

# OLOC STAFF NEWS

Our Lady of Consolation  
Aged Care & Services

ISSUE 5 **SEPTEMBER 2021**



- NOTES FROM THE FMM
- HEALTH & WELLBEING
- TECHNOLOGY

- FOCUS ON
- COMPETENCY REVIEW
- NEED TO KNOW

- EDUCATION
- FRIENDLY REMINDER
- NOTICE BOARD



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Your Editorial Team    Gemma Shorten - Iain Paterson

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# Updates at OLOC

Dear Staff Member,

*A more normal life in six weeks time*

On the weekend, the Premier Gladys Berejiklian told us we can return to something much more like normal life in six weeks time if we are vaccinated. She acknowledged that everyone is tired and flat but she said that vaccination levels are increasing and she pointed out that six weeks goes quickly. I was a bit surprised that this angle worked for me, but it did – I thought okay, we can get through another six weeks, to mid-October, if we can see the prospect of enjoying a more normal life coming soon.

It is a gloomier picture for people who are not vaccinated. It is very likely that more industries and employers will insist that staff be vaccinated and most hospitality venues – cafes, restaurants, hotels – will probably not admit people who are not vaccinated as staff or customers.

The current advice is that the daily case numbers are going to get a little worse before they get better. We need to understand this in advance and not be on an emotional roller coaster linked to daily case numbers.

*A Weekly Lucky Draw linked to Covid testing*

Thank you to all the staff who have been testing onsite and to those in home care who are testing offsite. Already a number of times it has really helped us manage the situation when someone has been identified as a casual or close contact in the community, because we have had updated proof the person involved had tested negative on a particular day after the date of the community exposure.

With Gladys Berejiklian's six week timeframe in mind, for the next six weeks we are having a lucky draw for a \$100 gift card for people testing onsite each week and another \$100 gift card lucky draw for home care staff who are testing offsite. Gemma Shorten collates the list of staff testing each week, so on Friday afternoon each week she will generate a random number for each group using the website random.org. If the number is 98 then the gift card goes to the person who is 98th in alphabetical order on the list of staff who have tested and they have the same choice of gift cards as we offered in the recent all staff gift card promotion.

*Some facility management changes*

There are a few changes in the management of residential facilities starting this week.

- Maryann Peters will take on responsibility for overseeing all of the nursing home, including St Anthonys.

- Rosalie Cacha will be report to Maryann in her role as the Registered Nurse in St Anthonys.
- Solomon Kebede will work half time with Jenny Fahy and Peter Squire on special projects, to provide support and oversight across all facilities. He will also be working closely with the clinical governance team.
- To make this possible, Minal Trivedi will take on an extended role in Assunta as the Registered Nurse and Solomon will continue to be manager of that facility but will drop back to working half time in that role.

These changes are to help us continue to manage quality outcomes for residents and will be in place initially until Christmas.

*National Summit on Women's Safety*

I want to acknowledge the start of a National Summit on Women's Safety. Prime Minister Scott Morrison, in addressing the summit this morning, said "Right now, too many Australian women do not feel safe and too often, they are not safe, and that is not OK. There is no excuse, and sorry does not cut it."

Unfortunately, this issue is one that crops up from time to time in every work place, including our own. When it does we never have any simple, easy answers that we can offer and we are reminded just how unfair and frightening domestic violence and the threat of it is. So let us hope that this summit is the start of some real change, including priority funding for more safe housing and support options in a crisis.

*Our EAP*

On the weekend, the Chairman of Lifeline John Brogden said one thing that has worked well in the pandemic has been that more people have been asking for help when they needed it. I hope you are travelling ok, but if you are struggling for any reason there is help available through our Employment Assistance Program. This is a free service and no one at OLOC is aware that you are using the service. You can ring 1800 818 728 or make contact through their website at [www.accesseap.com.au](http://www.accesseap.com.au).

Barry Wiggins  
Chief Executive Officer

## What a Month!

**After the last few weeks, I think I can be forgiven for feeling a bit shocked and a bit numb about what is happening in the world.**

Firstly, we have had our ongoing lockdown because of COVID and this seems to be telling us that the virus has the upper hand until we can get most people vaccinated.

Secondly, the United Nations issued a dire climate warning for the world – and I have to wonder if we really understand the consequences of climate change and whether enough people really care.

And thirdly, there has been the very sad withdrawal of western forces from Afghanistan, the senseless killing of innocent people in a bomb blast and I have seen the fear on the faces of Afghani people staying on there, as they wonder what their future will be.

