

19/03/2020

Dear all contractors for Greengate Villages, including: St Brigid's Green, Maroubra; St Patrick's Green, Kogarah; and St Luke's Green, Woolloongabba,

### Update on COVID-19 Response Plan

I wanted to provide an update on Greengate's response to the COVID-19 virus and how this may impact the way you work within one of our villages. Last week the World Health Organisation declared the COVID-19 situation a pandemic. Subsequently, our Australian Government has made several recommendations specific to the aged care and retirement industry in response to the global environment.

Greengate have formed a COVID-19 Steering Committee which has been meeting every morning to review and discuss the latest medical information and to establish our response plan. This situation is constantly changing, so the plan may change from time to time, depending on the alert level.

Set out below is our current response plan for contractors.

Currently we are in a **restricted access alert level**, which means that contractors such as yourselves can still enter the village and conduct the works that are deemed necessary by us. However, you must at all times comply with the guidelines set out below, and take instruction only from the authorised nominated people below:

- GM Property and Sales & Acting Chief Operating Officer - Stewart Scott
- Project Manager - Luke Smith
- Facilities Manager - Anthony Violi
- Jesse Morgan - St Brigid's Green Village Manager
- Sasha Hutcheon - St Patricks Green Village Manager
- Alison Fynes-Clinton - St Luke's Village Manager

When you present to our villages, in addition to the normal induction and procedures already in place, all contractors must report to reception for mandatory screening and sign in. This process will involve:

- Signing a declaration regarding your recent travel and health confirming:
  - You have not returned from overseas in the last 14 days;
  - You have not been in contact with a confirmed case of COVID-19 in the last 14 days; or
  - Travelled through mainland China, Iran, Italy or South Korea or returned from overseas since 16<sup>th</sup> March; or
  - You don't have a fever or symptoms of acute respiratory infection;
  - From 1 May 2020, this will also involve contractors confirming they have been vaccinated against influenza.
- A proximity temperature check from a Greengate staff member will be mandatory. The temperature check will be available at reception. Should anyone present with a temperature higher than 37.5°C they will not be permitted to enter the village.
- In addition, in accordance with best practice, we insist all contractors:
  - Maintain good hand hygiene at all times (carrying your own sanitiser is preferred);
  - Maintain social distancing (maintain a minimum distance of 1.5m from all residents, staff, contractors and other people);
  - Avoid spending longer than 15 minutes at 1.5m proximity with any person.

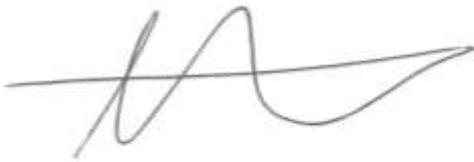
We confirm that visiting hours in our villages are now restricted to times when our Reception area is open, which is Monday through Friday, 9.00am to 5.00pm and on weekends from 9.00am to 1.00pm.

Contractors will not be able to enter the village outside of these hours while this pandemic continues, unless specific approvals have been made with one of the individuals nominated above.

To date, there have been no confirmed cases of COVID-19 within our Greengate villages. We are implementing these practices to limit the likelihood of infection to our high-risk residents, and recognise that some of these restrictions will have an impact on your ability to complete work. We ask you to please be vigilant and respectful of our residents, families, guardians and employees at this challenging time and greatly appreciate your support and understanding.

Further updates will be distributed as appropriate.

Sincerely

A handwritten signature in grey ink, appearing to be 'Stewart Scott', written over a horizontal line.

Stewart Scott  
Acting Chief Operating Officer