

STAFF UPDATE

March 2020



THE IMPORTANCE OF STAYING CONNECTED

The Coronavirus Pandemic is at the forefront of most people's minds around the world at the moment. It is a worrying and uncertain time for most of us which can accelerate feelings of anxiety and despair.

It can also be a very lonely and scary time for those people who have chosen or been forced into self-isolation.

We don't know how long this is going to go on for but we need to find ways of making it work so that we remain safe and protect our mental and physical well-being. There has never been a more important time to make sure you stay connected with your loved ones whilst staying safe.

Below are some tips on how, together, we can get through this crisis:

- Remind yourself that this is a temporary period of isolation and that your effort is helping others in the community to stay safe.
- Stay connected with family, friends and colleagues via email, social media or phone.
- Engage in healthy activities that you enjoy and find relaxing.
- Keep regular sleep patterns and eat healthy foods.
- Try to maintain physical activity.
- For those working at home, try to maintain a healthy balance by allocating specific work hours and taking regular breaks.

- Take a break from the news and social media if you are finding it too distressing.

Now is the time to think outside the box when it comes to staying connected. In this day and age of technology, it is much easier to stay connected whilst maintaining a safe distance for now.

Some other ways of staying connected could be:

- Host an online gathering with your family and friends via Skype or Facetime. Perhaps set up a trivia game to test your knowledge or perhaps a questions and answers forum to get to know each other better.
- Learn something new via YouTube and challenge your friends and family to do the same.
- Share a daily picture on your social media channels of something positive or inspiring to keep everyone's spirits up.
- Organise a virtual happy hour where you can log on together and have a glass of wine and chat about your day.
- Start a book club over video or email.
- If you are musically inclined, hold a virtual jam session.
- Have a powerpoint party. Each participant makes a presentation about a topic they are passionate about and then presents it.



COVID-19 INFECTION CONTROL TRAINING

The Australian Government Department of Health has available a 30-minute online training module that is suitable for health care workers in all settings. It covers the fundamentals of infection prevention and control for COVID-19.

This training is for care workers across all health care settings, including:

- hospitals
- primary care
- aged care (both in residential aged care facilities or with visiting carers at home, including cleaners and cooks)
- disability (both in residential/shared care facilities or part-time carers in people's homes, including cleaners and cooks)
- allied health
- Aboriginal Community Controlled Health Services
- pharmacies
- dental practices, including dentists, nurses, cleaners and receptionists

This training module covers the fundamentals of infection prevention and control for COVID-19 including:

- COVID-19 – what is it?
- Signs and symptoms
- Keeping safe – protecting yourself and others
- Myth busting

Users must register, but registration is open to anyone.

To register go to covid-19training.gov.au

THINGS WE ALL CAN DO TO STOP THE SPREAD OF COVID-19

Imagine the Coronavirus is similar to a computer virus and the damage that can be done if it is not quarantined by your anti-virus software early.

What does a computer virus do if not detected or stopped? It finds ways to spread, either via email attachments, internet downloads or removable media and can be spread by another person opening the malicious link and causing the virus to go further and so on.

But what happens when you realise 'that link looks a bit suspicious' and you immediately remove it from your computer or your anti-virus software quarantines it right away. The virus is stopped in its tracks immediately and cannot be spread any further.

It sounds simple but the Coronavirus is very similar.

Viruses are tiny organisms that live inside 'hosts' and like any living organism, viruses like to multiply and spread to make sure they survive.

It is up to us, as individuals, to stop the virus in its tracks by not allowing it to spread from person to person.

Now is the time to take this very seriously indeed.

On the following page we have a list of things you can do to help stop the spread of the Coronavirus in Australia and allow us to get back on track as quickly as we can.

You owe it to yourself and your loved ones to do everything you can to stay safe during this crisis and together, we will come out the other side stronger and triumphant!



HELP TO STOP THE SPREAD OF THE CORONAVIRUS



Stay home as much as you can.

Even if you have no underlying health conditions and no symptoms, be extra cautious to protect yourself and other people.

Staying home is the safest way for everyone at the moment to stop the spread.



Avoid touching your face, nose and mouth

Studies suggest that this is how the virus can enter your body and make you very sick.

This can be harder than it sounds, because we naturally touch our faces often! See if you can pay attention to how often you put your hands on your face, and then gradually try to do it less.



