.
- Practice proactive hygiene measures and ask individuals to avoid rubbing their eyes, nose or mouth.
- Avoid sneezing and coughing within the training room or within the vicinity of other attendees. Where this is not practically possible or unavoidable, we ask that any cough and/or sneeze is directed into a tissue or the individual's inner arm/elbow.
- Regularly use hand sanitiser and tissues.
- Where practically possible, maintain a minimum distance of one metre from all other attendees in the room.
- Not enter the training room if they are feeling unwell in any way, in particular if they feel cold-like symptoms (e.g. coughing, temperature, runny nose, sore throat, blocked sinuses, breathing difficulties, etc.).
- Not to enter the training room if they have travelled to, or transited through an overseas country where travel restrictions are currently in place, or have been in direct contact with someone that has travelled to, or transited through, any one of these restricted countries.

It is also important to note that all iHR Australia's public training programs are capped to a maximum of 16 attendees (a small number of internal programs may have a maximum of 25 attendees) and typically average approximately 10 attendees.

iHR Australia will continue monitoring the evolving situation closely and will issue any additional advice as required.

All enquiries should be directed to info@ihraustralia.com or call 1300 884 687