

STAFF UPDATE

April 2020



A photograph of an open notebook with a dotted grid pattern. The words 'I am grateful for' are written in a large, black, cursive font. A gold-colored pen lies on the right side of the notebook.

😊 POSITIVE PSYCHOLOGY - PRACTICING GRATITUDE

During these unprecedented times it is very easy for our minds to get caught up in all the negativity associated with the COVID-19 pandemic and the repercussions around the world and in our own lives.

It is one thing to focus on staying healthy, practicing good hygiene and staying home as much as you can to keep ourselves safe but we also have to remain positive and sometimes that can be a little harder.

In this article CEO Bronwyn Mitchell would like to share with you a few tips so that together we can remain positive.

The first thing is about practicing gratitude.

This is where we look at the things in our lives that we are thankful for. Each day if you can choose three things that you are grateful for, write them down or share them with someone close to you, that will lift your spirits.

It is a way of tricking the brain. When you start to look for positive things your brain thinks that is what it should always be doing and it sees more positive than negative and then we start to feel better.

To start the ball rolling Bronwyn said she is grateful that all our Lifebridge people, her family and friends are all fit and healthy and for that she is truly grateful.

Secondly, Bronwyn is also grateful that she has a roof over her head so that during this time of quarantine, she is safe and very comfortable.

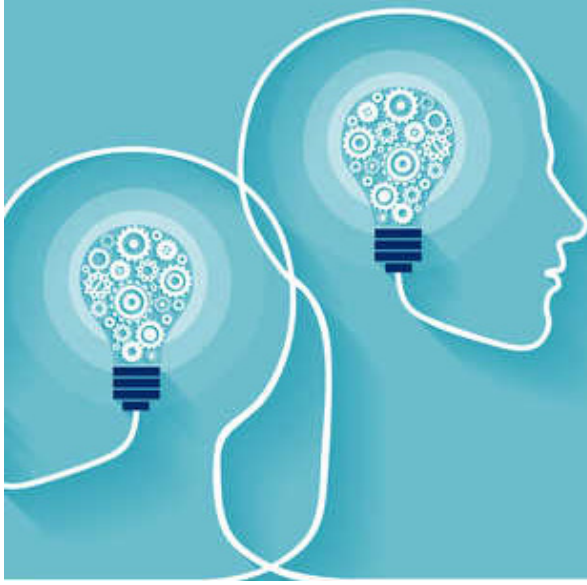
And thirdly, she is grateful for the friends that she has in her life. Even though they can't see each other and can't meet up with each other at the moment, they talk a lot on the phone or through the Internet.

Why don't you start by thinking about three things that you are grateful for each day and write them down or share them with someone close to you. Then each day think of three more things and so on....

It doesn't matter if you say the same things or different things to other people as long as it has meaning to you.

“Cultivate the habit of being grateful for every good thing that comes to you, and to give thanks continuously. And because all things have contributed to your advancement, you should include all things in your gratitude.”

— Ralph Waldo Emerson



COVID-19 MENTAL HEALTH SUPPORT

Discussions and concerns around the coronavirus outbreak and practising self-isolation can be stressful and impact our mental health and wellbeing. It's natural to feel a range of emotions, such as stress, worry, anxiety, boredom or low mood.

Many people may feel distressed by the constant news and overwhelming amount of information about the situation.

[Head to Health](#) is committed to providing Australians with trusted information and digital supports to help support everyone's mental health and wellbeing during this pandemic.

This website covers where to get [the facts](#) about the COVID-19 outbreak, tips for maintaining good mental health, information on how to access mental health services, information for parents, and how to keep older Australians safe and connected by helping them get established on-line.

This information has been produced in collaboration with [MindSpot](#). During this time, it's important to do things that help us to cope and maintain good mental health.

The Head to Health website also has a separate page that describes some [psychological skills to help you cope](#) with anxiety and worry about COVID-19.

Our mental health is equally as important as our physical health during this time and while we are keeping physically distant it is more important than ever that we remain socially and emotionally connected.

