



Name
Address
SUBURB STATE Postcode

Dear <Name>,

As you may already be aware, there has been a global outbreak of a coronavirus disease, COVID-19.

There are a growing number of COVID-19 cases in Australia.

Most people who become sick with COVID-19 only experience mild symptoms, similar to a cold or flu, and will quickly recover. However, some people may be more affected than others. This includes elderly people, people with heart, lung, kidney conditions or diabetes.

Housing staff from the Department of Communities and Justice (DCJ) are aware of how to best protect themselves and tenants from COVID-19. If you are due to have a visit from DCJ Housing and you feel unwell, or you are self-isolating or under quarantine, please call your local Housing office before your appointment.

If our housing staff are not well, or believe they may have been exposed to COVID-19, they will not visit you.

Additionally, If you need to visit us and you have concerns about being around other people because of COVID-19, you can talk to your local office by phone or access a range of services through the MyHousing app which can be downloaded via the App Store or Google Play.

Advice on how to take care of your own health

[The NSW Health](https://www.health.nsw.gov.au/Infectious/diseases/Pages/coronavirus.aspx) website remains the best place for the most up to date information on COVID-19 and this can be accessed at <https://www.health.nsw.gov.au/Infectious/diseases/Pages/coronavirus.aspx>.

Please listen to advice from doctors and experts.

COVID-19 spreads from one person who has the virus to another person through droplets from a cough or sneeze. It can also spread from objects or surfaces. There are steps you can take to protect yourself and those around you from spreading the virus:

- Wash your hands frequently with soap and water or an alcohol-based hand rub.
- Avoid touching your eyes, nose and mouth as much as possible.
- Maintain at least one metre distance between yourself and anyone who is coughing or sneezing

- If you are feeling unwell, it is best you stay home. Even for a slight cough or cold.
- Cover your nose and mouth with a tissue or your elbow when you sneeze or cough. Make sure you throw your tissues directly into the bin.

If you have a fever, cough, or trouble breathing see a doctor and call them before you visit.

You can also call HealthDirect on 1800 022 222.

If you are feeling seriously unwell and it is an emergency, call 000 immediately.

If you need help translating this information, you can call All Graduates on 1300 134 746.

Yours sincerely

A handwritten signature in black ink that reads "Paul Vevers". The signature is written in a cursive style with a large initial 'P'.

Paul Vevers

Deputy Secretary

Housing, Disability and District Services and Emergency Management