

memo

memo no: 850
to: All Lifebridge Staff, Volunteers and Board
from: Bronwyn Mitchell, CEO
date: 2 June 2022
subject: COVID-19 Response Update – 2nd June 2022

Dear Lifebridge Staff and Volunteers,

On this second day of winter following persistent rain and now very icy cold, Lifebridge remind all staff of their ongoing obligations for keeping themselves, their colleagues, customers and family members safe from COVID-19 and now the virulent strain of Influenza circulating through our community.

Please maintain all current health and safety protocols as detailed below:

- Do not attend work if you are unwell. Take a COVID RAT or PCR test.
- Notify Bev Smallmon, General Manager of any positive COVID test result and isolate for 7 days. Following the isolation period, do not return to work until you return a negative test result.
- Because you work in aged care and disability services you are still required to isolate if deemed a close contact. Close contacts of a COVID positive case shall isolate for 7 days and must return a COVID negative test result prior to returning to work. When you return to work you must wear a mask at all times and monitor for symptoms for a further 7 days.
- Continue to wear masks when providing service to customers, during transport and when working in the Cottage. Ensure you continue applying hand sanitiser and use the disinfectant wipes and spray available at Reception and in Lifebridge vehicles.
- Prior to service delivery remember to ask your customers if they are experiencing any cold or flu like symptoms, whether they are COVID positive or a close contact of a COVID positive person. If a customer responds in the positive, please escalate to Bev Smallmon prior to delivering service.
- Continue to wear masks when moving around the Kingscliff office and Cottage. Staff are encouraged to work from home and use the Booking System on Teams to reserve a desk in the office. Places continue to be limited to 13.

Please contact your Manager if you have any questions or concerns regarding the above. Thank you for your remarkable service to Lifebridge and our customers and please continue to stay safe and well.

Regards,



CEO