

18 March 2020

Dear Wiley community

Re: Coronavirus (COVID-19)

We have always been an organisation deeply committed to putting our people, clients, suppliers and community first and at the centre of all we do. Today this philosophy continues to guide us as we consider the implications and impact of COVID-19.

We are closely monitoring the coronavirus (COVID-19) outbreak. We wanted to provide you with an update on the actions we are taking in response to it and reassure you that we are prepared, with a clear action plan in place.

Wiley has implemented a series of control measures aimed at minimising any unnecessary risk whilst maintaining our ability to service our clients and our active work sites. Wiley has rolled out the following strategies:

*Eliminate the hazard*

- restrict personnel from entering Wiley work locations, who have travelled overseas recently or have experienced symptoms similar to those of COVID-19; and
- separation / segregation working practices.

*Reduce the hazard*

- improve hygiene awareness;
- increase the availability to hygiene products; and
- improve the health awareness of each of us.

*Administrative control*

- Early warning of contact with potentially affected personnel.

**The direction to maintain business operations is as follows:**

- Maintain social distancing from other people, including working from home where possible, utilising our digital collaboration infrastructure to continue productively while physically separated. Leveraging Microsoft Teams for meetings and personal connections;
- Personal health - wash hands regularly, maintain hydration, healthy diet and exercise; and
- Implementation of an electronic questionnaire / declaration as a pre-requisite to gaining access to Wiley workplaces.

Our team are diligently planning to secure our supply chain in light of recent restrictions to minimize any disruptions to active projects. We are keeping up to date with information provided by the World Health Organisation, State and Federal government. Should further restrictions including a lock down come to light, Wiley's team and I will continue to work from home in order to hit the ground running once normal operational activities resume.

Our assurance to you and your teams is that Wiley is "business as usual" and despite the uncertainties and unknowns surrounding this issue, we will continue delivering work.

We thank you for your continued support and we look forward to working through this challenging time together.

Sincerely



Robert Barron