

Hi all,

With information changing daily regarding the Covid-19 situation, we will be providing a daily update for all staff, please take the time to read it.

Please reassure your families that we are taking this situation seriously and implementing changes to keep our teams safe. Each of you will have your own personal situations outside work, including family members who may require care or children home from school. Talk to your managers about what's going on if there are situations which need your attention away from work, and we will look at ways to accommodate your needs.

### **What are the symptoms of COVID-19?**

Symptoms include a fever, coughing and shortness of breath. Symptoms of COVID-19 are similar to a range of other illnesses such as influenza and do not necessarily mean that you have COVID-19. If you have these symptoms call Healthline (for free) on 0800 358 5453 or your local doctor for the most up to date professional advice. If you are severely unwell, for example having trouble breathing, contact emergency services .

### **What should I do about work if I'm showing symptoms?**

First, contact Healthline or your doctor. Let your manager know what's happening.

### **How do I protect myself?**

You should always practice good hygiene by:

- covering coughs and sneezes with disposable tissues, or cough/sneeze into your elbow – that catches the droplets and stops them getting on your hands.
- washing hands for at least 20 seconds with water and soap, and drying them thoroughly:
- before eating or handling food
- after using the toilet
- after coughing, sneezing, blowing your nose or wiping children's noses
- after caring for sick people
- after handling pets.

People with symptoms of acute respiratory infection should practice good cough etiquette (maintain distance, cover coughs and sneezes with disposable tissues, and wash hands). If you have concerns, you can contact the dedicated COVID-19 Healthline for free on 0800 358 5453.

The Pike River Recovery Agency continues to carry out its functions.

Staff not performing essential functions at the **Greymouth office and Mine site** are working from home for the foreseeable future. This includes the **Minister's Office** - any questions please refer to Chief of Staff Michelle Wessing, [REDACTED]

The mine site continues to advance the work programme. It is important to ensure good physical distance between workers (keep yourself out of any situation where you come into face-to-face contact with others closer than 1 metre away, for more than 15 minutes). We may also need to limit the numbers of workers gathered in one place, to ensure we are able to maintain physical distance.

If you have any questions, please contact Chief Executive Dave Gawn, Chief Operating Officer Dinghy Pattinson or Chief of Staff Michelle Wessing. I've appointed Michelle as the Agency lead on COVID- 19 matters.

The Government website [www.covid19.govt.nz](http://www.covid19.govt.nz) is the source of truth for all information.

Regards

Dave Gawn  
Chief Executive