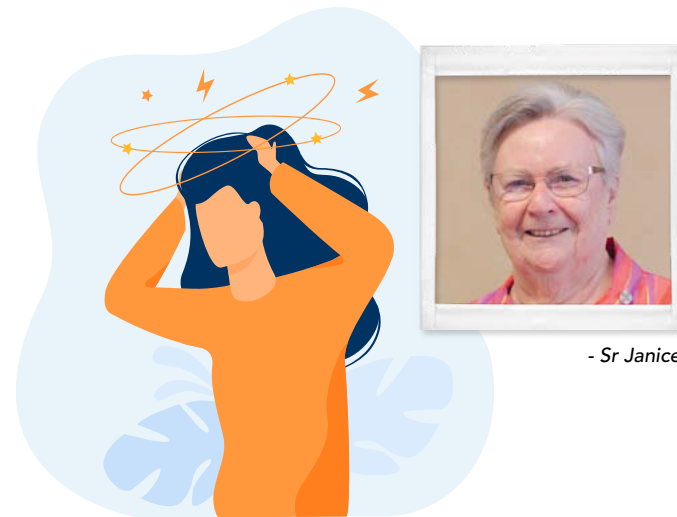
### No More Suffering Please

Eventually I got to the point where I said to myself “no more – I cannot cope with any more suffering in the world”. It was then I realised that things were getting on top of me and so I started reading, searching for a sign of hope, a sign of love.

The first encouraging thing I found was from a favourite book called “Man’s Search for Meaning” by Victor Frankl. The author was a Holocaust survivor and later became a psychiatrist and writer. He is inspiring because even though he saw his family and many of his friends die during the Holocaust, he was able to survive and grow as a person in his later life. One of my favourite quotes from this book is:

***“The one thing you can’t take away from me is the way I choose to respond to what you do to me. The last of one’s freedoms is to choose one’s attitude in any given circumstance.”***

So I thought I should try out this perspective....



### Challenge No 1:

I have no control over the coronavirus pandemic or when the lockdown restrictions are going to end. But... I can control my attitude and how I choose to interact with other people in this lockdown. (Ok, I didn’t say it was easy!?)

### Challenge No 2:

I cannot change the fact that there is usually some dreadful suffering happening somewhere in the world, but I can control my reaction to it. I might have to admit (and take comfort from) the fact that I am just a very small cog in the big machine that is the world and that all I can do is pray for people in those situations.

A second writer suggested that I should embrace my inner vulnerability and suggested that this would allow me to be more compassionate - to myself and to others. To be honest, I am not sure whether this advice works for me.

You probably know I love sport, so you won’t be surprised that my third source of hope and light was the coverage of the Olympics. There were some special moments and it was great to hear our swimming star Cate Campbell say “I’m a person first and swimmer second”. It was a reminder that most of us don’t ever win gold medals – but we are still special and important.

Likewise, we don’t have to be controlled and flattened by challenging things that happen around us or that we learn of. If we look a little further, there is always another way forward. If we look hard enough we will find love and meaning in our life.

## What to do when you don’t want to do anything

**Some days it’s hard to find the motivation to do anything. You might feel tired, irritable or just disinterested in the things you typically enjoy. The occasional period of feeling this way is perfectly normal and usually a sign that you need to take a break and rest.**

It’s important on the days where we don’t feel like doing anything that we check in with ourselves and make sure we have what we need to feel okay. Sometimes it could be hunger, thirst, tiredness or even just the lockdown blues. By taking steps to shift your mood you may find yourself more motivated, inspired and interested.

Here are some of the things we can do to help motivate ourselves.

### Take a Break

If you’re feeling like you don’t want to do anything, it’s usually a sign that you’re stressed or burned out. Letting go of your expectations for the day and taking time to focus on taking care of yourself is the best thing you can do. Even the smallest act of self-care like stretching or taking a break with a cup of coffee can help put you in a better frame of mind.

### Be Kind

Self-compassion is key. It’s essential to understand that this experience is part of being human, accept your feelings and allow yourself the space and time that you need. Research has actually shown that self-compassion can help improve motivation.

### Plan Something

Even if you don’t have the motivation now, planning something for the future might be the key to getting you restarted. Thinking about a future project or trip gives you something to look forward to and get excited about, helping increase your motivation as you anticipate the reward of those activities.

### Go for a Walk

Taking a walk outside combines the benefits of exercise and spending time outdoors. Having contact with nature is linked to better wellbeing, mood and increased happiness. You just might surprise yourself by walking further than you intended.

### Start Small

When it comes to summoning the energy to carry out a task, getting started is often the hardest part. Instead of overwhelming yourself with a long list of tasks, pick smaller things that you can achieve and then do them. Starting with something small is often enough to get the ball rolling. Small tasks might include doing the dishes, making the bed, answering an email or even paying a bill.

If none of these ideas work for you, look for something that might be better suited to you, like listening to music, reading a book or meditating. If you’ve tried all of these and you’re still feeling lethargic or listless on a more regular basis, it may be time to reach out to a doctor or therapist. Remember that it is always okay to ask for help.

