

memo

memo no: 775
to: All Lifebridge staff and volunteers
from: Bronwyn Mitchell, CEO
date: 5 March 2020
subject: Good Hygiene Practice - Coronavirus

Dear Lifebridge Team,

Lifebridge has been receiving advice through the Department of Health and peak bodies regarding the possible transmission of CoVID -19 (Corona virus). At this time there is no need to panic and it is business as usual.

However, it is a timely reminder that everyone should practise good hygiene to protect against infection at all times, particularly as we are entering the cold and flu season. This includes practising good hand and sneeze/cough hygiene which is the best defence against most viruses. You should:

- wash your hands frequently with soap and water especially before eating or preparing food, after going to the toilet, and after blowing your nose or coughing.
- Good hand washing includes:
 - Wet your hands with clean, running water (warm or cold)
 - Turn off the tap and apply soap
 - Lather your hands by rubbing them together with the soap
 - Lather the backs of your hands, between your fingers and under your nails.
 - Scrub your hands for at least 20 seconds (A quick timer: hum the happy birthday song from beginning to end twice)
- If soap and water is not available use an alcohol-based hand sanitiser.
- Cover your mouth and nose every time you **cough** or **sneeze**. Use a disposable tissue to cover your mouth or nose if possible and then dispose of the tissue in a bin. If a **cough** or **sneeze** sneaks up on you and no tissue is available, **cough** or **sneeze** into your upper sleeve. This prevents your hands becoming contaminated with cold or flu viruses.
- Avoid touching your face eyes, nose and mouth - especially with unwashed hands.
- If unwell, avoid contact with others and stay at home. **DO NOT COME TO WORK.**
- Politely refuse to allow customers to attend service when they are displaying symptoms of illness.

DSC have a free interactive training video that I would encourage all staff to do. It is a good reminder of the practices we should all be following on a daily basis regardless of whether we suspect someone is ill or not. The E-Learning module is also suitable for Aged Care staff as the principles are the same.

https://training.disabilityservicesconsulting.com.au/products/infectionfree?utm_source=DSC+Contacts&utm_campaign=5cffaa3d42-EMAIL_CAMPAIGN_2018_10_22_09_20_COPY_01&utm_medium=email&utm_term=0_153f43591e-5cffaa3d42-66264503&mc_cid=5cffaa3d42&mc_eid=938611331f

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If you have any questions or concerns, please speak with your Manager.