

memo

memo no: 816
to: All Lifebridge Staff and Volunteers
from: Bronwyn Mitchell, CEO
date: 1 July 2021
subject: COVID -19 Update – 8/7/2021

Dear Lifebridge staff and volunteers

Stay at home order will continue in Greater Sydney including the Blue Mountains, Central Coast, Wollongong and Shellharbour until 11.59pm on Friday 16th July 2021. If you were in Greater Sydney, including the Blue Mountains, Central Coast, Wollongong and Shellharbour on or after Monday 21st June, 2021 follow the stay at home rules for 14 days from the date you left the area,

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

1. You 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. Domestic travellers entering Queensland who have been in or transited through a currently declared COVID-19 hotspot in the last 14 days are required to complete a QLD Border Pass. To apply for a QLD Border Pass go to <https://www.qld.gov.au/border-pass>
4. Domestic travellers entering Queensland from anywhere else are required to complete a Queensland Travel Declaration. To apply for a Queensland Travel Declaration go to <https://www.qld.gov.au/queensland-travel-declaration-form>
5. 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. If you have been in Queensland you are required to complete a declaration form once every 72 hours.

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>

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