

memo

memo no: 845
to: All Lifebridge Staff, Volunteers and Board
from: Bronwyn Mitchell, CEO
date: 7 March 2022
subject: Flood Crisis Message and COVID-19 Response Update

Dear Lifebridge Staff and Volunteers,

It seems we are facing one challenge after another with the recent horrendous weather resulting in flooding and devastation throughout SE QLD and NSW. We know many of you and your extended families live in areas that have been badly affected. Our thoughts are with you.

If you think it could provide some support, we encourage staff to access our Employee Assistance Provider – EAP Assist on 0407 086 000 or you can book a phone counselling appointment via the EAP Assist Booking Form – www.eapassist.com.au/booking-form.

Payroll Processing

For those staff who were unable to work during the period Monday 28th February to Friday 4th March either through flooding or inability to access technology – please be advised the following options are available:

- Option 1 - Enter shifts as LWOP and apply for the Disaster Recovery Allowance (lost income) via Services NSW. <https://www.servicesaustralia.gov.au/nsw-floods-february-2022-disaster-recovery-allowance>
- Option 2 – Apply Annual Leave
- Option 3 – Apply Personal/Sick Leave eg. If you were the carer of primary school children due to school closures.

Please contact Michelle Kirkland if you are experiencing any short-term financial hardship as a result of lost income and delays in receiving the Disaster Recovery Allowance.

All staff are required to submit shifts in VisiCase by 6pm today - Monday 7th March in preparation for payroll processing. Please contact your Manager if you are experiencing any problems or have any questions regarding your timesheet for this fortnight.

Lifebridge All Staff Meeting

Due to recent events and technology limitations the All Staff Meeting has been rescheduled until Monday 21st March 2022 from 3pm to 5pm. This event will appear in your VisiCase roster and you will be emailed a calendar invitation to attend virtually via Teams. All attendees will be asked to turn off their video and mute their audio.

COVID-19 Vaccination

Please be advised that effective 1st March 2022 changes have been made to the Public Health (COVID-19 Care Services) Order (No 3) 2021 requiring all staff working in aged and disability services to receive their COVID-19 Booster by 12th April, 2022.

Please forward a copy of your updated COVID-19 Vaccination Certificate to human.resources@lifebridge.org.au
Please note the Public Health Order is legislation and Lifebridge has a legal obligation to enforce the Order.

Rapid Antigen Testing – NSW Department of Health Advice

On the advice of NSW Health, all Lifebridge Staff and Volunteers, who have not yet received a 3rd dose of a COVID-19 vaccine, will be required to complete a RAT twice per week - Monday and Wednesday. The only exceptions will be for staff who do not come into contact with other employees or customers during the week. Twice weekly rapid antigen testing will not be required if and when you have received your third Covid-19 vaccination.

If you return a positive RAT, please notify Beverly Smallmon and follow current Department of Health advice including self-isolating for a period of 7 days. You will need to be symptom free and provide a negative RAT prior to returning to work. RAT's are available at the Kingscliff Reception.

Health & Safety Protocols

COVID-19 continues to circulate throughout the community and remains a risk to our vulnerable customers. Lifebridge will maintain all current health and safety protocols. Mask wearing, social distancing, health and hygiene practices must be adhered to during service delivery including in "The Cottage", in-home and during transport.

Prior to service please keep asking your customers the following questions and contact Beverly Smallmon if you receive a positive response.

- Are you feeling unwell or experiencing any Covid-19 related symptoms?
- Have you tested positive to COVID-19 or are you waiting on test results?
- Have you been in contact with anyone who is waiting for a COVID-19 test result?
- Have you been in contact with anyone who has tested positive to COVID-19?

The Kingscliff Office will be limited to a maximum of 13 staff per day. Staff are encouraged to work from home and use the Booking System on Teams if they need to attend the office. Masks shall be worn when moving around the office and may be removed when seated at a desk while maintaining 1.5 meters distance from others.

Staff Portal

Please visit our recently updated Staff Portal on the Lifebridge website where you can view all of our COVID-19 Response Memo's, Staff Updates, related policies, procedures and Safe Work Plans. The Password is Bridge2487.

Please continue to take care and hoping you all stay safe and well.

Regards,



Bronwyn
CEO