*If you need someone to talk to, OLOC has a free and completely confidential Employee Assistance Program available to all staff. Call 1800 818 728 or you can contact them through their website at [www.accesseap.com.au](http://www.accesseap.com.au)*

# Health & Wellbeing

## Move More

**Our movements may be restricted and our typical physical activity routines are now a distant memory, but there's still no excuse to stop moving.**

As we spend more time at home under restrictions, our daily activity routines may not look like they once did. Many of our work out venues have been closed for some time now and as we spend our days travelling to and from work, we're not getting the incidental exercise we used to from running errands and weekend events.

But it's more important than ever to stay active as we continue to develop a lockdown induced sedentary lifestyle. While we can't go to the gym, walk outside of our 5km radius and for some, spend more than an hour outdoors, there are still many ways we can add more activity into our days while sticking to the rules. It is time to make our movement more meaningful...

### Know What You Already Do

Often, we think we're a lot more active than we actually are. Recording your planned and incidental activity for a week will prove how much physical activity you really do. By mapping out our movements each day we can learn where we can make improvements and reward ourselves for the activities we already do.

### Move More

Incidental exercise is a great way to add more physical activity into your day. Finding and creating opportunities to move more and sit less has many benefits. From housework to simple changes, there are plenty of ways to build more movement into your day and here are just a few:

- Park further away from your destination
- Go for a lunchtime walk
- Hang clothes on the clothesline instead of using the dryer
- Take the stairs
- Mow, mop or sweep to increase your heart rate.

### Minimise Sitting Time

Research has shown that people who sit for long periods of time have a higher risk of chronic disease. Sitting less will help to improve your health and wellbeing, and by breaking up long periods of sitting, we help reduce our total sedentary time. There are easy ways to minimise sitting time, for example, stand while you talk on the phone or read, schedule reminders on your phone stand up and stretch, and minimise your screen time, by blocking time for social media and turning off devices and televisions when you're finished with them.

### Plan to be Active

Start a new routine by setting your alarm clock, telling your family what you're going to do and scheduling reminders on your phone. By planning to do physical activity at a regular time every day or week, it is more likely to become a habit and part of your routine. Going for a walk, jog, bike ride or even tuning into a live streamed fitness class are all activities that can be easily added into your life even during restrictions.

*Establishing a new routine and healthy habits can take time, but setting goals, making yourself accountable and making plans can help. The Department of Health has online resources that can help you plan and track your progress, including activity and meal planners. Click on <https://healthyweight.health.gov.au> for more information.*





# Technology

## Service NSW

As we become more reliant on the Service NSW app for our everyday movements, we're taking the time to run through the travel permits and app, so you can access the information you need, when you need it.

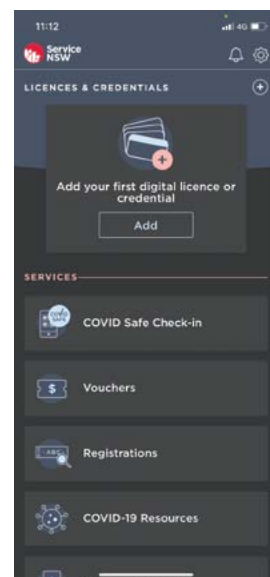
### Service NSW App

The Service NSW app is particularly helpful when you're logged into a Service NSW account. Having an account can streamline the check in and out process, as well as providing you with an easily accessed history log of all the places you've checked into recently.

Having a Service NSW account makes the check-in process far simpler;

- When you are logged into your account, your details are already remembered and there is no need to enter any information.
- After you are logged into the app, you will stay logged in for 4 hours.
- The app sends check out reminders every two hours to ensure you check out on time. These notifications don't require any action if you are still in the building, i.e. at work; just make sure you check out when you do leave.
- Records up to 28 days of recent check-in information.

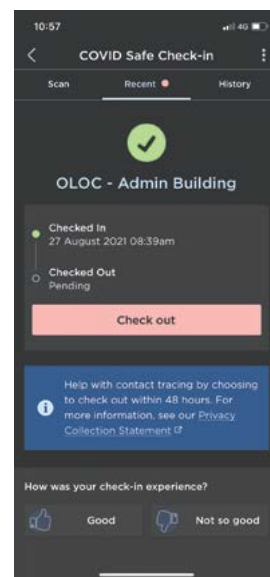
### Using the Service NSW App



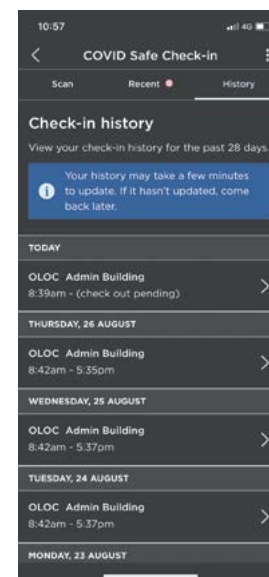
Log into your Service NSW account on the app  
Click 'COVID Safe Check-in'



