

From: Sam Romeyn
Sent: Friday, 20 August 2021 4:57 p.m.
Subject: Covid Level 4 Update for Support Workers 20 August 2021

Hello again everyone. We hope you are all managing the extra complexities of life at this time.

UPDATE FRIDAY 20th AUGUST 2021 (For your quick reference new information today is entered in green.)

The whole of New Zealand is at Level 4 Lockdown until 11.59pm on Tuesday 24th August.

**** Please continue working if you provide Essential Personal Cares to Clients ****

This includes necessary personal care like showering/bed sponges, toileting, medication support and meals.

It is essential that Support Workers wear masks, and apply Best Hygiene practices of handwashing before and after supporting all tasks (gloves on/off, Personal Care, meals, meds etc)

**** All non-essential care has been suspended ****

Reminder – all non-essential care has been suspended while we are in Alert Level 4 **and will be the same when we go to Alert Level 3**. This includes just about all housework tasks, shopping, supervision, outings and community activities.

If you are unsure whether you should be going to your Clients just give us a ring in the office to confirm. No activities should be undertaken that aren't a high priority.

****TRAVEL****

When you are travelling for work you might need a document to prove you are an essential worker. Please contact the Employee Support Team - est@homesupport.co.nz during office hours if you are working and would like a letter and we will arrange to email or print one for you.

Covid Tracer App

You can manually log your whereabouts, when you go to a Client's address/home. Good to do this now, or scan available QR codes.

Bubbles

Please keep to limited bubbles and encourage others not to enter your bubble unnecessarily.

PPE

PPE is available **Monday to Friday** from **Whangarei** Office (7am – 5pm) and **Kerikeri** Office (8am to 4pm). **Remember, PPE will only be issued to Support Workers who are actually working. If you are currently on leave please save our limited supply of PPE for those who are working.**

Monday 23rd August PPE pick ups:

Kaitaia: 11am to 12 noon - outside People's Centre

Russell: 9.30am to 10.15 am - outside Four square

Paihia: 10.45am to 11.30am - In main carpark, by Countdown

Kawakawa: 12noon to 12.30pm - By Caltex

Kaikohe: 2pm to 2.30pm - under the Big tree, Broadway Health

Further details will be posted on our website as processes change <https://www.homesupport.co.nz/page/covid-19>. Under Alert Level 4 our offices are closed but staff will be there to provide you with your PPE. **Please let us know if you are running low and can't come to either office so that we can arrange a drop off.**

Safety reminder - ask at the door before entering – is the Client well? If not, please phone the Office for further instructions.

DHBs recommend you undertake a STOP and WATCH for every visit, and escalate appropriately, as older people may have less typical symptoms.

DHBs also recommend that you ask has anyone in the household been in any of the sites of interest?

Remote Worker App users

If you still have a non-essential visit showing up on your app (we may not have gotten to all to suspend them in time) then please start the visit, load a note that the shift wasn't worked as it is non-essential, and finish the visit. You can then move on with any other Essential Care shifts.

Payments for non-worked shifts

Both the Ministry of Health and our DHB have indicated that we will be paid for un-worked/non-essential shifts, so we are confident that we will be able to pay you for what you would have worked. Complete your timesheets with hours worked only, and we will have a record of the rest of your usual (unworked) shifts that have been suspended as not essential.

We are still awaiting advice about what Government-funded Covid-19 leave support will apply to Support Workers who cannot work. Currently we have 23 Support Workers who cannot work. Your pay will go through on Thursday next week like normal.

Previous Update

Check our website if you want to read previous days updates, which had more information about symptoms and testing <https://www.homesupport.co.nz/page/covid-19>

COVID-19 Vaccinations

The vaccine rollout is intended to protect us all from COVID-19. Your having the vaccine will help to keep you, your family, your friends, your colleagues and our Clients safe.

As one of Northland's disability service providers, all our staff are NOW eligible for the vaccine. You can book using ***bookmyvaccine.nz***; when you get to the question ***Are you in Groups 1, 2, or 3*** tick yes in the box. You will then be able to book your vaccination. Alternatively, you can call **0800 282 926** and book over the phone.

In early July we told you about some funding that's been made available to reimburse Front-line Support Workers who have received their two COVID-19 vaccines. To be paid this funding, you need to complete the Claim Form we sent to you and return it to Payroll. The Form and further information about the reimbursement is also available on our web-site and from our Offices if you are unable to print the Form at home.

The funding, per vaccine, is 1.5 hours at your normal hourly wage and 10km return travel at in-between travel rates (58.5c per km). This means that after you have had both your vaccines, in due course we can pay you 3 hours at your normal wage (less PAYE, Kiwisaver and any other deductions) plus 20km return at 58.5c per km. We can't claim for individual Support Workers, we can only claim for you as a group. **The final cut off date for us to claim this funding is the end of October 2021.** This means that you will need to get your completed Form back to us **by 9 a.m. on Tuesday 26th October 2021 at the latest please.**

As per the MoH requirements, we will be retaining the vaccination information from the Vaccination Confirmation Form, on your employment record. **If you have had both Covid vaccinations**, we may disclose this information from time to time, to vulnerable Clients who request this information. If you **do not consent** to us to sharing this information with Clients, please let us know this when you return your form.

There's information about the Vaccine, Vaccinations and Links to Official websites on our website <https://www.homesupport.nz/page/covid-19>

Covid testing

This is available by calling your GP or medical centre. Northland health website has testing sites listed on their website: <https://www.northlanddhb.org.nz/home/covid-19/covid-19-northland-hub/northland-community-testing-centres/> . Please advise us if you or someone in your bubble has needed to be tested so we keep everyone safe.

Final tip

If you are ever in a situation where our updates don't cover your Covid 19 queries / circumstances then please contact our office.

Thank you for helping us to keep our Clients safe and supported during this time.

Stay safe and check back on our website for updates.

**The Management Team
Home Support North Charitable Trust**