

# HealthylivingNT

## Staff Meeting Minutes

Tuesday 3 May 2022 @ 3pm

**Present:** Janice, Mary, Sharron, Anne, Evelyn, Laila, Tammy

**Apologies:** Leanne, Shani, Danielle, Mengying, Mel, Anissia, Lee Ann, Anna

**Accept Previous Minutes:** Janice, Anne

**Previous Action items:**

### Business Arising

Name	Action	Status
Educators	First Aid and CPR training	Completed
HPM	HPM to update first aid HPM kit new to be purchased	In progress
All	TM2 database replacement process consultation	In progress
Shani	GPS tracker issues	Completed
Staff	Flu shot booked for afternoon 6 May	In progress

### General Business

- Consultation has started on new client database, meeting with consultant and have engaged him in process of selection. New database research has begun and should be finalised shortly as a first step in process of identifying a new client database.

### Corona Virus (COVID19) Issues

Updated CHO directions – see new screening form <O:\COVID-19\Covid Consent Form\A0104 Screening and Consent Form - Diabetes Group Education 0422 V9.0.pdf>

- Changes to close contact rules, only unvaccinated, symptomatic or under 12 will need to isolate.
- HLNT staff, visitors, clients – close contacts please do not come into HLNT to mitigate risks. Close contacts of active COVID-19 cases not to attend the office either clients, visitors or staff.
- HLNT Staff masks N95 or P2 to be worn for workplace.
- People who have had COVID-19 must wear a mask in office for 7 seven days after they clear the isolation period.

### Discussion points for wearing N95/P2 masks in the office to prevent spread of COVID-19;

- Current recommendations for wearing masks are aimed at high risk settings, indoor settings when physical distancing isn't possible and people with COVID or close contacts. Is it reasonable to mandate staff to wear these when they are physically distancing within the office i.e. sitting at their desks and not having any contact with other clients/visitors?
- All staff are tripled vaccinated and some staff have already had COVID
- People at higher health risks or who personal concerns can continue to wear masks to ensure ongoing protection from COVID
- What is the timeline/decision making process for ending this mask mandate based on?
- What is the reality of long-term mask wearing and people's behaviour, for example, how often people remove or touch their masks & faces because they are uncomfortable with the masks or struggling to communicate clearly on the phone etc.
- Unless people are sanitising their hands before and after removing/replacing masks, plus not leaving masks on desks/tables, any infection will potentially spread anyway. Reinforcing basics of

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hand hygiene, physical distancing and only using masks when necessary, helps with ongoing compliance of regulations. People in general are getting tired of it, this needs to be taken into consideration.

- In high risk situations it is justified, outside of this it needs to be based on the current health advice, any specific workplace requirements, which is clearly explained to everyone as to why it needs to continue and what the process is for an end date.
- Masks are removed to eat in tearoom where physical distancing is often less than the general office.
- Protecting the public within our workplace is our priority but personal protection and decisions around this should involve collaboration and preserve our individual rights of choice where appropriate in this context.
- CEO reaffirmed masks reduce risk of interoffice protection and HLNT was in a grey area considered as a health clinic – under CHO directions. Likely mask mandate will remain in place until CHO directions are lifted.

## **Booster Vaccination, NT Rapid Antigen Testing and Distribution Points:**

- Businesses, workers or community can collect Rapid Antigen Tests for free NT Health – East Arm

## **Quality**

- Quality next meeting 16 May 2022
- Staff discussion HLNT Strategic Goals 2021-24 [HLNT strategic goals 2021-24.pdf](#)
- 7<sup>th</sup> Edition V1.1 updated standards further discussion [O:\QUALITY\Quality 2021-2023\1.1-1 QIC Health and Community Service Standards 7th Edition Version 1.1 .pdf](#)

## **Standing Items (Items include webpage, IT, HR, Policy & Procedure reviews)**

- **Status of Staffing** –
- **Staff Movements** –Danielle away sick with COVID last week & this week, Leanne and Anissia on holidays back tomorrow, Mengying is sick with COVID, Mel is away sick.
- **Drivers Licence** – check driver's license is current, provide copy to admin.
- **Ochre card** – Ensure update Ochre Card within 3 months of due date, provide coy to admin.
- **Healthy Living News & Territory Way** –.TW148 in editing process, HL enews out shortly.
- **Social media** – send any items to Danielle and Lee Ann – Heart Week!
- **Monthly Activities** – enter all activities with times and details TM2 database.
- **OH&S issues/Building Issues** – external issue with itinerant camping and rubbish. Check toilets and rubbish bins after each group.
- **Risk Assessment** –.nil.
- **Ensure after groups** – up after each group, reminder safety and COVID protocols.

