

# memo

memo no: 877  
to: All Lifebridge Staff, Volunteers and Directors  
from: Amanda Chadwick, General Manager  
date: 13 July 2023  
subject: COVID-19 & Influenza Response Update

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Dear Lifebridge staff and volunteers,

Lifebridge is currently experiencing significant levels of illness amongst staff and customers who are becoming seriously unwell with flu, head colds and Covid. As predicted, we are in the midst of a harsh cold and flu season and Splendour in the Grass will be running next weekend which will greatly impact our region as per previous years.

Please do not attend work if you are experiencing any cold or flu like symptoms. If you have tested positive for COVID-19 you should not return to work until symptom free and returning a negative RAT.

Please remain vigilant at all times and follow the below protocols:

- Before service, ask customers if they are experiencing any cold/flu like symptoms or they suspect Covid.
- Customers should not be brought to groups if they are feeling unwell or experiencing cold/flu symptoms.
- When performing work or activities with customers, staff should maintain safe practices including:
  - Wearing a mask when indoors as applicable,
  - Regular hand washing and use of alcohol-based hand sanitizer,
  - Regularly wipe down surfaces with disinfectant spray or wipes,
  - Maintain a distance of at least 1.5 meters from other people.

**If you suspect Covid, please contact Reception to advise and refer to Toni Cleland, Clinical Lead for further advice. Please note Lifebridge will continue to provide essential services to customers with influenza, colds and COVID and will receive education from the clinical team on the correct use of full PPE.**

Office based staff must use the Desk Booking Sheet when attending the office with numbers restricted to 16 places on any given day. Please remember to wipe down work areas at the beginning and end of use.

Our vaccination policy remains 2+1 and all staff, volunteers and customers are strongly encouraged to receive the 2023 covid booster and influenza vaccinations as recommended by the Department of Health.

Thank you for following these protocols. It is important that we work together to keep our customers and each other safe.

Kind regards,

Amanda Chadwick  
General Manager