

HealthylivingNT

Staff Meeting Minutes

Tuesday 4 October 2022 @ 3pm

Present: Anne, Mary, Tammy, Janice, Helen, Anissia, Laila, Evelyn, Mel, Kaye, Karen

Apologies: Shani, Karen, Anna, Chrissie, Danielle, Mengying, Toni

Accept Previous Minutes: Evelyn, Mel

Previous Action items:

Business Arising

Name	Action	Status
All Staff	Updated CHO directions 14 October 2022	Discussed
Mary	Fire drill demonstration next meeting – Darwin & Alice Springs	In Progress
Chrissie	NDSS Health Professional portal ensure Kaye and Anissia online	In Progress

General Business

- AGM 22 October 2022 and Board meeting on 15 October 2022
- Darwin Endocrinology Centre from 20 October, Dr Chitturi will be relocating his private practice to HLNT Tiwi office to deliver one private clinic per week - Thursday afternoon, from consult 6. HLNT will provide admin support. Mengying, Danielle and Anna will provide co-ordination.

Corona Virus (COVID19)

National decision to cease isolation from 14 October, awaiting CHO directions, updates to our screening.

[CHO directions issued September 2022 in place through to June 2024](#) refer to document links

- [Face masks must worn in high risk settings including hospitals, GP clinics and remote clinics](#)
- If you have COVID-19 and do not work in a high risk place, isolation period is 5 days as long as you are symptom free. The following two days required to wear a face mask in public.
- Close contacts required to test within 3 days and at day 6. Close contacts required to wear a mask when in public. Remains a notifiable virus by law.
- People who have had COVID-19 not considered a close contact for 28 days after leaving isolation.

HLNT current policies through to June 2024

- Screening processes remain in place.
- Close contacts must not enter office and staff who are close contacts are to work from home. Close contacts are allowed back into the office on day 6 following a negative test.
- If you get COVID-19, you must not enter office for 7 days and you must be symptom free before returning. You must wear a mask for the following 7 days when in the office or delivering a service on behalf of Healthy Living NT.
- Face mask continue to be worn when in a high risk setting such as a remote clinic, and when the client requests that you do so. Educators confirm with clients in individual consultations.

Booster Vaccination, NT Rapid Antigen Testing and Distribution Points:

- 4th dose recommended for 30 and above, also drop in Casuarina Health
- 3 months from date of infection once had COVID – Moderna or Pfizer.

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Quality

- Quality next meeting 17 October 2022

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

- **Status of Staffing** – New staff Darwin Cardiac remote filled Caroline Aitkens starts Monday 10 October and new ICLO Jenon Batty 17 October. Still advertising Alice Springs Cardiac position.
- **Staff Movements** – Anissia on leave next week.
- **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** – Articles TW150 bumper edition to include Readers stories from past editions.
- **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** – ceiling again leaking in Training Room store room.
- **Cyclical/Emergency Procedures** – evacuation drill next meeting - Darwin and Alice Springs.
- **Risk Assessment** –.
- **Ensure after groups** – clean up after each group, reminder of safety protocols.

Alice Springs Business

- 3.40pm

Darwin Business

- cleaners not doing the best job.
- please report any leaks in ceiling.
- Lights in ceiling going off.

New Action item

Meeting closed

Name	Action	Status
Mary	Fire drill demonstration next meeting – Darwin & Alice Springs	In Progress
Chrissie	NDSS Health Professional portal ensure Kaye and Anissia online	In Progress

Log Off: 3.50 pm

Next meeting

18 October 2022

HealthylivingNT

Staff Meeting Minutes

Tuesday 18 October 2022 @ 3pm

Present: Anne, Mary, Tammy, Helen, Janice, Karen, Mengying, Kaye, Caroline, Mel, Evelyn, Anissia, Shani, Chrissie

Apologies: Anna, Danielle, Toni, Laila, Lee Ann

Accept Previous Minutes: Anissia, Evelyn

Previous Action items:

Business Arising

Name	Action	Status
Mary	Fire drill evacuation procedure – Darwin & Alice Springs	In Progress
Chrissie	NDSS Health Professional portal ensure Kaye and Anissia online	Completed

General Business

- OH&S evacuation procedure discussed – evacuate building including all staff and visitors. Use page all on new phone system report sort message – update procedure.
- AGM 22 October 2022.
- Darwin Endocrinology Centre clinic starts 20 October Thursday afternoon consult 6.

Corona Virus (COVID19)

CHO directions 14 October, National decision to cease isolation, NT updates – changes 11 Nov

National decision to cease isolation from 14 October, awaiting CHO directions, updates to our screening.

- If you have COVID-19 and do not work in a high risk place, isolation period is 5 days as long as you are symptom free. The following two days required to wear a face mask in public.
- Close contacts required to test within 3 days and at day 6. Close contacts required to wear a mask when in public. Remains a notifiable virus by law.
- People who have had COVID-19 not considered a close contact for 28 days after leaving isolation
- Legal requirement to report symptomatic tests
- Significant symptoms do not come into the office. Work from home only with approval of manager and keep a time sheet.

HLNT current policies through to June 2024

- HLNT continues to have duty of care to ensure COVID screening processes remain in place – [circulated new screening – consent form](#).
- Close contacts staff need to advise manager prior to coming into office and have a negative rate test everyday prior to coming into office.
- If client or visitor new screening consent form.
- Take down close contact signage.
- Cleaning regime to stay in place – weekly surface spray to continue, wipes and hand sanitiser.

HealthylivingNT

Quality

- Quality next meeting 21 November 2022

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

- **Status of Staffing** –new ICLO Jenon Batty - Jury Duty to commence 20 October.
- **Staff Movements** – Kaye away 4 weeks, Mel week off Nov, Alice Springs 2-4 Nov – Diabetes summit youth indigenous – ICLO, Toni, Helen & Chrissie.
- **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** – Articles TW150 in editorial process.
- **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** –
- **Cyclical/Emergency Procedures** – evacuation drill - Darwin and Alice Springs.
- **Risk Assessment** –.
- **Ensure after groups** – clean up after each group, safety protocols remain in place.

Alice Springs Business

- 4.05pm

Darwin Business

- Lights in ceiling going off.
- Key safe now being used!

New Action item

Meeting closed

Name	Action	Status
All Staff	National updates COVID 11 November	Progress

Log Off: 4.10pm

Next meeting

1 November 2022