

memo

memo no: 836
to: All Staff and Volunteers
from: Bronwyn Mitchell, CEO
date: 10 November 2021
subject: COVID-19 Response Update – 10 November 2021

To all Lifebridge Staff and Volunteers,

Covid-19 Close Contact

Lifebridge have been notified of a Covid-19 close contact who attended the “Cottage” on Wednesday 10th November 2021. Lifebridge have conducted a risk assessment as per HRM Pol 8 Infection Control, Addendum 3 (attached) and have enacted the following:

1. All staff, volunteers and customers who worked in the Lifebridge Cottage or Administration Building on Wednesday 10th are required to get tested and isolate until they receive a negative result. Once evidence is received by Lifebridge of a negative result the staff member, volunteer and customer may resume service.
2. The Kingscliff Cottage and Administration Building will undergo a deep clean from 6pm on Wednesday 10th November and will be operate as normal on Thursday 11th November.

Covid-19 Protocols

It is imperative that all staff and volunteers continue to adhere to safety protocols with the aim of keeping ourselves, customers, families and community safe. The following details current restrictions as they apply to Lifebridge staff and the provision of services:

1. Masks must continue to be worn when working indoors including the Kingscliff Office and Cottage, when providing in home services and while transporting customers in Lifebridge vans or personal vehicles.
2. Social distancing protocols for group activities is based on the one person per 4 square meter rule.
3. Office staff will continue to work from home wherever possible. Staff attending Kingscliff must use the Kingscliff Booking Sheet in Teams and apply the QR codes at all times.
4. Hand hygiene including the use of sanitisers and regular hand washing must be attended to on a regular basis. Workspaces shall be cleaned at the beginning and end of the day.
5. Staff are not to attend work if they are unwell and must get tested if experiencing any Covid related symptoms.

Covid-19 Infection Control Policy and Addendums

In response to recent NSW Public Health Orders and changing government Covid-19 related restrictions and protocols, Lifebridge has updated HRM Pol 8 Infection Control including Addendum 1 – Covid-19 Response, Addendum 2 – COVID-19 Vaccination and Addendum 3 – Covid-19 Risk Assessment & Contact Management.

All staff and volunteers are directed to read and familiarise themselves with these documents.

Covid-19 Vaccination Status

We remind all Staff and Volunteers of the mandatory vaccination schedule detailed in the Public Health Order which requires people working in aged or disability services to receive their second Covid-19 vaccination by 29th November 2021.

If you haven't done so already, please email evidence of your first and second dose of a TGA approved Covid-19 Vaccination by 29th November 2021 to human.resources@lifebridge.org.au

Accessing Kingscliff – PPE

The Kingscliff Office continues to be open during office hours – 8.30am to 4.30pm – to provide staff with PPE. We are fully stocked and encourage support staff to take enough items to last a couple of weeks including masks for customers who are encouraged to “mask up” when receiving in-home services.

Whilst Lifebridge will endeavour to keep you updated on the latest advice, it is important that all staff members regularly access the NSW and QLD Departments of Health and COVID-19 Advice Sites to understand current restrictions and requirements.

If you have any questions, please contact your Manager.

Stay vigilant and stay safe.

Kind regards



Bronwyn Mitchell
CEO