Maintain a safe distance

Try to stay 1.5 metres away from people, especially those people who are coughing and sneezing as studies have shown that people are mainly catching COVID-19 through droplets from someone's cough or sneeze. These droplets can enter your mouth, eyes and nose so best to maintain a safe distance from everyone.



Cover coughs and sneezes

If you do need to cough or sneeze, either cough into your elbow or into a tissue and then dispose of the tissue immediately in the rubbish bin. If possible wash and change your clothing. If you find you are coughing and sneezing regularly, go home and self isolate to avoid the risk of infecting others.



Wash hands regularly

Washing your hands often and properly is the best way to stop yourself from catching COVID-19. Wash your hands with soap and water for at least 20 seconds.

Clean your hands often, particularly before you eat and after you go to the toilet. If you don't have access to soap and water, use an alcohol-based hand sanitiser.



REWARD AND RECOGNITION - STAFF APPRECIATION AWARD

Congratulations to Stacey Knight, Heather Wright and Martin Cook, who are the recipients of the Quarterly Appreciation Award for March 2020.

Stacey, Heather and Martin were nominated by Andrew Weir and Bronwyn Mitchell for their wonderful efforts over the Christmas and New Year Period, in the absence of their Executive Manager.

They demonstrated great leadership and teamwork, supporting the delivery of quality services to our customers, sharing on-call responsibilities and demonstrating the values of professionalism and integrity.

Stacey, Heather and Martin will be presented with a Gift Card to the value of \$20.00 and a Reward and Recognition Certificate.

Know someone that you think goes above and beyond in your Team. Nominate them for a Reward and Recognition Award.

THANK YOU MESSAGE FROM EZIWAY

Eziway Representatives, Nick Kotsonis and Lino Chiaravalloti would like to pass on their thanks to everyone who took advantage of their recent visit to Lifebridge to talk about salary packaging and enjoy the free coffee and muffins.

"Thank you for your hospitality today, we had an amazing day meeting with the mighty Lifebridge team. On top of being envious of the glorious location you work from, we are now envious of the people that you are surrounded by."

"We appreciated everyone's time to come and say hello and also to have a chat with us. We do hope that this exercise gets people talking about the great workplace benefits available to them."

If you would like more information on salary packaging visit eziway.net.au/



"Unity is strength...when there is teamwork and collaboration wonderful things can be achieved"



HUMAN RESOURCES NEWS

WHAT IS GOING TO HAPPEN TO MY JOB?

The Executive Team has been working really hard on this one, seeking the advice of both our employee and employer associations.

We are giving consideration to two key scenario's – either an increase or decrease in service hours.

In response to a decrease in service hours due to customer cancellations, lockdown situations, travel restrictions, border closures etc. the following measures are likely to be taken:

1. Priority will be given to rostering permanent part-time staff and meeting minimum employment contract hours.
2. Permanent part-time staff will be rostered across departments and service types based on the needs of the customer, qualifications and experience of the staff member and minimum employment contract hours.
3. Current casual staff will only be rostered if there are no PPT staff available to be rostered.
4. Agency staff will only be utilised if there are no PPT or current casual staff available to be rostered.
5. All recruitment and work placement activity has been suspended.
6. In the event of a temporary partial or complete shutdown, permanent and permanent part-time staff will be “stood down” in accordance with the provisions of the Fair Work Act and following consultation and communication with staff and representative bodies. In the event of being “stood down” permanent and permanent part-time staff would be eligible to access their accrued annual leave, LSL entitlements followed by leave without pay.

In the event of a temporary partial or complete shut-down, we want to remind all staff that Lifebridge is a not-for-profit organisation with limited cash reserves.

We only get paid if we deliver service to our customers. Please be assured that the Executive and the Board are taking all possible steps to ensure that Lifebridge is in a position to reopen quickly once the pandemic crisis resolves.

In the event of an increased demand in service hours due to customers increasing 1:1 activities and in home supports, package upgrades, new customer enquiries, decrease in staff availability due to illness or carer responsibilities etc. the following measures are likely to be taken:

1. Current staff asked to increase availability to meet demand.
2. Current casuals will be rostered.
3. Staff will be rostered across service departments to meet demand.
4. Recruitment activity commenced via internal and external expressions of interest.
5. Agency staff used where essential.



