

General Information

- a) Congratulations to all staff for their proactive use of PPE and personal distancing activities.
- b) 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. *Please remember to advise us if you won't be attending work.*
- c) Please keep up to date with your emails daily as information and advice is changing on a daily if not hourly basis.
- d) If a staff member is identified as COVID19 +ve – we would be guided by the ID team as to what to do and when
- e) Please complete your MTS modules – there are numerous educational ones of interest
- f) No cellular or plasma products to be returned to BB if they have been in a high risk clinical area
- g) Wipe down the boxes of products that are returned
- h) BB has implemented “single staff member - single phone- single space” Please wipe down your area when leaving your workstation.
- i) Information about COVID19 at the Alfred can be obtained via the daily dashboard – guidelines and reports
- j) COVID Testing currently has a 24-30 hrs TAT, with results communicated via ID if positive, or text if negative screens from the COVID clinic
- k) Pathology is looking for ideas of how to reduce staff exposure eg 2 teams of staff. Thoughts welcome on how we could do this
- l) Easter leave and pay – see Wendy's email earlier this week. Best to see Steve or Wendy in person.

New Policies, Procedures, Alerts or Reminders

- m) D-Dimer now set to auto-dilute 1in10. If required, reflex to 1in20 & onwards, 1in10 profile has been deleted
- n) Remember to keep left over DDimer reagent in fridge – box with parafilm tops
- o) AT3, PrC, PrS all now 24/7. Install mini-reducer at reconstitution. 2ml QC assayed to be on board 24/7

Rosters / Staffing / Recruitment / Communication

- p) Flexible hours available if required – by individual consideration. See Wendy or Steve.

OH&S or Environmental issues

- q) Plastic trays on order for high risk bone marrows
- r) Where possible please cap all samples being centrifuged to reduce possible aerosol exposure.
- s) 70% ethanol bottles around – use for cleaning hard surfaces if required with a tissue

Staff concerns or suggestions for future “group consultation”

- t) Please feed-back any of the managers, face to face, written or anon in the Kronos box

IT issues / Network Alerts / Trials / Projects / Efficiencies

- u) New log in available. Try “gahaematol2” and “R3db100d2” – lets us know what isn't working. (That's zero zero in the password and not oh-oh)

New Staff / Social Events / Congratulations / Conference applications

- v) Happy Birthday to Gaby