

memo

memo no: 811
to: All Lifebridge Staff and Volunteers
from: Bronwyn Mitchell
date: 27 June 2021
subject: COVID-19 Response Update

Dear Lifebridge staff and volunteers

In response to the NSW Public Health order the following procedures are to be followed beginning Monday 28 June 2021:

1. Everyone must wear a mask whether working indoors or outdoors. This includes office staff and all staff working with customers
2. Continue using other PPE as required.
3. If moving across the Queensland border you will require a border declaration
4. Ask each customer about any symptoms when first greeting them. If they have any symptoms, please contact your Department Manager immediately.
5. Ask customers when greeting them have they had any visitors from Greater Sydney, Blue Mountains, Shellharbour, Central Coast and Wollongong since 21 June. If so, contact your Department Manager immediately.
6. Social distancing must always be maintained as much as is practicable. The 1 person per 4 square metre rule applies for all indoor and outdoor settings.
7. Hand hygiene of employees and customers must always be maintained.
8. All employees working in the office or the Cottage for the day must use the QR code for contact tracing as well as the sign in sheet for WHS purposes.

Please be aware that the NSW government is trying to manage the highly contagious COVID-19 Delta variant which has now been detected in several states. It is extremely important that we all maintain COVID Safe practices and remain vigilant.

If you have any questions, please contact your Department Manager. Further communications will be released as information becomes available.

Continue to take care and stay safe.

Regards,


Bronwyn Mitchell
Chief Executive Officer