

## IMPORTANT COVID-19 INFORMATION

Given the recent Covid-19 outbreak in Australia, we thought that it was important that we, as your cleaning service supplier, provide you with some basic information about the new virus. Information provided is based on material published at the Center for Disease Control and Prevention website <https://www.cdc.gov/> and World Health Organization website <https://www.who.int/>

Covid-19 is a virus (more specifically, a coronavirus) identified as the cause of an outbreak of respiratory illness first detected in Wuhan, China. Early on, many of the patients in the outbreak in Wuhan, China reportedly had some link to a large seafood and animal market, suggesting animal-to-person spread. However, a growing number of patients reportedly have not had exposure to animal markets, indicating person-to-person spread is occurring. At this time, it is unclear how easily or sustainably this virus is spreading between people.

Most often, spread from person-to-person happens among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly via respiratory droplets produced when an infected person coughs or sneezes, similar to how influenza and other respiratory pathogens spread. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is currently unclear if a person can get Covid-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. Typically, with most respiratory viruses, people are thought to be most contagious when they are most symptomatic (the sickest).

Workplaces can do the following things to help prevent the spread of this virus:

- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

Please be advised that SPS is delivering its cleaning services in accordance with current specified requirements. We believe that our present service levels are adequate given the current threat posed by the Covid-19. However, SPS is also able to arrange for the supply of specific anti-viral soap, wipes or other suitable protective equipment should they be required.

Do not hesitate to contact us on 3426 9400 should you wish to discuss any of these matters further.

Kind regards  
Mark Nipper

Managing Director  
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