The Women's College
within the University of Queensland
ready to lead

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19 March 2020

Dear Contractors/Suppliers

The coronavirus (COVID-19) has significantly changed the world of business and, as we all know, the situation is changing on an hourly basis.

The Women's College has established a formal COVID-19 Response which is aimed at:

1. Protecting the health and welfare of our staff and students

2. Ensuring whatever support is required for our contractors/suppliers during this period is in place — for both existing needs and any new issues and challenges that may arise.

Importantly, we have set in place management and operational procedures and protocols to maximise our 'business as usual' approach.

At this stage, The Women's College will not close and no student will be required to leave.

In line with the Queensland Health recommendations, we have introduced the following requirements for our **students and staff**:

- Staggered meal times for lunch and dinner
- Compulsory room cleaning
- Increased cleaning and sanitising of toilets and common areas
- Provision of cleaning products
- Social distancing protocols.

Contractors/Suppliers:

- If you are unwell, please do not visit the College.
- To reduce the risk of transmission, please ensure that you sanitise your hands on arrival at the College. Sanitisers have been provided at our Foyer Reception, entry to the Dining Hall and loading dock area, for your convenience.
- According to social distancing protocols, please keep a 1.5 metre distance from other people.

We will maintain close contact with all our stakeholders to keep you informed and updated on any further developments.

If you have any queries, please don't hesitate to contact me.

Kind regards

Jeff Sipek
Operations Manager