

Keeping you and our workplace safe!

COVID-19 has had a huge impact on Australia and around the world. The team at WRI are following advice from the NSW Government and have implemented the following procedures.

Practice good hygiene



Stop hand shakes and use **non-contact greeting methods**



Sanitise hands at the door and schedule **regular hand washing** reminders



Disinfect surfaces like doorknobs, tables, and desks regularly



Avoid touching your face and cover your coughs and sneezes



Hand sanitisers available in each room along with 'How to Hand rub' posters

Limit meetings and non-essential travel

Use **tele/video conferencing** instead of face-to-face meetings

Suspend all non-essential travel and trips

Safe practice of **social distancing**



Get tested if...

- You are **feeling sick**
- You have a **sick family member** at home
- You have **travelled** to any COVID-19 **hotspots**



Record keeping

Visitors are required to **sign in** before entering the office. All information remains **confidential** and is **destroyed** after 28 days.

