

11 March 2020

## TRAVEL GUIDELINE

The safety of our workforce is paramount and we continue to ensure we provide a safe work environment for all our people.

With the aim of minimising the risk of exposing our people to the Coronavirus (COVID-19), the following travel guidelines apply to personal travel effective immediately.

**This guideline applies to both employees and contractors.**

Given the Coronavirus is a rapidly changing situation, Emeco is discouraging all international travel in order to minimise the risk of exposing our workforce to the virus.

Exposure to crowds at the airport and on the plane in itself poses risk.

The Australian Government Department of Health, Communicable Diseases Network Australia (**CDNA**) provides a list of countries and regions which are considered by CDNA to pose a risk of transmission to travellers arriving in Australia. The list is changing regularly. As at the date of this Guideline, China, Iran, Italy and South Korea are listed as higher risk countries. All other countries are listed as moderate risk countries.

Where a worker elects to travel internationally, there is a risk the virus has been transmitted to the worker and, accordingly, under Emeco's policies the worker is deemed to be unfit for work for at least 14 continuous days upon arrival back into Australia and until cleared by Emeco. During this period, you are at risk of not being paid.

As previously communicated, you are also required to notify us immediately in the following scenarios:

- If you or any person in your household plans to travel internationally for business or personal reasons (notification to be made prior to travel).
- If you or any person in your household has travelled to a Higher Risk Area or Moderate Risk Area in the past month.

To assist you and Emeco with this, we now require all employees and contractors to complete the form annexed to this Guideline (as amended from time to time) and email it to Melissa Lotriet, HSE Coordinator, at [Melissa.Lotriet@emecogroup.com](mailto:Melissa.Lotriet@emecogroup.com) by close of business **Friday, 13 March 2020** and as required by your General Manager.

## Emeco Worker COVID-19 Exposure Questionnaire

Name		Company (if not Emeco)	
Site Location		Mobile Number	
Email Address			
Home Address			

### Section A

1. Have you or anyone in your household returned from any international travel in the past 14 days? If yes, please complete questions 1.1 and 1.2.	Yes/ No
1.1. Please list locations visited, including layovers and transit airports.	
1.2. Arrival date back in Australia.	
2. In the last 14 days, have you or any household members come in contact with a person who has a confirmed case of the Coronavirus? If yes, please complete question 2.1	Yes/ No
2.1. Last date of contact.	

### Section B

3. Do you or anyone in your household have any international trips planned? If yes, please complete questions 3.1,3.2 and 3.3	Yes/ No
3.1. Please list locations planned to visit, including layovers and transit airports.	
3.2. Departure date from Australia.	
3.3. Arrival date back in Australia.	

By signing below, you agree to the following:

- You have completed this questionnaire yourself and have answered truthfully.
- You will advise Emeco of any changes to current planned travel that has been detailed above.
- You will advise Emeco of any new international travel prior to the departure date.

Signature	
Name	
Date	