**Scan**  
Opens up to a camera where you can scan the Service NSW QR codes to sign in. *Note: Using your device's in-built camera on a Service NSW QR code will also direct you to the app.*



**Recent**  
Your current check in status is available under this tab. A red dot next to the title indicates that you are currently checked in somewhere. **Use this tab to check out.**



**History**  
Your check-in history is available under this tab. Check in and out times are displayed with the dates.

## Authorised Worker Travel Permits

As of Saturday 28th August, all essential workers must have a current Service NSW travel permit. **These permits last 14 days, so it is essential that you update your permit every fortnight using this process.**

To organise a permit go to <https://www.service.nsw.gov.au/nsw-travel-address-check>

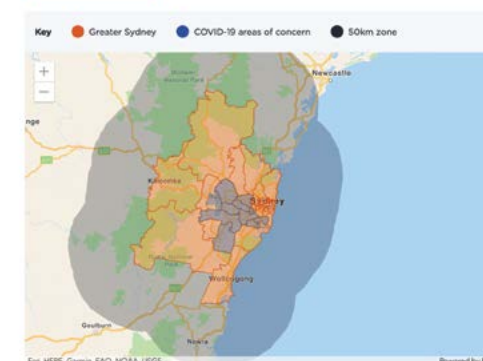
### Get started

To check if you need to register your travel within NSW, enter the address you're starting from, and the address you're planning on travelling to.

Enter the address you're starting from

Enter the address you're going to

Check travel



**You must register before you travel.**  
You are travelling in an affected area in Greater Sydney from one local government area of concern to another.  
**Before you travel**  
You must have a reasonable excuse to leave home. Check the [COVID-19 rules](#) for your area.  
If your travel involves a nominated visitor (your singles bubble), [register your COVID-19 nominated visitor](#).

- To get started enter your address and your destination into the search box and click 'Check travel.'

- Click 'Register before you travel'
- Click **Register online** and log into your Service NSW Account and fill out the registration form.

After you complete these three steps, check the email account attached to your Service NSW account to receive your proof of registration pdf which includes details of your travel and an individual QR code.

You will need to keep a copy of this form with you every time you travel to and from work (or for work) and be able to present it to a Police Officer if requested.

### NOTE:

*The Travel Permit process is new and may change at any time. Keep an eye out for any updates or changes to these processes.  
If you have trouble using the Service NSW app or require further information, contact Service NSW on 13 77 88.*

## Change Your Clock, Change Your Batteries

Time to introduce you to a simple lifesaving habit,  
something that you might like to share with your clients.

### What is the Law?

NSW legislation stipulates that smoke alarms must be installed on every level of your home. This includes owner occupied homes, rental properties, relocatable homes, caravans and campervans or any other residential building where people sleep.

### How Should A Person Maintain Their Smoke Alarms

- > **Every month:** Test your smoke alarm batteries every month by pressing and holding the test button for at least five seconds until you hear the beeps.
- > **Every six months:** Vacuum dust off your smoke alarms every six months. Keeping your smoke alarm free of particles to help reduce false alarms and ensure smoke can easily reach the internal sensor.
- > **Once a year:** Replace lead or alkaline batteries every 12 months. A good way to remember is to replace them when you change your clocks at the start of Daylight saving.
- > **Every 10 years:** All types of smoke alarms should be removed, replaced and disposed of at least every 10 years.

### Specialty smoke alarms:

Strobe light and vibrating smoke alarms are available for people who are deaf or hard of hearing. For more information contact the **Deaf society of N.S.W** on (02)8833 3600 or visit: [https://deafsociety.org.au/equipment/page/smoke\\_alarms](https://deafsociety.org.au/equipment/page/smoke_alarms)

Fire & Rescue NSW can also assist the elderly or those physically unable to change a smoke detector battery. For that kind of support, contact your local fire station.



### Thinking About our Home Care Clients

We check our clients smoke alarms every 3 months and if required we can also send out a handy person to replace batteries. It is still worth suggesting to clients to that if **"Change your Clock Change Your Batteries"**.

### Keep in Mind

On average, 21 deaths occur in residential fires across NSW every year. Based on NSW fire investigations research study, one third to half of those fatalities may have been prevented if the homes had working smoke alarms and had practiced home escape plan.

Daylight savings starts on Sunday 3rd October 2021. This is a good time to start a simple life saving habit of testing or changing the batteries in your smoke alarms.