We will all need a little extra support during this time, so let's be kind, stay connected, check in with each other, and encourage people to seek professional support when they need it.

WHAT YOU CAN DO

1. MAINTAIN A HEALTHY LIFESTYLE

Set up a daily routine. Plan activities that are fun and give you a sense of achievement.

Stay active. Create an exercise routine that can be completed at home, to maintain physical fitness and reduce stress.

Eat well - plan and eat a variety of nutritious meals.

Stay connected with friends and family via phone, chat, email or video conferencing.

[Lifebridge](#) have set up a [Lifebridge Social Group on Facebook](#) for those staff who wish to connect with other Lifebridge staff during this time.

2. STAY POSITIVE

This situation is indeed unpleasant, but it will pass.

What you say to yourself is important. Listen to the things you are saying to yourself and change negative comments to be more helpful and realistic.

2. ACCESS SUPPORT IF YOU NEED IT

If you are feeling overwhelmed and not coping well with this situation please seek support.

Lifeline Crisis Line 13 11 14

Lifeline Text Lifeline - 0477 131 114

Beyond Blue - 1800 512 348

MindSpot - 1800 614 434



REWARD AND RECOGNITION - STAFF APPRECIATION AWARD

Congratulations to Emma Payne who is the recipient of the Monthly Appreciation Award for April 2020.

Emma was nominated by Sharon Harvey for excellent customer service to all Lifebridge customers that have phoned in.

Emma has been professional in her manner on the phone and has shown a great deal of compassion to all our customers in this trying time with the Coronavirus situation. She has also been extremely patient during this time and it shows in her voice that she genuinely cares.

Sharon would also like to personally thank Emma for all her hard work and dedication she has been giving to all our customers.

Emma will be presented with a Gift Card to the value of \$50.00 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.



"May you be proud of the work you do, the person you are and the difference you make"

FREE GIVE AWAY

We have a large board room table in the shipping container at our Kingscliff office that we are giving away (pictured right).

If you are interested please contact Chris Lawler, Maintenance Officer on 0427 306 022 or email on Chris.Lawler@lifebridge.org.au

Please note that you will need to arrange your own transport to collect the table.





HUMAN RESOURCES NEWS

QUEENSLAND ENTRY PASS

In response to the COVID-19 pandemic, entry into Queensland is temporarily prohibited unless the travel is exempt under the Chief Health Officer's [Border Restrictions Direction](#).

Entry into Queensland for essential travel is only permitted to persons who are eligible for an exemption and who have a Queensland Entry Pass.

The new pass came into effect on Saturday, 11th April 2020. A separate application is required for each individual, including children and all travellers in your party must be eligible for an exemption.

To apply for the current Queensland Entry Pass go to www.qld.gov.au/border-pass

You will need to select the type of Border Pass you are eligible for.

If you need your current border pass printed, you are more than welcome to pop into the Kingscliff office and we can organise this for you.

SPAM EMAILS - WARNING

There are a lot more spam emails going around at the moment so we need to be extra careful about anything that we open from our Lifebridge email inbox.

If you receive an email to your Lifebridge email account that doesn't look right please, and we stress this quite strongly, **DO NOT** open or click on any links within the email.

If in doubt please contact Denyelle Drury, IT and Communications Officer as soon as possible.

CALLING IN SICK

It is important that if you are feeling unwell or showing any signs of illness, no matter how mild, do not come to work.

If you are feeling unwell and need to take the day off, please either call or email one of the Roster Administrators:

Heather Wright - 0436 662 178
rosters@lifebridge.org.au

Samantha Barker - 0436 656 233
rosters@lifebridge.org.au

IT IS VERY IMPORTANT THAT YOU DO NOT LET US KNOW BY TEXT MESSAGE

The Roster Administrators are working reduced hours at present so they may not get your text until it is too late. Heather and Sam divert their phones to each other when they are not working so a phone call will be answered and both Heather and Sam have access to the rosters email account.

Your assistance in adhering to this procedure during the present situation is very much appreciated.

Staff requesting planned leave in advance/with notice must contact their service Manager, Beverly Smallmon or Andrew Weir.



