

COVID-19 Staff Update No4

31 March 2020



Following the Rules!



In the last few weeks, as the COVID-19 outbreak has progressed we have all been asked to heavily modify the way we live our lives in our own homes and communities. We are all in new territory!

Likewise, at Far North we have been very clear about our compliance with all workplace instructions, policies and procedures.

Our expectation is that you follow all instructions, policies and procedures!

We are relying on our systems to keep us and our community safe and healthy.

The last thing we want, or need, is people working outside of our defined work practices clinically or administratively.

This makes us and our community less safe and ultimately increases the likelihood of exposure to COVID-19.

I can't be any clearer, compliance is the key to our success over the coming months.

Leadership Also Matters!

We all need to be leaders! We need to be accountable and take responsibility for our actions, work with integrity.

We know that we will have challenges, and we will respond to those pragmatically, but this is the time that leaders step up, own the process and we demonstrate by our own behaviours and actions what we expect from others in our workplace and the community.

What we need from everyone!

COMPLIANCE

Compliance with all relevant Federal and Western Australian instructions regarding our obligations as community members.

Compliance with all relevant Federal and Western Australian instructions regarding our role as essential service workers.

KEY INFORMATION

We need to know:

If you are feeling unwell.

If you have been in contact with a suspected or confirmed case of COVID-19.

If you have been asked to Self-Isolate.

WORKING ARRANGEMENTS

If you have a second job, please notify us IMMEDIATELY!

This is not an intrusion on your ability to work elsewhere just a critical piece of information that allows us to maintain a safe workplace.

The success of our 'Supporting One-person Rule' depends on our ability to prevent the spread of COVID-19 through the community.

COORDINATION & COMMUNICATION

It is very important that we use our formal channels of communication so that we can have one source of reliable information.

Those formal lines of communication are your Direct Coordinator during the day, and the On-call Telephone after hours.

Remember the 'On Call' number for all out of office hours EMERGENCIES or if you cannot attend work.

Thanks in advance, Kathy Hough. CEO Far North