

13 March 2020

Dear Friends of the Committee for Melbourne,

The health and safety of our members, friends, guests, colleagues and staff, is a high priority.

In keeping with the Department of Health guidelines, we will continue to follow the advice issued by the government with regard to the Coronavirus.

For the moment, we will continue our engagement activities including events, forums and workshops on a case by case basis, but will be asking our members and guests to comply with the following:

- All people travelling to or through any of the following countries will be asked not to attend our events or visit our office at ANZAC House for a period of 14 days from their departure/return date:
  - Iran, China, Japan, Italy, South Korea, Mongolia and any other countries added as being high risk by the Department of Health.
- If you have had any contact with a known positive case of COVID-19 or a person who is under quarantine or self-isolation awaiting confirmation testing, you will not be able to attend any Committee events, forums or workshops or the office for at least 14 days after the contact was made.
- If you have been confirmed to have contracted COVID-19 you will be asked not to attend a Committee event, forum or workshop or the Committee's offices until medical clearance has been provided stating you are able to do so.
- If you have any fever, cough, flu-like symptoms or are feeling unwell please do not attend any Committee events, forums or workshops or the Committee's office.

Our staff will also be following the same guidelines.

Here at the Committee for Melbourne and at ANZAC House we have taken additional measures to reduce the risk of acquiring and spreading any infection.

We will continue to monitor the situation and modify our practice in line with recommendations from the relevant authorities as they become available, and we will keep you informed.

Should you have further queries or questions regarding:

- Committee for Melbourne Events, please contact Laura Kerr Melvin at [lmelvin@melbourne.org.au](mailto:lmelvin@melbourne.org.au) (or on 0434 107 949)
- For other enquiries, please contact Chrissie Heyn at [cheyn@melbourne.org.au](mailto:cheyn@melbourne.org.au) or on 03 9650 8800

For general information and guidance, visit the [Australian Government Department of Health Website](#).

If you have any concerns, call the Coronavirus Hotline on 1800 675 398.

Warm wishes



Martine Letts  
CEO