

memo

memo no: 815
to: All Lifebridge Staff and Volunteers
from: Bronwyn Mitchell, CEO
date: 30 June 2021
subject: COVID -19 Response Update - 30-6-2021

Dear Lifebridge staff and volunteers

In response to the NSW Public Health order the following procedures are to be followed:

1. Everyone must wear a mask whether working indoors or outdoors. This includes office staff and all staff working with customers. Further information regarding NSW Government face mask rules can be found at <https://www.nsw.gov.au/covid-19/rules/face-mask-rules>
2. Continue using Personal Protective Equipment as required.
3. Border passes are required to enter Queensland. To apply for a QLD Border Pass go to <https://www.qld.gov.au/border-pass>
4. You must complete a NSW entry declaration form if you are entering NSW on or after 12.01am on 30th June 2021, and have been in Queensland in the previous 14 days.

You must complete the form:

- either within the 24 hour period before you enter NSW or on entry
- whether you cross the border by any means including air, road or rail
- each time you enter NSW, but not more than one per calendar day.

To complete a NSW entry declaration (Queensland) go to

<https://www.service.nsw.gov.au/transaction/complete-nsw-entry-declaration-queensland>

5. Residents in NSW who have been in Queensland are also required to follow Queensland lockdown rules, which means the same stay-at-home provisions as if you were living on the Gold Coast – you can only leave home for those essential services. If you can avoid going into Queensland at present, you should!
6. Ask each customer about any symptoms when first greeting them. If they have any symptoms, please contact your Department Manager immediately.
7. Ask customers when greeting them have they had any visitors from or have recently visited Greater Sydney, Blue Mountains, Shellharbour, Central Coast and Wollongong since 21 June. If so, contact your Department Manager immediately.

8. 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.
9. Hand hygiene of employees and customers must always be maintained.
10. 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.

Staff are requested to inform all customers that Lifebridge is monitoring the changing COVID landscape constantly and implementing changes as they occur in accordance to NSW Health Restrictions.

Service to customers will continue, ensuring that COVID Safe Practices are in place including the wearing of a face mask by staff, 1.5 social distancing and the use of Personal Protective Equipment

It is the responsibility of all staff to keep themselves informed.

- For Queensland please keep updated by going to <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/public-health-directions/restrictions-impacted-areas>
- For NSW please keep update by going to <https://www.nsw.gov.au/covid-19/rules/what-you-can-do-nsw>
- For entering NSW from Queensland keep updated by going to <https://www.service.nsw.gov.au/covid-19/travellers-entering-nsw>

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
CEO