### EDUCATION CALENDAR

#### OCTOBER 2021

WEDNESDAY 6TH	Wellness Centre Fire Safety
TUESDAY 12TH	Alverna Fire Safety
WEDNESDAY 13TH	St Joseph RN Meeting St Joseph Staff Meeting St Helens Staff Meeting
TUESDAY 19TH	Alverna Staff Meeting
WEDNESDAY 20TH	St Francis RN Meeting St Francis Staff Meeting Assunta Staff Meeting
THURSDAY 21ST	Laundry & Maintenance Fire Safety
FRIDAY 22ND	St Helens Fire Safety
THURSDAY 28TH	St Anthony Staff Meeting

#### NOVEMBER 2021

FRIDAY 5TH	St Francis Fire Safety
WEDNESDAY 10TH	St Joseph RN Meeting St Joseph Staff Meeting St Helens Staff Meeting Community Care Fire Safety
TUESDAY 16TH	Alverna Staff Meeting
WEDNESDAY 17TH	St Francis RN Meeting St Francis Staff Meeting Assunta Staff Meeting
TUESDAY 23RD	Main Kitchen Fire Safety
THURSDAY 25TH	St Anthony Staff Meeting

### COVID-19 INFECTION CONTROL TRAINING

COVID-19 INFECTION CONTROL TRAINING IS AVAILABLE ONLINE. PLEASE ENSURE THAT YOU HAVE COMPLETED ALL MODULES AVAILABLE.

The course covers the fundamentals of infection prevention and control for COVID-19 and is necessary for all staff.

As you complete the modules you will receive a certificate, please provide Sonja with a copy for her training records.

<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>

**Please note:**  
Training can be added or cancelled at short notice.

**Please contact**  
Sonja Paynter on  
Ext. 494 if you have  
any enquiries.



## DIRECTIONS TO FIT AND REMOVE P2 MASK

### Fitting P2 Mask



1. Before putting on the respirator P2 mask, wash hands for at least 20 seconds with soap and water or rub hands together thoroughly with alcohol-based hand sanitiser.



2. Position the label side of the P2 respirator outward and orient the respirator so that the foam nose bridge strip is at the top.



3. Push outwards to unfold the respirator P2 mask while holding onto the edges, being careful not to touch the area that will be in contact with the nose and mouth.



4. Position the respirator over the nose and mouth and place one earloop over each ear.



5. Mould the nose bridge wire to the bridge of the nose and while pinching the nose bridge in place stretch the bottom of the respirator over the chin.



6. Press along the edges of the respirator to maximise the seal.

**Avoid touching the respirator while using it;** if touched, clean hands with alcohol-based hand sanitiser or soap and water.  
**Replace P2 respirator if it becomes torn, broken or obviously contaminated;** never reuse single-use respirators.

### Removing P2 Mask



1. Wash hands with soap and water or alcohol-based hand sanitiser before removing the respirator.



2. Remove the P2 respirator by unhooking the ear loops, taking care not to touch the front of the respirator which might have become contaminated.



3. Discard immediately in a closed bin and clean hands with alcohol-based hand sanitiser or soap and water.

## Staff Testing Clinic

**The onsite Covid surveillance testing clinic is now available for staff at Rooty Hill.**

The clinic makes testing convenient while helping reduce the risk for you and your families and for our residents and clients. While the testing is not mandatory, it is highly encouraged that you use it twice a week if you are working directly with residents.

### IMPORTANT NOTE:

*The surveillance testing is not for people who are feeling unwell. If you are experiencing any symptoms you must notify your manager and be tested at an NSW Health testing clinic.*

### Testing Clinic Information

Nursing Home Staff  
Tuesdays & Fridays

Hostel Staff  
Mondays & Thursdays

Admin Staff  
Tuesdays

6.00am - 9.00am for  
Night & Morning Shift

2.15pm - 3.15pm for  
Afternoon Shift

Located behind the  
Administration building in  
the Alfresco area

Weekend staff can be  
tested by the after-hours  
managers.

You will need to bring your mobile phone and Medicare number.

When you arrive at the clinic, please make sure you check in using the OLOC QR code.

*Please note that this is not a Service NSW QR code and you will not need to check in using the Service NSW app. This QR code can be read using your phone's camera or a QR reader app.*

 Our Lady of Consolation  
Aged Care & Services

**Please Check In  
Before Entering**

Covid Testing Clinic



*Check in and  
get tested for  
your chance to win  
a \$100 gift card  
each week.*

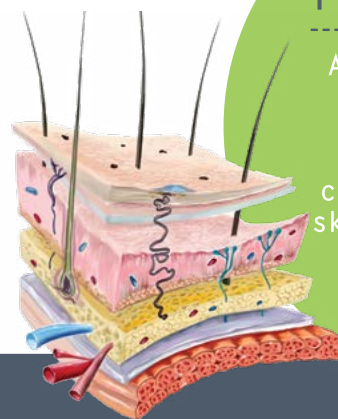
## Wound Staging

Effective treatment of pressure injuries and skin tears depends on their stage or classification. The staging system used to classify wounds provides a consistent method of assessing, documenting and communicating the extent of the injury.