NEED SOMEONE TO TALK TO?

During difficult times, such as the situation at hand at the moment, it can help to talk to a professional about how you are feeling.

Kaye Laemmle is our Employee Assistance Provider. You can call Kaye on 0410 618 330.

This service is free to Lifebridge employees and is completely confidential.



HUMAN RESOURCES NEWS

WELCOME, GOODBYE AND CONGRATULATIONS

Welcome to new staff and volunteers during March 2020 - Natalie Elliott.

Goodbye during March to Lesley Richards.

Congratulations to the following staff and volunteers who celebrated their work anniversaries during March 2020.

- Denyelle Drury - 18 years
- Deb Moore - 12 years
- Garry Smith - 10 years
- David Kennedy - 9 years
- Tristan McDougall - 9 years
- Regina Palka - 9 years
- Alison Gilchrist - 8 years
- Martin Cook - 5 years
- Margaret Dephoff - 5 years
- Ralph Dephoff - 5 years
- Hal Lawson - 5 years

We would like to take this opportunity to thank you for your contribution, dedication and loyalty to Lifebridge through the years.

DATES FOR YOUR DIARY

The Aged Care Staff Meetings are held on the 2nd Tuesday of every second month from 4- 6pm at the Kingscliff Cottage.

The meeting dates for 2020 are:

- 16th June 2020 **(to be confirmed)**
- 11th August 2020
- 13th October 2020
- 8th December 2020

At this stage we do not have a confirmed date for the next Work, Health and Safety Meeting but if anyone has an item that they wish their Health and Safety Representative to raise at the next meeting, please contact them directly via email below:

Adam.Easton@lifebridge.org.au

ben.simpson@lifebridge.org.au

georgia.rich@lifebridge.org.au

Gregory.Kay-Spratley@lifebridge.org.au

Jannah.Goodman-Jones@lifebridge.org.au

leanne.north@lifebridge.org.au

Sharon.Muntelwit@lifebridge.org.au

Have you changed your personal details lately?

It is very important that we have your correct personal information on our files.

Any changes to your address, phone number or even a name change needs to be communicated to us as soon as possible.

Please send through any changes to your personal information to Human.Resources@lifebridge.org.au



WORKING WITH CHILDREN CHECK - DUE DATE EXTENSIONS

Due to the COVID-19 pandemic, the Children's Guardian has made changes to the Working With Children Check (WWCC) to reduce the movement of people in the community while still supporting continuity of services to children.

The Child Protection (Working with Children) Act 2012 was amended on 25 March 2020 to enable the Children's Guardian to extend WWCC clearances where appropriate to help prevent any disruption to services as a result of COVID-19.

Accordingly, The Children's Guardian has extended all WWCC clearances that were due to expire from 26 March 2020 to 26 September 2020 for a further six months. The six months applies from the date of the current expiry date. People who are granted an extension will be advised by email and the system will be automatically updated.

Employees should advise their employers of the new expiry date.

WWCC clearance will still be continuously monitored for criminal and workplace records and the Office of the Children's Guardian will advise the employer should an employee become barred from working with children through the continuous monitoring process.

People who need a new WWCC will need to go through the regular application process, which includes attending a Service NSW centre to verify their identity. This is to maintain the integrity of the WWCC and ensure that children are not put at undue risk.

You can find further information on the Office of the Children's Guardian website at:

<https://www.kidsguardian.nsw.gov.au/about-us/news/nsw-children-s-guardian-extends-wwcc-clearances-in-response-to-covid-19>



ON THE LIGHTER SIDE

To lighten the mood of the current events we thought we would add a few corny jokes to give people a bit of a laugh because in times like these we need to keep our sense of humour.

- **What did the Yoga instructor say where her landlord tried to evict her?**
Namaste.
- **What did the tomato say to the other tomato during a race?**
Ketchup
- **Have you heard about the corduroy pillow?**
It's making headlines.
- **Why did the photo go to jail?**
It was framed.
- **What's the best way to burn 1,000 calories?**
Leave the pizza in the oven
- **Why don't eggs tell jokes?**
They crack up too easily.
- **Why did the invisible man turn down the job offer?**
He couldn't see himself doing it.
- **What wouldn't the poppy seed leave the casino?**
He was on a roll.
- **What did the ocean say to the shore?**
Nothing. It waved.