NEED SOMEONE TO TALK TO?

During difficult times 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 April 2020 - (there were no new staff or volunteers recruited during this period due to the COVID-19 situation)

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

- Melinda Martin - 15 years
- Georgena Leighton - 10 years
- Robyn Proellochs - 6 years
- Deb O'Brien - 6 years
- William Allen - 5 years
- Nancy Allen - 5 years
- Christine Soden - 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

The next Work Health and Safety Meeting (on-line) is scheduled for Tuesday 5th May 2020.

If anyone has an item that they wish their Health and Safety Representative to raise at the meeting, please contact them directly via email below:

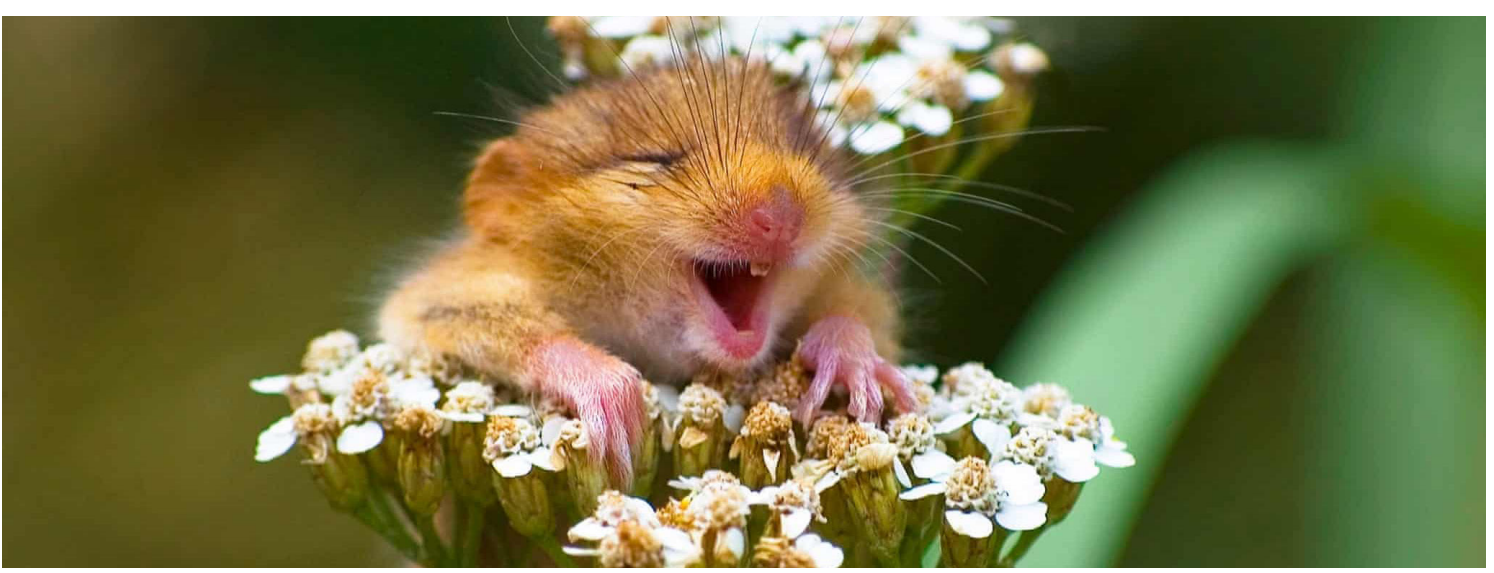
- Adam.Easton@lifebridge.org.au
- ben.simpson@lifebridge.org.au
- georgia.rich@lifebridge.org.au
- Gregory.Kay-Spratley@lifebridge.org.au
- Jannah.Goodman-Jones@lifebridge.org.au
- leanne.north@lifebridge.org.au
- Sharon.Muntelwit@lifebridge.org.au

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



☺ LAUGHTER IS THE BEST MEDICINE

If Matthew McConaughey looks like this in a zoom call, imagine what we look like.



ZOOM Meeting - Audio Only ZOOM Meeting - with Video