### Classifying pressure injuries

For pressure injuries, examine the:

- location, size and depth of the pressure injury
- appearance of the wound bed
- condition of the wound edges and surrounding skin
- odour, amount and types of exudate
- level of pain and discomfort



### WHAT IS A PRESSURE INJURY?

A pressure injury is damage to the skin and underlying soft tissue. The injury can present as intact skin or an open ulcer.

The pressure comes from outside the body.

### Pressure Injuries Stages

Pressure injuries can be classified using a staging system:

<b>STAGE 1</b> 	<b>STAGE 2</b> 
<b>STAGE 3</b> 	<b>STAGE 4</b> 
<b>UNSTAGEABLE</b> 	<b>SUSPECTED DEEP TISSUE INJURY</b> 

### Skin Tear Stages

Skin tears can be classified according to the Skin Tear Audit Research (STAR) classification system:

<b>CATEGORY 1A</b> 	A skin tear where the edges can be realigned to the normal anatomical position (without undue stretching) and the skin or flap colour is not pale, dusky or darkened.
<b>CATEGORY 1B</b> 	A skin tear where the edges can be realigned to the normal anatomical position (without undue stretching) and the skin or flap colour is pale, dusky or darkened.
<b>STAGE 2A</b> 	A skin tear where the edges cannot be realigned to the normal anatomical position and the skin or flap colour is not pale, dusky or darkened.
<b>STAGE 2B</b> 	A skin tear where the edges cannot be realigned to the normal anatomical position and the skin or flap colour is pale, dusky or darkened.
<b>CATEGORY 3</b> 	A skin tear where the skin flap is completely absent.

### WHAT IS A SKIN TEAR?

'a traumatic wound occurring principally on the extremities of older adults, as a result of friction, shearing and friction forces which separates the epidermis from the dermis or which separates both the epidermis and the dermis from underlying structures.

### Classifying skin tears

For skin tears, examine the:

- location and duration of skin tear
- size and depth
- wound bed characteristics and percentage of viable and non-viable tissue
- type and amount of exudate
- presence of bleeding or haematoma
- degree of flap necrosis
- integrity of surrounding skin
- signs and symptoms of infection
- associated pain

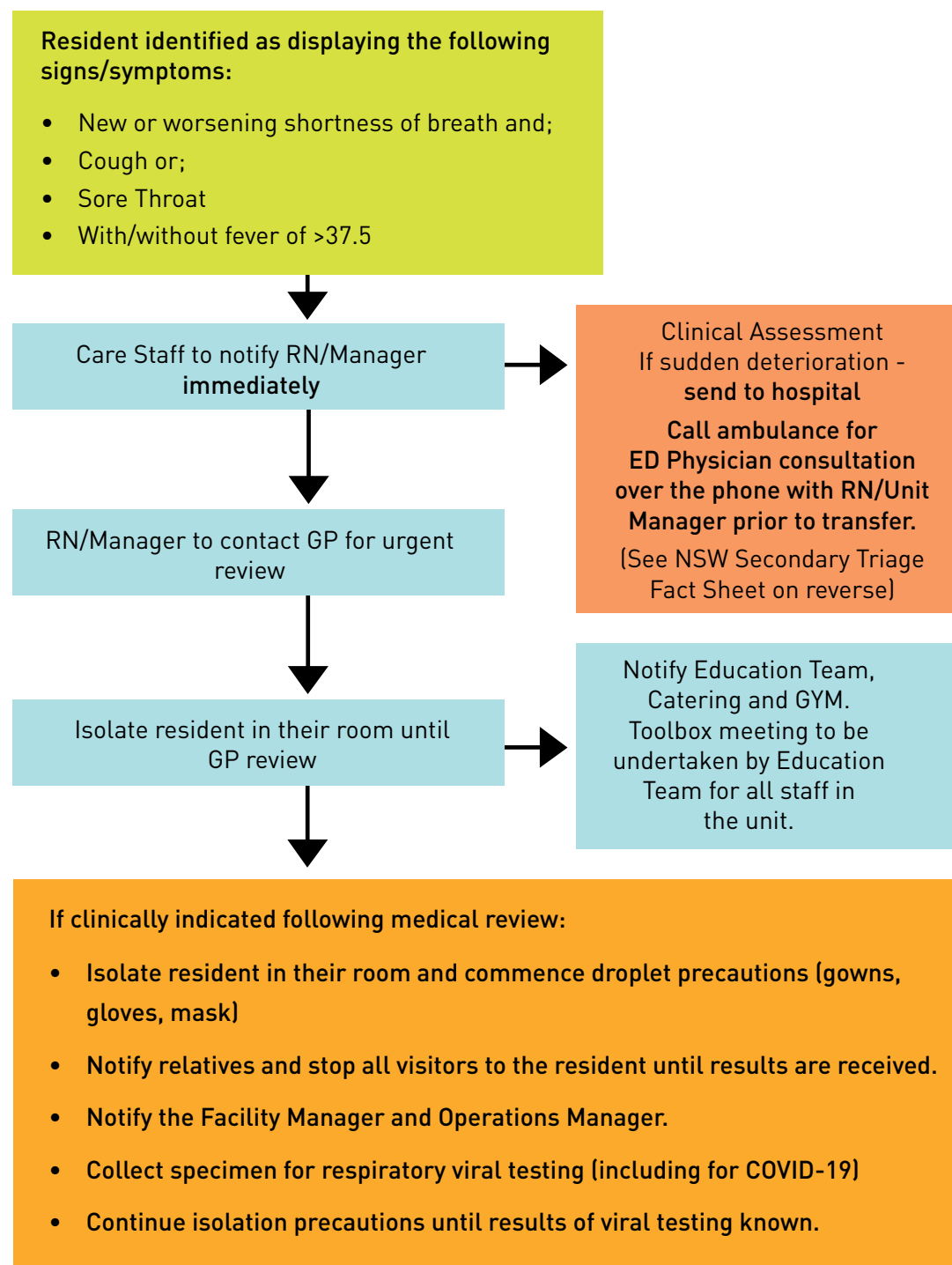
### STAR Skin Tear Classification System Guidelines

