

General Information

- a) If you have “respiratory symptoms” (Cough, Fever, Sore throat) – please access the Alfred web site, Staff page, COVID19 self-assessment. This will provide an (instant) email response to your query and advise you what to do.
- b) Please keep up to date with your emails daily as information and advice is changing on a daily if not hourly basis.
- c) If a staff member is identified as COVID19 +ve – we would be guided by the ID team as to what to do and when
- d) You may have seen increased security at the lifts – this is to do with limited numbers and hours of visitors for patients.

New Policies, Procedures, Alerts or Reminders

- e) Northern pathology referral work expected to remain at similar levels to current in the short term

Rosters / Staffing / Recruitment / Communication

- f) Flexible hours will be considered on a case by case scenario – come with prepared suggestions to Steve or Wendy
- g) IF 0800 staff wish to move to 0700 start, OR, 11:00 staff wish to move to 14:30 start – please let management know. (haem.lab.managers if longer term, direct communication if shorter term)
- h) We are looking to set up mass text message or phone tree or remote-email alert for quick communication with all staff
- i) There are no plans to change the structure of the lab roster at this point, however staff may be asked to be flexible to cover essential shifts and duties.

OH&S or Environmental issues

- j) In order to reduce traffic of clinical staff to the lab, all haematology registrar and consultant staff working on the wards have been informed to phone rather than visit the lab where possible.
- k) The hospital is actively managing cleaning supplies however 30 spray bottles for 70% alcohol are on order in case we have a sanitising shortage. Please treat all surfaces as potentially infectious
- l) Please utilise PPE always and treat all samples/surfaces as potential infectious
- m) Separation strategies are becoming more obvious around the lab eg tea room. Please try to limit face to face interactions and be aware of social distancing at all time.
- n) Please start considering your own management strategies for stress or duress during the next few weeks and months. If anyone is aware of any good resource sites, feel free to bring them to Steve / Wendy’s attention or drop anonymously in the Kronos box
- o) A reminder that the staff Employee Assistance Program is available to all employees and free of charge and confidential. The number is 1300-360-364 available 24/7

Staff concerns or suggestions for future “group consultation”

- p) x

IT issues / Network Alerts / Trials / Projects / Efficiencies

- q) Looking at buffer tablets for malaria stain
- r) Bone marrows markedly reduced and only by approval by consultants
- s) A focus on morphology training
- t) Elective surgery has been cancelled except for category 1 cases
- u) Platelet aggregations cancelled unless approved by Sue or Mandy only.

New Staff / Social Events / Congratulations / Conference applications

- v) Free coffee at McDonalds
- w) 50% off at Nando’s
- x) Coles offering early entry 7am til 8am Tuesdays / Thursdays
- y) Lyn has gone on maternity leave – we will be doing a collection. Gift suggestions welcome.