## **Alice Springs Business**

- Staff trip to Alice Springs Sharron, Laila – 19 May Touching Base
- Daniel will go down to Alice Springs in June to relieve Janice.
- 3.50 pm Log off

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## Darwin Business



### New Action item

Name	Action	Status
HPM	HPM to update first aid HPM kit new to be purchased.	In progress
Tammy	TM2 database replacement research for consultation.	In progress
Admin	TM2 database restored admin staff backfilling data for usage	In progress
All Staff	Masks remain in place for all Staff in office.	Ongoing

## Meeting closed

- 3.55pm

## Next meeting

17 May 2022

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## Staff Meeting Minutes

Tuesday 17 May 2022 @ 3pm

**Present:** Anne, Anna, Tammy, Leanne, Evelyn, Chrissie, Mel.

**Apologies:** Lee Ann, Mengying, Mary, Anissia, Laila, Sharron, Janice

**Accept Previous Minutes:** Mel, Anne

**Previous Action items:**

### Business Arising

Name	Action	Status
HPM	HPM to update first aid HPM kit new to be purchased.	In progress
Tammy	TM2 database replacement research for consultation.	In progress
Admin	TM2 database restored admin staff backfilling data for usage	In progress
All Staff	Masks remain in place for all Staff in office.	Ongoing

### General Business

- TM2 diary restored and client data has been entered by admin. Educators are still updating notes.
- Rewording of HLNT Strategic Goals 2021-24 discussed.
- Lee Ann has good numbers for kids program, needs further support staff to help.
- Discussion of Bill Raby about Bula Bula, Ramingining in Arnhem land grant for kinship map – women and children, which will be printed as a poster and displayed in our waiting room.
- GDM numbers are high; this week's group is full and may need to program extra group.
- Abbott Metres are difficult to order at moment, so need to be careful on usage with GDMs.

### Corona Virus (COVID19) Issues

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- HLNT Staff masks N95 or P2 to be worn for workplace.
- People who have had COVID-19 must wear a mask in office for 7 seven days after they clear the isolation period.

### Booster Vaccination, NT Rapid Antigen Testing and Distribution Points:

- Businesses, workers or community can collect Rapid Antigen Tests for free NT Health – East Arm
- Flu vaccinations where done for staff 6 May. Mary has vouchers for flu vax at Wizard Pharmacy. Certificates to go to Shani for uploading in HR partner.

### Quality

- Quality next meeting 20 June 2022

### Standing Items (Items include webpage, IT, HR, Policy & Procedure reviews)

- **Status of Staffing** – seeking Educators Alice Springs positions.

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- **Staff Movements** –.
- **Drivers Licence** – check driver's license is current, provide copy to admin.
- **Ochre card** – Ensure update Ochre Card within 3 months of due date.
- **Healthy Living News & Territory Way** –.TW148 in editing process, HL enews distributed. Next TW 149 planning for September edition Education meeting.
- **Social media** – send any items to Danielle and Lee Ann.
- **Monthly Activities** – enter all activities with times and details TM2 database.
- **OH&S issues/Building Issues** – Roof has been looked at and leaks to be fixed and replace damaged tiles and ceiling of toilets, Billie fixed in shop 3. Reminder to check toilets and rubbish bins after each group.
- **Risk Assessment** – CHO directions and safety precautions.
- **Ensure after groups** – clean up after each group, reminder safety and COVID protocols.

## Alice Springs Business

- Staff trip to Alice Springs Sharron, Laila – 19 May Touching Base.
- Daniel will go down to Alice Springs in June to relieve Janice.
- Log off 3.50pm

## Darwin Business

- Run taps in building during dry to remove smell – conference room, disabled toilets etc.

## New Action item

Name	Action	Status
HPM	HPM to update first aid HPM kit new to be purchased.	In progress

## Meeting closed

- 3.45 pm

## Next meeting

31 May 2022