

memo

memo no: 817
to: All Lifebridge Staff and Volunteers
from: Bronwyn Mitchell, CEO
date: 9 July 2021
subject: QR Code Check in Rules

Dear Lifebridge staff and volunteers,

As of Monday 12th July, 2021 all visitors that enter any Lifebridge locations will be required to check in using our NSW Government QR Code.

The Lifebridge Australia NSW Government QR Code is displayed at the following locations:

- at the entrance of the Kingscliff Cottage on the front door
- inside the Kingscliff Cottage near the blue coat rack
- at the entrance of the Kingscliff office building on the front window
- at the back entrance of the Kingscliff office building on the back door
- inside the Kingscliff office building next to the sign in sheet.
- Pottsville Short-Term Respite House
- Disability Services Hubs at Murwillumbah.

The easiest way to check in using QR Codes in NSW is by downloading the Service NSW app. To download the Service NSW app go to the App Store (for Apple users) or the Play Store (for Android users) and search for Service NSW and download. If you do not have or do not wish to download the NSW Services App on your phone, you can still check in by scanning the QR Code with your phone camera and filling in the Webform with your details. If you are having difficulties, please speak to a staff member in the office who can assist you to check in.

Aged Care Service Customers attending the cottage groups will be checked in daily by Janelle Egas through the Service NSW App on her work phone, which has been set up for this purpose.

If you are out and about with your customers in the community, you will need to make sure that everyone does check in to any venues with a QR code. Your customers can be added as a dependent when you check yourself in. If you need any assistance in how to do this, please see either Denyelle or Emma in the Office.

It is extremely important that we all maintain COVID Safe practices and remain vigilant. If you have any questions, please contact your Department Manager. Continue to take care and stay safe.

Regards,



Bronwyn Mitchell
CEO