



COVID-19

Manager Bulletin

COVID-19 Manager Bulletin – 30 September 2020

This email is for Monash Health managers.

The COVID-19 pandemic is an evolving situation. This advice is correct as of 30 September 2020.

Message from the Chief Executive

As the prevalence of COVID-19 reduces in the community, we are making changes toward COVID normal, aligned with the state's roadmap, as it is safe to do so.

As managers, you may experience challenges as restrictions are eased. You will need to keep across the changes, help your teams make the necessary adjustments, and stay vigilant to keep everyone safe.

Yesterday we updated our visitor restrictions so that we can provide patients with the opportunity to receive visits from loved ones. Our updated visitation rules allow one visitor per day for adults and two visitors for children in most situations. However, as we care for people with a wide range of needs, rules vary by area. Please familiarise yourself with our [updated visitation guidance here](#).

At yesterday's Employee Forum, Chief Operating Officer Martin Keogh outlined the safe and steady return to 75 per cent capacity of elective surgery. With the additional great news that Casey's Day Surgery Unit has opened and will enhance our ability to deliver endoscopy services.

Our Executive Director Capital and Infrastructure, David Ballantyne, shared the latest information about improving the check-in and use of our shared spaces. There are more details below, and extensive information is available on the [Shared Spaces page of the coronavirus website](#).

Our Health Service Incident Command Team has been liaising with DHHS and considering what the trigger points will be for making adjustments to our model of care and PPE requirements. I look forward to sharing more details on these shortly.

Thank you again for your tireless work as we work through these complexities towards COVID normal.

Andrew Stripp
Chief Executive

Priorities this week:

- Visit the BI Portal and **ensure your team has completed the Employee Workplace Declaration form**. Individual team members who have not completed the declaration survey will receive a reminder email this week.
- **Nominate your next STAR award winner** – the nomination closing date is extended to Friday 16 October, with a new category for Excellence in Occupational Health, Safety and Wellbeing.
- **Replace existing check-in and shared spaces posters with the updated versions**. See below.
- **Check your shared spaces data in the BI Portal** to view and track the occupancy and capacity of the shared spaces in your area.
- Take some time out and **watch the presentation on memory and stress**.
- **Encourage your team to join Thursday's employee forum on mental health trends** during COVID-19, which may be a good conversation starter.

Key messages

Shared Spaces Update

We are updating and improving the check-in and use of our shared spaces. These changes include introducing room-specific QR Codes to facilitate faster check-ins, updated signage, safety checklists, and a new, simplified online check-in form for QR code users.

We ask managers to take a leadership role to use the new posters, tools, and checklists to ensure rooms in your area are not at or exceeding their capacity.

- New check-in posters (with specific room names and unique QR Codes) should replace the existing posters in your area and are now available on our Reference drive, at **R:\ShareSpacesQRPosters**. The new posters are sorted by site/campus and separated into 'Break Room' and 'Meeting Rooms and Office Spaces' with distinct safety checklists.
- A paper-based check-in form is available from the [Shared Spaces page](#). Managers are required to collect, scan, and digitally file records at **G:\COVID Tracing Shared Spaces** daily. Folder management information is available within the same G-drive folder.
- A [Shared Spaces BI Dashboard](#) is now available and accessible to you. Check-in data will be updated daily and will allow you to view and track the occupancy and capacity of the shared spaces in your area.

For more information, resources, and FAQs, please visit the [Shared Spaces page](#).

Employee Workplace Declaration form – everyone must declare

Eighty per cent of employees have already completed the employee workplace declaration form, which is a great start; however, the Department of Health and Human Services requires **100 per**

cent completion. All employees must complete the [Employee Workplace Declaration form](#), even if Monash Health is their only employer.

Those who have not completed the declaration form will receive a reminder email this week. Please visit the BI Portal to ensure your team has completed it and encourage them to get it done as soon as possible; it is a very quick task.

Changes to visitor restrictions

We have updated our visitor restrictions and details of who can visit where and for how long. Details are available on the [Monash Health website](#).

Screening, wearing appropriate masks, and social distancing are still required at all times, so please continue to remind employees and visitors of the essential measures to keep everyone safe from virus transmission.

Excellence in Occupational Health, Safety, and Wellbeing STAR award

This quarter we are excited to announce the new award category: '**Excellence in Occupational Health, Safety, and Wellbeing**'. This category recognises an individual, group or team who have put health and safety at the heart of the way they work.

