



MARKET MEMO

South Australian Produce Market Limited

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DATE:	5 March 2020
TO:	SAPML Staff
FROM:	Angelo Demasi Chief Executive Officer
SUBJECT:	Outbreak of Coronavirus

URGENT PLEASE REPLY **FOR YOUR INFORMATION** PLEASE REVIEW

With the recent alerts regarding Coronavirus, SAPML are taking this opportunity to remind all staff of the importance of taking precautions and help prevent the spread of sickness in the workplace. This includes sickness of any kind, including the common cold or flu.

Sick employees to stay home

- employees who have symptoms of acute respiratory illness are recommended to stay home (37.8° C or greater) and not come to work until they are free of fever and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants);
- our Sick Leave policy is flexible and consistent with public health guidance during this time and a copy is available if requested;
- SAPML have a flexible policy that permits you to either work from home or if you need to stay home to care for a sick family member.

Becoming sick while at work

- SAPML recommend if you appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day, that you separate yourself from other employees;
- if you do become sick at work, you should cover your nose and mouth with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- advise your Line Manager and go home immediately;

Ways to avoid spreading germs at work:

- Keep your distance. If you do have to be around others while you think you may be coming down with something, avoid close contact with your co-workers. This includes sharing phones, pens, or snacks. Touching common areas such as the kitchen and bathrooms.
- Always cough or sneeze into a tissue or your inner arm;
- Keep hand sanitizer at your desk;
- Wash your hand properly;
- Use disinfecting wipes;
- Avoid touching your face;
- Clean up your workspace.

If we follow these simple steps, we will keep everyone healthy during this Coronavirus outbreak and also while we approach the cold and flu season.

We will continue to monitor the situation and may implement other preventative measure to ensure we continue to maintain the wellbeing of all our employees.

Kind regards

A handwritten signature in black ink, appearing to read 'Angelo Demasi', with a large, stylized initial 'A'.

Angelo Demasi
Chief Executive Officer