

## **Coronavirus (COVID-19)**

To our clients,

Given the current situation, we wanted to let you know that the team at Riskwest are available to help in any way we can to assist you to continue with your important activities whilst protecting the health and wellbeing of all.

As a provider of services in the area of risk, business continuity and pandemic risk management, we have obviously been closely monitoring and responding to the evolving situation and adapting our own pandemic response to suit the changing circumstances.

In light of the shift towards a reduction in face to face meetings, workshops and training we are actively working on increasing our capability and capacity to provide our services (*e.g. meetings, exercises, workshops and training*) 'virtually' and we will work with each of you to develop a plan for how we can continue with current projects in this new format. In the meantime, should you have any specific or immediate questions, please contact us on (08) 9321 9292 or [admin@riskwest.com.au](mailto:admin@riskwest.com.au).

With regards to our own staff, there are a number of precautionary measures which we have put in place:

- Ensuring any Riskwest personnel who feel unwell or display flu-like symptoms remain at home, contact their GP and adhere to the Australian government self-quarantine requirements;
- Avoiding all non-essential travel, and abiding by Government imposed travel restrictions;
- Stressing the importance of increased hygiene and social distancing both in the office and elsewhere.

We are also working towards ensuring the ability for all personnel to work from home, if and as required. For a business such as ours, we do not expect there to be any noticeable disruption to the provision of our services to you. You will not need to change the way you contact us as all our usual systems and processes will remain in place.

**At this stage**, we are comfortable to continue to meet with our clients face-to-face should that be the preference. However, this may change based on government advice and we request that the same precautions are taken, namely:

- Ensuring that any client personnel who has recently travelled overseas meets the stipulated self-quarantined period before agreeing to attend a physical meeting;
- Ensuring that any person that presents with flu like symptoms refrain from attending any physical meeting;
- Ensuring that the environment and conditions where any physical meetings are held in (*e.g. room size and number of attendees for improved social distancing*) are appropriately considered.

We recognise this is a difficult and stressful time for all and encourage you to contact us directly if you require any clarification or wish to discuss further. Please feel free to contact your usual contact or the Riskwest Office on (08) 9321 9292 or email [admin@riskwest.com.au](mailto:admin@riskwest.com.au)

**The Team at Riskwest**

**19<sup>th</sup> March 2020**

For the latest developments, refer to the following websites:

- Department of Home Affairs <https://www.homeaffairs.gov.au/news-media/current-alerts/novel-coronavirus#content-index-1>
- Department of Health <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>