

memo

memo no: 840
to: All Lifebridge Staff, Volunteers and Directors
from: Bronwyn Mitchell, CEO
date: 12 January 2022
subject: High Priority Covid-19 Response Update 12-1-2022

To all Lifebridge Staff and Volunteers,

With COVID-19 related advice changing on a daily basis we endeavour below to provide you the most current information in response to the COVID-19 pandemic. Please ensure that you read, understand and implement the following guidelines and recommendations as we seek to keep staff, volunteers, customers and families safe and well.

Personal Protective Equipment

1. Face masks **must be worn at all times** when delivering service including in-home, during transport, when working in the Kingscliff office or in the Cottage. Masks must also be worn in the community and outdoors when 1.5 metres social distancing cannot be maintained.

Please review the attached documents detailing best practice for donning and doffing a face mask to avoid contamination and infection. **Please remember:** Gloves and masks must be discarded at the completion of each service and new gloves and masks used for the next service.

2. PPE including masks, gloves, hand sanitiser, disinfectant wipes and biodegradable disposable bags are available at the Kingscliff Office. Please remember -
 - To have a good supply of gloves and masks to provide for a new mask for each service during the day.
 - Hand sanitiser is available in bulk to decant into your own personally supplied dispensing bottle.
 - Packets of disinfectant wipes are available to wipe down workspaces and vehicles on a regular basis.
 - Aprons and booties are available when providing services to customers who are COVID-19 positive.
 - Disposable bags should be used to discard used PPE and then placed in the bin at the end of each day.
3. All staff are required to regularly wash their hands and use hand sanitiser including when donning and doffing gloves and face masks.

Customer Questions

As per Department of Health advice, all staff must continue asking customers the following questions prior to service:

- a. Are you feeling unwell?
- b. Have you tested positive to COVID-19 or are you waiting on test results?
- c. Have you been in contact with anyone who is waiting for a COVID-19 test result?
- d. Have you been in contact with anyone who has tested positive to COVID-19?

If they answer “yes” to any of these questions they are to remain at home and you are to contact Beverly Smallmon immediately. In home service is to continue if you have the appropriate PPE and it is safe to do so.

COVID-19 Related Isolation Periods & Return to Work Requirements

All staff must read the attached document Pol HRM08 - Infection Control – Addendum 3 (Version 4) which has been updated since last weeks communication. This document details the required isolation, notification and return to work requirements if you are deemed a Close or Casual Contact or have tested COVID-19 positive.

Booster Shots

Lifebridge expect the NSW government to mandate COVID-19 Booster Shots as part of the Public Health Order issued in October 2021.

The reporting of COVID-19 Booster Shots is now a requirement under our Aged Care funding streams. Please notify human.resources@lifebridge.org.au when you have received your booster shot and attach a copy of your updated Certificate.

COVID-19 Payments

Please access this link - <https://www.servicesaustralia.gov.au/pandemic-leave-disaster-payment-new-south-wales> for information and advice regarding the Pandemic Leave Disaster Payment – New South Wales.

This payment scheme is administered by Service Australia and individuals are responsible for making application for payment based on their personal circumstances and eligibility criteria.

Infection Control

All staff are strongly encouraged to revisit the Department of Health website and repeat the Infection Control – COVID-19 Aged Care – Module 5 – Personal Protective Equipment.

<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>

Please take the time to review this information to ensure we are doing everything we can to keep each other safe. Please contact your departmental manager if you have any questions regarding the above.

Regards,



Bronwyn Mitchell
CEO