Have you observed a team or individual performing with excellence or delivering something extraordinary? Now is the chance to nominate them in any of the eight categories. Nominations for the July to September quarter of the STAR Awards program are open and **close Friday 16 October**.

PPE training available Mondays, Wednesdays, and Fridays

Face-to-face PPE training is available on Mondays, Wednesdays, and Fridays. These training sessions continue to be a vital component of our infection prevention protocol. [View training details here](#).

Car parking deductions reimbursement

If employees have been working exclusively from home or at a temporary off-site COVID-19 location without dedicated employee parking, they may be eligible for reimbursement of car parking deductions.

They can apply either when they return to work on-site permanently, or at the end of each financial quarter, with the current period ending 30 September 2020.

If eligible, they need to [complete a form](#) and then send it to you for approval.

Managers should [complete a spreadsheet \(available online\)](#) for bulk refunds and submit this by logging a Payroll query via the Payroll Homepage.

For any further queries, please contact Payroll Services on 9265 2700.

Additional break spaces are coming to Clayton, Dandenong, and Casey

We are also pleased to announce new break spaces will become available at Clayton, Dandenong and Casey. We appreciate the importance of access to meals and break areas while working on-

site. These additional spaces will be marquees, installed over the coming weeks, that allow for safe, easy access and ensure appropriate social distancing.

Additional spaces will become available at:

- **Clayton** – balcony area outside of Ward 32 (completion expected Friday 2 October)
- **Dandenong** – ICU courtyard and ED courtyard (completion expected Friday 2 October)
- **Casey** – underneath Special Care Nursery (completion expected Friday 9 October).

We would also encourage employees across our sites to use existing outdoor areas, such as courtyards, for meal breaks during the warmer months of the year.

Positive leadership

Take a [look at the most recent Manager Briefing](#) for a practical take on Positive Leadership, with Linda Neitz, Senior Manager, Organisational Development and Learning.

Linda talked about building a thriving, high-performing team, moving beyond problem-solving, and maintaining performance. Needless to say, it takes some work.

Linda referenced some research by Professor Kim Cameron. You can see [a bit of what he has to say](#) in [various presentations](#) he has online, behaving in a way that inspires others to move from 'ok' to positivity and vitality, focusing on the future.

Aboriginal and Torres Strait Islander employment

Did you know one-third of Victoria's Aboriginal people live in our catchment? We treat more Aboriginal patients than any other health service.

Having employment that represents the make-up of our community means we are better able to provide culturally appropriate care and build trust in the community.

Dr Robert Roseby, Respiratory Paediatrician/Aboriginal Health Working Group, Director Aboriginal Health, Dan Carter, and Business Partner, People and Culture, Luke Dinon, [spoke to managers recently](#) about the Aboriginal and Torres Strait Islander Recruitment Procedure and the policy that sits behind it. The talk gave a better understanding of how this helps us deliver a better health service. Please take a look at the presentation when you get a chance to see why this is such an essential element of our approach to employment, and supports us to be an employer of choice for Aboriginal and Torres Strait Islander people living in our area.

Memory and stress – some helpful advice

While we all have so much going on, it's not surprising that an increasing number of people are seeking help for memory problems. Being worried about memory is common, with a significant percentage of the population, across various age groups, expressing concern about their memory, with many describing themselves as forgetful.

At a recent employee forum, Dr Brian Long, Acting Deputy Director, Psychology and clinical neuropsychologist, spoke about the effect of stress on memory and provided advice on managing minor memory problems. You can [watch Dr Long's presentation](#) on the coronavirus website for employees.

Encourage fellow managers to sign up

If you are concerned someone you know should be receiving the bulletin in their email and isn't, please [send them this link](#) and encourage them to sign up. [All previous editions](#) are available on the coronavirus website.

Ensure you are working to the most up-to-date advice

Ensure you are working to the most up-to-date advice by referring to the [Monash Health Employee Coronavirus website](#). To make accessing the site quicker, you can create a shortcut on your smartphone by [following these instructions](#).

All managers are requested to use these updates in discussions with their teams and then disseminate relevant information at stand-ups and handovers.

As advice and information evolve, please consult the latest updates and visit the [Department of Health and Human Services](#) and [Monash Health COVID-19 website](#) for employees regularly for the latest.
