

# COVID-19 Employee Advice

24 March 2020



## Confirmed Case of COVID-19 in the Community.

From the start we have committed to being open and transparent in our communication.

Today we can confirm that the first two cases of COVID-19 have been reported and confirmed in the community in Broome.

To isolate ourselves from any potential further community transmission we have implemented relevant parts of our COVID-19 response plan.

## Our Immediate Actions!

We have 'Locked Down' our accommodation support services and have implemented a number work practices to keep our people safe.

Members of our emergency response team are:

- Phoning all staff to discuss individually by the COB Thursday.
- As many of the people we support live with families we are also discussing arrangements with families.
- Commenced enhanced health monitoring protocols for staff and residents.
- Restricted staff and client interactions to maintain adequate support and care.

## It's All About Risk Management!

Having confirmed cases in our community is concerning and means that we all need to be disciplined and vigilant in coming weeks and months.

The practices that we are now implementing are all about **KEEPING PEOPLE ALIVE!**

## What do we expect from you!

### STRICT PROCEDURAL COMPLIANCE

This means, keeping up to date with our communications and latest advice.

If in doubt, ask your manager!

### FOLLOW ALL FORMAL INSTRUCTIONS

This means, that things have changed and what may have been appropriate last week is no longer permitted.

If in doubt, ask your manager!

## Further Advice?

We will continue to provide you with up to date advice we get it.

Should you have any questions in regard to the above, please contact your manager.