

Template Memo to staff on single site work and the Guiding Principles

To: All Staff

From: [insert appropriate name/title]

Date: [insert date]

Subject: Single Site Work and the NSW Guiding Principles

On 21 December 2020 NSW Health provided advice to residential aged care facilities (RACFs) to:

Minimise staff working across different care facilities. Where ceasing staff movement across facilities is not practical, additional measures should be put in place, such as maintaining records of staff and work locations.

<https://www.health.nsw.gov.au/Infectious/covid-19/Pages/racfs-visits-outings.aspx>

This is in reaction to the COVID-19 cases in Local Government Areas (LGAs) identified as hotspots by the Government. The practice of minimising staff movement is designed to enhance protection for residents and staff from risk of infection. The NSW Guiding Principles have also been put in place to support staff to work at only one RACF during this period until the LGA/s we are located in is/are no longer designated as a Commonwealth hotspot. The [Guiding Principles can be found through this link](#). There is also the Support Hub website that provides information on single site work for RACFs <https://supporthub.agedservicesworkforce.com.au/>

Our aim is to provide as much stability and consistency as possible for our staff and residents during these difficult times. If staff are currently working for more than one RACF, we want these staff to keep working for us as the only RACF that they are working for from [insert date].

Attached is a form for all staff to complete to indicate whether they wish to work only for us from that date and it will also give staff the option to indicate if they want to be provided with more hours of work with us. If staff want more hours of work with us and these can be accommodated, we will provide staff with an agreement to sign which will formally increase their hours of work with us for the duration of the period of working at only one RACF. Please return this form to [insert name] by [insert date].

Should staff decide to not keep working for us from [insert date], we will confirm to them in writing that if they are full time or part time we will consider them to be on leave without pay from that date. If they are a casual employee we will cease to offer them shifts from [insert date] and will commence offering them shifts again after the advice is changed and the LGA/s in which we are located is/are no longer designated as a Commonwealth hotspot/s.

Please know that we appreciate all the hard work done by staff and we know we will have your continued support as we strive to provide quality, safe care and services to our residents.

Should staff have any questions about the above, please contact [insert name].

Yours sincerely

[Insert Manager's name]
[insert Title]

[insert Provider header]

Workforce Planning Form

Name	
Position	

1. I currently work for more than one RACF?

Yes No

If you answered no, you do not have to answer question 5.

2. I understand that it is preferable that I can only work at one residential aged care facility from [insert date] until whenever the LGA [insert provider name] is in is no longer designated as a Commonwealth hotspot.

Yes No

3. The only residential aged care facility that I want to work at from [insert date] until whenever the LGA [insert provider name] is in is no longer designated as a Commonwealth hotspot.

Yes No

If you answered no, you do not have to answer question 5.

4. How many ordinary hours per week do you currently work for us? (insert number)

5. How many ordinary hours per week would you like to work for us? (insert number)

This Form must be submitted to [insert name/position/email address] by [insert date and time].

I have completed this Form and the information that I have provided on it is correct.

Signed

Date