1. Control bleeding and clean the wound according to protocol.
2. Realign (if possible) any skin or flap.
3. Assess degree of tissue loss and skin or flap colour using the STAR Classification System.
4. Assess the surrounding skin condition for fragility, swelling, discolouration or bruising.
5. Assess the person, their wound and their healing environment as per protocol.
6. If skin or flap colour is pale, dusky or darkened reassess in 24-48 hours or at the first dressing change.



## Attachment 1

### IMMEDIATE IDENTIFICATION AND MANAGEMENT OF RESIDENTS WITH SUSPECTED COVID-19



Date written: May 2020

Authorised by: 

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## Attachment 2

### INITIAL RESPONSE FOR A COVID-19 OUTBREAK

#### STEP 1

- **Contact Operations Manager (9832 5418) or Quality & Performance Manager (9832 5406) ASAP for further instructions**
- **Lockdown the Unit where the resident with the confirmed case of COVID-19 resides immediately.**
- **Ask all residents to stay in their rooms.**
- **Arrange for staff to commence applying full PPE when attending any resident.**

#### STEP 2

RN Manager/Unit Manager to brief **ALL STAFF WORKING ON THE SHIFT** about:

- the confirmed case of COVID-19.
- that **ALL RESIDENTS NEED TO BE CLOSELY MONITORED** for signs of ILI; and,
- **ANY SIGNS OF ILI TO BE REPORTED** to the RN Manager/Unit Manager immediately.

#### STEP 3

RN Manager/Unit Manager to identify if any visitors or external allied health personnel are in the unit and ask them to:

- **leave immediately as a pre-caution;**
- **isolate themselves at home as a precaution; and**
- **consult their own GP - the Public health Unit may also contact them.**

#### STEP 4

The Operations & Development Manager and/or Quality and Performance Manager contacts and convenes the **Outbreak Management Team (OMT)**

The OMT consists of the CEO, CGT & Business Operations Manager.

Responsibilities are allocated as follows:

- **Resident, Relative/Representative, Staff and Media Communication** – CEO *Barry Wiggins*, Quality & Performance Manager *Peter Squire* and Administrative Support Manager *Iain Paterson* (CEO to notify Board Members)
- **PHU contact** (Quality & Performance Manager *Peter Squire*)
- **Operational Coordination** (Operations & Development Manager, *Jenny Fahy*, Leisure & Hotel Services Manager *Kylie Tonks*, Maintenance Supervisor *Daniel Lancaster* and the Facility Manager of the area involved). Includes management of bulk swabs, isolation procedure coordination, unit coordination, additional staff and equipment requirements (refer to the COVID-19 folder on the S drive for further operational/ contacts information)

Date written: August 2021

Authorised by: 

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## Attachment 2 continued

### STEP 5

Operations and Developments Manager/Quality and Performance Manager to organise COVID-19 (swab) testing of ALL RESIDENTS AND STAFF in the Unit where the resident with the confirmed case of COVID-19 resides.

### STEP 6

#### Communications Team to:

- **Contact ALL STAFF that work in the Unit** where the resident with the confirmed case of COVID-19 resides and direct them to make themselves available for COVID-19 (swab) testing As Soon as Possible (time and place to be advised).
- **Contact ALL Relatives/NOKs in the Unit** where the resident with the confirmed case of COVID-19 resides.

