

SO 41d COVID19 Safe Work Plan Office Environments (Updated January 2022)

Employees are to stay home if unwell, always maintain 1.5 metres social distancing, good hygiene practices, use appropriate PPE and frequently clean and disinfect communal areas. Administration staff are to work from home where possible.

The Plan has been developed and informed by NSW Department of Health guidelines and information provided by the Federal Government, NDIS, ACSA, industry and employment related agencies along with Lifebridge policies and procedures including the Pandemic Plan and is effective as of January 2022.

At this point in time the key priority areas are the risk management of all aspects of COVID19 and the health, safety and wellbeing of office-based staff attending Lifebridge offices at Kingscliff and the Cottage.

The Plan will continue to be monitored and further adjustments made where required and in response to information and directives provided by the above-mentioned bodies.

Current Position

The Lifebridge offices at Kingscliff and the Cottage continue to enforce strict guidelines to ensure social distancing and health and hygiene protocols are always maintained including:

- Restrictions regarding the number of staff and visitors allowed to attend the Kingscliff office at any one time. Current restrictions include a maximum number of 12 attendees at Kingscliff ensuring social distancing of 1.5 metres (4 square metres). Meeting rooms are restricted to 4 in the Boardroom and 2 in each of the smaller meeting rooms at Kingscliff.
- Office based staff to continue working from home where practical to do so
- Work teams are “split”, so if they need to attend the office, they are only to do so with their allocated team and on different days to other teams to reduce the risk of contamination across teams including the Executive Team.
- A “hot desk” booking system has been established for Kingscliff to ensure maximum numbers are not exceeded. Office spaces must be booked in advance using the Desk and Meeting Room Bookings sheet available to all staff on Teams. Staff are responsible for booking in any visitors to each location to not exceed maximums at each location.
- Where practicable, visitors will be discouraged from attending the Kingscliff and Cottage Offices to reduce possible exposure to COVID-19 for everyone.
- All staff, volunteers, contractors and visitors must use the QR code to sign into the Kingscliff site.
- All staff, volunteers, contractors and visitors must use the Sign-In/Out Sheets provided at Reception.
- All staff are required to sanitise their workstation, equipment, meeting rooms, bathrooms and communal areas prior to and after use with the provided hand sanitiser, bacterial wipes, anti-bacterial sprays and hand towels.

- Hygiene and sanitisation stations have been established at multiple locations around the offices and are restocked daily as required.
- COVID-19 related information, signage and posters have been provided in key areas across the offices including entrance and exit points, meeting rooms and communal areas.
- Regular communications are provided to staff via staff updates, letters and text messages reminding staff not to attend work if they are unwell or experiencing any symptoms.
- Any visitors or non-office staff attending offices are required to confirm they are well and not experiencing any COVID-19 related symptoms.
- The office kitchenette is stocked with disposable cups and utensils for tea and coffee.
- The Kingscliff Receptionist is responsible for the daily monitoring of staff numbers, visitors and availability and restocking of all hygiene and PPE equipment.
- The above protocols are monitored and updated in response to the changing advice and needs as they apply to office environments.

Communication strategy

- Regular Lifebridge updates and communications to staff and customers and families around COVID safe practices.
- Regular emails and text messages to remote Community Services staff around COVID safe practices.
- COVID safe practice signage at the Office, The Cottage and NDIS Hubs.
- Regular reminders to staff by way of rostering to ensure COVID safe practices are in place.
- Text messages to staff from Communications department.

Accessing and using Personal Protective Equipment (PPE)

- Supplies of PPE and COVID 19 signage available.
- PPE supplies regularly checked and replenished where required.
- Procedures for environmental cleaning in place at all sites.
- Regular review and facility visit by General Manager and Community Services Manager to ensure practice implementation.
- Regular training of staff on infection control, use of PPE, health and hygiene protocols via online and face to face when servicing customers deemed close contacts or returning a Covid-19 positive result.
- Use of Rapid Antigen Tests for staff returning to work following a positive PCR or RAT test or concerned about their health and safety.
- Ensuring testing, isolation and return to work practices are adhered to in accordance with latest Lifebridge policy and advice

References:

1. Lifebridge HRM Pol 08 Infection Control Policy including Addendums 1, 2 & 3.
2. Lifebridge Pandemic Plan.
3. Lifebridge Business Continuity Plan.
4. Covid19 Safe Works Plans – Community Services.