

13th March 2020

Dear Students and Staff

As you are aware, the Coronavirus is currently a serious health concern, particularly for those who have visited at-risk countries, in accordance with the Australian Government Department of Health. Please visit link at www.health.gov.au/covid19-travellers.

As an Education Provider, AIBTGlobal has an obligation to put measures in place to protect the health and well-being of its staff and students, so far as reasonably practicable.

On this basis, AIBTGlobal have put the following measures in place to reduce the risk of potential contamination of the Coronavirus to our staff and students.

1. **Any student or staff member who has visited any at-risk countries listed at www.health.gov.au/covid19-travellers are to remain away from AIBTGlobal campuses for a period of 14 days from the date of return to Australia.**
2. **Any student or staff member who is suffering from cold or flu like symptoms (runny nose, headache, sore throat etc.) are NOT TO ATTEND an AIBTGlobal campus until they seek medical attention and receive a clearance from their doctor.**
3. **If a staff member or student at an AIBTGlobal campus observes a student or other staff member suffering from cold or flu like symptoms they are to immediately report the incident to AIBTGlobal contact staff member (listed below).**

Please contact the below AIBTGlobal staff members, should you have any questions or need to report an issue relating to the Coronavirus.

- **Brisbane Students** - Mr Jerry Wang (jr.wang@aibtglobal.edu.au)
- **Sydney Students** - Ms Fiona Lee (s.lee@aibtglobal.edu.au)
- **Tasmania Students** - Ms Kristine Dowley (k.dowley@aibtglobal.edu.au)
- **Brisbane Staff** - Mr Muhammad Wajihullah (m.wajihullah@aibtglobal.edu.au)
- **Sydney and Tasmania Staff** - Ms Nora Reyes (n.reyes@aibtglobal.edu.au)

If you are required to remain away from AIBTGlobal campuses, AIBTGlobal is willing to assist you with other learning alternatives, so please contact the above AIBTGlobal staff members to arrange.

Lastly, please be aware that everyone has a responsibility for their own health and safety, so please ensure you follow the requirements set out above, so that the health and safety of other staff and students are not put at risk.

AIBTGlobal will provide further updates to its staff and students, as they come to hand regarding the Coronavirus.

For the latest news regarding Novel coronavirus (2019-nCoV) please visit: <https://www.health.gov.au/health-topics/novel-coronavirus-2019-ncov>

Thank you for your cooperation.



Fiona Kee

Head of Strategy and Compliance