### STEP 7

The Quality Team to commence contact tracing process in consultation with the PHU.

NSW Public Health Unit Contact details New South Wales 1300 066 055 or 9840-3603 (Parramatta) 9.00am to 5.00pm 7 days – after hours 8890-5555 (Westmead) and ask for transfer to the Public Health On-call or Page.

### STEP 8

Review of initial response by the OMT and plan ongoing management based on swab results staff & residents to enact one of the following options:

- Hospitalization of unwell residents
- Continue individual /unit isolation
- Move unwell residents to a Covid specific wing
- Covid-19 specific takeover of the St Anthony's unit

Date written: August 2021

Authorised by: 

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## Attachment 3 POSITIVE COVID-19 RESULT

**POSITIVE COVID-19 RESULT**  
Check ACP & COVID-19 addendum, if applicable

### TRANSFER TO HOSPITAL

- Notify Operations Manager (9832 5418)
- If unable to contact Operations Manager, contact Quality & Performance Manager (9832 5406)
- Notify Facility Manager
- Notify GP of transfer

- Transfer to HOSPITAL for review/treatment (following consultation with resident/NOK)
- Remember to confirm with Ambulance Service that the resident is COVID-19 positive
- Close & lock the residents room. Do not allow entry until full deep clean attended

- Identify & isolate (full PPE) any residents who have been in close contact with the positive resident and arrange for them to be swabbed
- Identify staff who have been in close contact and place on leave immediately until their swab results are known

### BEGIN TRACING:

Compile a list of all contacts (over the last 48 hrs)

- Who the resident was in contact with
- When they had contact
- What type of contact they had

### IF HOSPITAL TRANSFER REFUSED

- Contact Operations Manager (9832 5418) or Quality & Performance Manager (9832 5406) ASAP for further instructions
- Notify Facility Manager
- Continue isolation with full COVID PPE
- Identify & isolate any residents who have been in close contact with the positive resident and arrange for them to be swabbed
- Identify staff who have been in close contact and place on leave immediately until their swab results are known
- Notify GP

### BEGIN TRACING:

Compile a list of all contacts (over the last 48 hrs)

- Who the resident was in contact with
- When they had contact
- What type of contact they had

### NOTE:

*Copies of the flowcharts are located in every nurses' office and treatment room.*

Date written: August 2021

Authorised by: 

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# Notice Board

## - EMPLOYEE ASSISTANCE PROGRAM (EAP)

ACCESS Programs have been engaged by OLOC to provide an Employee Assistance Program for staff members. They provide confidential, professional and free counselling for work related, family and personal problems. Through access to qualified counsellors, our staff have the opportunity to identify problems and find the best way to resolve them. You can contact ACCESS to make a confidential appointment on: **1800 818 728**.

## Support FMM Sisters' Projects in Indonesia and Ethiopia

Please complete the following form by ticking the box next to your preferred option and inserting your personal details and signature in the space provided: Commence Fortnightly Payroll Deduction Form:

I \_\_\_\_\_  
(insert name in block letters) hereby authorise:  
(Tick the box below that applies):

☐ \$2.00 or

☐ \$ \_\_\_\_\_ (Alternative amount per fortnight)  
to be deducted from my fortnightly pay to assist the  
FMM Sisters in HIV/AIDS Education in Ethiopia.

I authorize this deduction to commence from my next  
available pay until such time as I notify otherwise in  
writing or until the project ceases.

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Bundy No./Payroll ID \_\_\_\_\_

**MANAD**  
SUPER USERS

SONJA PAYNTER  
JULIE KOBERLER  
SOLOMON KEBEDE  
MARYANN PETERS  
CYNTHIA CALUBAD  
HEIDI GHER  
NENITA RONQUILLO  
ANDREA EL BOUSTANI  
ROBYN DICKENS

**PUBLIC**  
**HOLIDAYS**  
**NSW**  
**2021/2022**

**Labour Day**  
Monday 4 October 2021

**Christmas Day**  
**25 December (Day in lieu)**  
Monday 27 December 2021

**Boxing Day**  
**26 December (Day in lieu)**  
Tuesday 28 December 2021

**OLOC nominated Public Holiday**  
**in lieu of Bank Holiday**  
To be nominated

**New Year's Day (Day in lieu)**  
Monday 3 January 2022

**Australia Day**  
Wednesday 26 January 2022

**Good Friday**  
Friday 15 April 2022

**Easter Saturday**  
Saturday 16 April 2022

**Easter Sunday**  
Sunday 17 April 2022

**Easter Monday**  
Monday 18 April 2022

**Anzac Day**  
Monday 25 April 2022