

24 November 2020

COVID-19 UPDATE FOR UNITINGSA CONTRACTORS & SUPPLIERS

Dear Contractor/Supplier,

In light of the evolving COVID-19 outbreak in South Australia and the risk this creates across our community, we have introduced some additional precautionary measures across UnitingSA's sites and services.

As someone who visits UnitingSA sites to carry out work, it is important you are aware of the action we are taking and adhere to the new requirements outlined below.

Until further notice, only works deemed essential or urgent will be proceeding across UnitingSA. If your work meets this criteria, please take the following steps:

- **Contact the site Maintenance Officer** prior to attending site.
- **Visit Reception upon arrival** to undertake a COVID-19 screening questionnaire. In the case there is no Reception, please report to the relevant on-site UnitingSA representative.
- **Wear a mask at all times** when carrying out your work for UnitingSA.
- **Adhere to social distancing requirements** of 1.5m at all times and do not shake hands with clients, residents or staff.
- **Practice good hand hygiene** before, during and after your visit.

We also ask that all contractors and suppliers **do not visit** a UnitingSA site if they have:

- been to a SA COVID-19 hotspot on the dates and times listed at www.sahealth.sa.gov.au/COVIDcontacttracing
- been in contact with a suspected or confirmed COVID-19 case
- are displaying any associated symptoms of COVID-19 including fever (above 37.5C), chills, cough, sore throat, runny nose, shortness of breath, or loss of taste or smell.

If you have any questions, please contact our Property Services team on 1800 800 111.

We thank you for your ongoing cooperation as we work together to protect the health and safety of the entire UnitingSA community.

Yours sincerely,



Libby Craft
Chief Executive Officer
Uniting SA