

memo

memo no: 786
to: All Lifebridge Staff and Volunteers
from: Bronwyn Mitchell
date: 29 April 2020
subject: COVID-19 Response Update

Dear Lifebridge Staff and Volunteers,

JobKeeper Wage Subsidy Scheme

A big thank you to all staff who completed and forwarded their Employee Nomination Form enabling Lifebridge to apply for the JobKeeper Wage Subsidy for eligible employees. Please be advised that “top up” payments have been processed effective 24th April, 2020 for the following two pay periods in April:

- Pay period ending 6th April 2020
- Pay Period ending 20th April 2020

This means that all eligible employees who received less than \$1500 in either or both of these pay periods have been “topped up” in accordance with the requirements of the Scheme and the ATO.

If you feel this has not been the case, please contact payroll@lifebridge.org.au. Alternatively, you may contact amanda.chadwick@lifebridge.org.au to discuss the JobKeeper Scheme and how it operates for you.

Moving forward, staff who receive less than \$1500.00 in a pay fortnight will be automatically “topped up” for that pay period. Please note that the Scheme operates to ensure all eligible staff receive a minimum \$1500 per fortnight. The wage subsidy (\$1500) is not added on to income over the \$1500 per fortnight threshold.

COVID-19 Tracking App

Please see attached a communication received from the Senator, The Hon Michaelia Cash, regarding the COVIDSafe App Launch.

Department of Health On-Line Training Modules

Please see attached fact sheet regarding the following on-line training modules made available by the Department of Health.

1. Infection Control Training – COVID 19
2. Module 1 – Personal Safety
3. Module 2 – Families and Visitors – Part 2 – In Home Care
4. Module 3 – COVID 19 and Aged Care
5. Module 5 – Personal Protective Equipment (PPE)
6. Module 9 – Supporting Older Australians – Part 2 - In-home Care

Lifebridge encourage you to complete these modules which take just a few minutes each. Please email your Completion Certificate to human.resources@lifebridge.org.au to be saved on your electronic file.

General Update

- We are very grateful to confirm there are currently no reported or confirmed cases of COVID-19 amongst our staff, customer and/or carer population.
- We ask all staff to remain vigilant in adhering to all social distancing and hygiene protocols. Even as things seem to be relaxing, some services reinstated and restrictions reduced, please do not become complacent. We continue to service the most vulnerable in our community and it is imperative that we maintain strict protocols to ensure the health and wellbeing of our staff, customers and families.
- We continue to have available all PPE and hygiene product to be used in the provision of supports for the protection of you, our customers, co-workers and families. PPE and products including gloves, face masks, waterproof booties, hand sanitiser, disinfectant and hand towels are available at our Kingscliff office, Monday – Friday 8.30am – 3.30pm. Wherever possible, please bring your own dispensers to be refilled from the bulk products we have sourced.
- Please continue to monitor your Lifebridge email address for regular staff communications and updates. Please check your VisiCase roster daily in the event of any significant changes to services.
- The Work, Health & Safety Committee is “meeting” on-line next Tuesday 5th May. Please contact a member of the Committee if you wish to escalate any WHS and/or COVID-19 related issues or concerns.
- All staff and volunteers are encouraged to receive the current influenza vaccination (flu shot). The 2020 flu vaccine is now available through most pharmacies and GP’s. Once completed, please forward your Certificate to human.resources@lifebridge.org.au to be retained on your personal file. Although not mandatory, health authorities are advising likely worst case scenario if someone is infected with both the COVID-19 virus and influenza.
- All direct care staff are reminded that if unwell, no matter how slight the symptoms, you must avoid contact with others and stay at home. If you have been in contact with a confirmed case of COVID-19 you must self-isolate from work for a period of 14 days. **Please do not come to work.**
- A reminder to all staff of our Employee Assistance Provider, Kaye Laemmle who is available to provide confidential counselling services. If you are feeling overwhelmed or concerned, we encourage you to call Kaye on 0410 618 330.

To all our wonderful staff - we express our immense gratitude for the work that you do every day in supporting each other, our customers, families and communities. Take care and stay safe.

Regards,



Bronwyn Mitchell
Chief Executive Officer