

Your health, wellbeing and safety is paramount to Ashbrook Apartments. We are currently preparing for a possible outbreak of Coronavirus (COVID-19) to ensure that we are ready to act immediately should a suspected or confirmed case be declared at Ashbrook Apartments. This preparation includes constant review of our existing policies and procedures, increasing infection control protocols and training, maintaining strong communication lines with residents, families and staff and evaluating our supply chains. Ashbrook is also preparing to undertake a controlled simulation of an outbreak to evaluate our response and preparedness.

We acknowledge the uncertainty and heightened community concern associated with the spread of COVID-19 and the impact this has on you as you work to provide outstanding and reassuring care to the residents in our village. We also recognise that you may have questions around the impact this could have on your employment should the village experience an outbreak. We have detailed below answers to possible questions, noting that the relevant Department of Health (state or federal) has ultimate jurisdiction over the management of the village during an outbreak and all directives issued by the Department must be adhered to.

What happens if there is a suspected or confirmed outbreak at The Ashbrook?

If there is a confirmed or suspected case of COVID-19, Ashbrook Apartments will commence immediate outbreak management procedures adhering to Ashbrook's strict quarantine guidelines, appropriate use of personal protective equipment (PPE), infection control protocols and isolation of resident(s) and/or staff as required and directed by Ashbrook's procedures and policies and/or the relevant Department of Health.

What happens if I return from a country with mandated 14 day isolation?

As the government is constantly reviewing and updating its guidance on the countries that require mandated isolation, currently 14 days, it is important to keep up to date with this information if you are travelling and returning from overseas. Your manager will be asking you what country you have returned from and travelled through. If you return from any of the countries nominated by the Australian government, you will not be able to attend work until you have completed mandated isolation and you do not display any symptoms of COVID-19 infection. Once you have finished isolation, you will be required to get a medical certificate of clearance from your GP or treating health practitioner and provide this to your manager on your return to work. The time in isolation can be taken as **personal or annual leave.**

If you come into contact with someone who returns from a country with a mandated isolation period, we request that you notify your manager immediately to discuss your circumstances.

Please note isolation periods may be varied by the Department of Health.

What if I work with another Aged Care provider with a suspected or confirmed case of COVID-19?

If you become aware or are advised that there is a suspected or confirmed case of COVID-19 at another workplace you work at you must inform your manager immediately before coming to work. Your manager may ask you where you work, if you have been in direct contact with the affected resident(s) and/or staff and when. You may be able to come to work but this will be reviewed and decided by your manager in consultation with Senior Management. Ashbrook Apartments reserves the right to direct you not to attend for work at The Ashbrook and/or complete an isolation period and return to work only subject to medical clearance.

What can you do to help?

We ask that you keep your manager informed at all times if you become unwell with suspected influenza symptoms. It is absolutely critical that you adhere to Ashbrook's infection control protocols.

Whilst there is no vaccine for COVID-19 yet it is absolutely vital that you vaccinate against Influenza this season. You will be provided with information very soon on our annual Influenza Vaccination program. Vaccination is the best way to help protect against influenza outbreaks.

How can you protect yourself and others from getting sick?

- Adhere to Ashbrook's Infection Control procedures at all times and raise any concerns with your manager immediately;
- Wash your hands regularly with soap and warm water, for a minimum of 20 seconds. If water is not available, use an alcohol based hand rub;
- When coughing and sneezing cover your mouth and nose with flexed elbow or tissue, and dispose of the tissue immediately; and
- If you have a fever, cough and difficulty breathing seek medical care early and share your travel history with your health care provider.

For an informative video regarding COVID-19 and implication on the workplace, please see the video prepared by BaptistCare NSW. It is an excellent resource with practical advice.

<https://www.youtube.com/watch?v=zBHdFpbt6Wc>

We will continue to keep you updated and informed of any changes to the information in this letter. We want to reassure you again of our unwavering commitment to your safety and well-being and thank you once again for the wonderful care and support you provide to the residents in your care.