

# memo

memo no: 863  
to: All Lifebridge Staff and Volunteers  
from: Amanda Chadwick  
date: 2 December 2022  
subject: Important Information Requiring Your Action Please

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Dear Lifebridge Staff and Volunteers,

This memo contains important information as it relates to your employment with Lifebridge. Please take a few minutes to read and respond accordingly.

## **Lifebridge Virtual All Staff Meeting**

Please be reminded the final All Staff Meeting for 2022 has been scheduled and rostered for Thursday 15<sup>th</sup> December, 2022 from 3pm – 5pm, via Teams. Included in this email is a copy of the All Staff Meeting Agenda and login instructions. Please make every effort to attend this education and information sharing forum.

## **Covid-19 Response Update**

Lifebridge continues to experience weekly incidences of Covid positive cases amongst our staff and customers. Please ensure you follow the below protocols at all times.

- Staff should not attend the workplace or provide in-home or in-community care services if they have any respiratory or influenza like symptoms. Staff are encouraged to take a RAT every 3 days to ensure minimal risk of exposure to other staff, volunteers and customers.
- Staff who test positive to COVID-19 shall isolate from the workplace and not provide services for at least 7 days after their positive test result. Please contact Lifebridge Reception on 1800 043 186 if you receive a positive result. Lifebridge will then contact any staff or customers who may have been exposed to the virus in the previous 48 hours. Please do not return to work until you are symptom free.
- Staff who have been in close contact with someone who has tested positive to COVID-19 must contact Shelley Scorrano, Senior Manager Community Services, immediately. Shelley will undertake a risk assessment with you to determine any required period of isolation or addition testing/safety precautions.
- All support staff must continue to wear a mask covering their nose and mouth while providing service in-home, in the Cottage and during transport.
- Office staff must wear a mask when moving around the Administration Building or Cottage.
- Staff must contact the office immediately if they suspect or are advised a customer or carer has Covid. Essential services will continue under strict protocols advised by Shelley Scorrano.

## **Covid & Influenza Vaccination Status**

Lifebridge is required to report staff vaccination levels to the Commission on a monthly basis. If you have not done so already, please forward evidence of your Covid and Influenza vaccinations to [human.resources@lifebridge.org.au](mailto:human.resources@lifebridge.org.au)

## **Active Recruitment**

Lifebridge is seeking Volunteers for the Kingscliff kitchen and Group activities. If you know of anyone who may be interested in volunteering approximately one day per week – please ask them to contact Lifebridge Reception on 1800 043 186 or email [human.resources@lifebridge.org.au](mailto:human.resources@lifebridge.org.au)

## **First Aid Kits**

During the recent safety audits it was recorded that over 140 items were missing from First Aid and Spill Kits located in the Lifebridge vehicles, administration building and Cottage. Although it is expected that these items are being used legitimately by staff or for customers, there was no corresponding record or incident reported for the accident/injury that took place.

Please note that failure to report incidents and the use of first aid products puts our colleagues and customers at significant risk. Please be reminded the following:

1. First Aid Kits are the property of Lifebridge and it is a legal requirement that kits be stocked and available at all times for use by staff and customers.
2. Any items used or removed from a First Aid Kit, whether for a staff member or customer, must be recorded in an Incident Form in VisiCase.
3. Reporting the incident will result in an appropriate response plan being enacted and include the restocking of first aid and spill kits.

Please do not put our colleagues or customers at risk by removing first aid products or kits from their location and make sure any usage is recorded in detail in the incident report. Please be mindful and help keep our staff and customers safe.

Please contact your manager if you would like to discuss any of the above.

Enjoy a safe and relaxing weekend with not too much Christmas shopping.

Kind regards,  
Amanda Chadwick  
Business Services Manager