

# memo

memo no: 793  
to: All Lifebridge Staff and Volunteers  
from: Bronwyn Mitchell, CEO  
date: 24 July 2020  
subject: COVID-19 Staff Update

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Dear Lifebridge Staff and Volunteers,

We continue to closely monitor the evolving situation around COVID-19.

NSW remains on high alert as we all work towards containing any community transmission. Unfolding situations in Victoria, Sydney and the NSW south and mid coasts are real examples of why we need to remain vigilant and not become complacent implementing all COVID Safe practices and protocols.

Based on recent correspondence from the NSW Chief Health Officer, Dr Kerry Chant, the following recommendations will be followed:

1. Do not come to work if you are unwell, have a fever or respiratory symptoms, no matter how mild. You should isolate at home and seek COVID-19 testing. Any staff displaying these symptoms will be excluded from work.
2. Staff who have been in Victoria in the last two weeks are asked to report to their Manager and should be excluded from providing in home services.
3. Before commencing service, ask customers if they have recently visited or had visitors from Victoria or the NSW hotspots. Regardless of the response ask how they are feeling and be observant for any symptoms.
4. If providing care to customers who have visited Fairfield, Liverpool, Campbelltown, Camden, Wingecarribee and Wollondilly, a surgical mask must be worn until at least the end of July.
5. For group activities, ensure there is 4 square metres of space per person on premises (excluding staff) and always try and maintain 1.5 metre distancing (in-home and in the community).
6. Always maintain good hygiene and hand washing protocols.
7. Frequently clean and disinfect communal areas.

I would remind staff that if you are required to self-isolate and/or are excluded from work due to Covid, and as a result are suffering financial hardship, please contact Amanda Chadwick 0436664408 to discuss your circumstances.

## COVID-19 Information

There are no reported cases of COVID -19 amongst our staff, customers and/or carer population. From the Public Health Unit: As of 8pm on 22<sup>nd</sup> July 2020 there was no change to the number of confirmed and probable COVID cases in Northern NSW.

## Historical Data for Northern NSW

- 56 confirmed cases
- 53 recovered
- 7 days since last confirmed case (ACQUIRED INTERSTATE)
- 111 days since last locally-acquired case
- 0 deaths
- Testing rate last calendar week 9.35/1,000 residents

## Availability and Access to COVID Plans and Information

Over the past few days we have been revising and updating our Plans to ensure they meet the changing requirements of the NSW Health Department. These Plans support the messaging and instructions that have already been provided in person or through written staff communications.

To ensure ongoing and easy access to all our COVID-19 related documents including fact sheets, signs and posters, safety plans, training links and health department advice, information will be uploaded to the Lifebridge Website. We will provide further communications regarding this early next week.

## Employee Assistance Program

A reminder to all staff of our Employee Assistance Provider, Kaye Laemmle who is available to provide confidential counselling services on any subject at any time. Your well-being is important so please call Kaye on 0410 618 330 if you have the need.

## Mandatory Training

To ensure the safety of staff and customers, we are now making mandatory the requirement for all staff to complete several training modules relating to COVID-19 as developed and hosted by the Department of Health.

We thank the vast majority of our staff who have already completed the training and provided their certificates to Human Resources. I appreciate your efforts and commitment to keeping everyone safe.

I now ask all staff (Aged Care and Disability) to complete the modules detailed below and send certificates of completion to Human Resources by the end of August. Although the Northern Rivers is currently a low risk area, we know that this can change quickly and it is important we are fully prepared.

Please see below the link to the training:

<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>

Please complete the following modules:

- 1 – Personal Care
- 2 – Families & Visitors In-Home Care
- 3 – COVID19 and Aged Care
- 5 – Personal Protection Equipment
- 8 – If you suspect a person has COVID.
- 9 – Supporting Older Australians Infection Control

## JobKeeper

With the announcement this week regarding the extension of the JobKeeper Wage Subsidy Scheme our focus is on determining Lifebridge's eligibility to participate in the Scheme post 27 September. Lifebridge's ongoing eligibility is not guaranteed and we must reapply to the ATO, meeting certain criteria and providing the required evidence, before an extension is granted for inclusion in Stage 2 and then Stage 3.

We will advise in future communications our ongoing eligibility to participate in the Scheme.

The illustration below shows at a high level, what we believe the new payment will look like. However, we are awaiting confirmation and further details.

## Changes to JobKeeper payments

Current fortnightly rate will stay at **\$1500** until **September 27**

### From September 28 - January 3, 2021



Full-time workers will receive **\$1200** per fortnight



Part-time workers will receive **\$750** per fortnight

### From January 4 - March 28, 2021



Full-time workers will receive **\$1000** per fortnight



Part-time workers will receive **\$650** per fortnight

— NEWSDAILY

Finally, on a personal note I wish to thank each of you for your ongoing efforts and commitment to our customers and to the organisation. This has been a difficult time for all and there are many who have gone above and beyond and I want you to know your efforts have not gone unnoticed.

Keep up the good work and stay safe everyone.



Bronwyn Mitchell  
Chief Executive Officer