

PLANNING FOR A CORONAVIRUS (COVID-19) PANDEMIC

Business Continuity Plan

With the novel coronavirus (COVID-19) continuing its spread around the world, it has now been declared a pandemic by The World Health Organisation (WHO). In the workplace these events can cause absenteeism and alter patterns of operations and travel. A pandemic isn't an isolated incident but an event that unfolds over time, sometimes spanning many months. Impacts can be minimised by establishing a plan that outlines roles, responsibilities and policies.

A phased approach to this planning has been prepared, to focus on prevention, preparedness, response and recovery.

Paramount to Council planning is the health and wellbeing of staff and the Belyuen Community. These are best served by continuing to follow the expert guidance from the Northern Territory Government and the Australian Government Department of Health.

It is important in the face of COVID-19 that we remain informed and measured in our responses, but highly responsive to changes in the situation. With this approach in mind this document will be adapted as necessary.

The number of confirmed cases and deaths in Australia resulting from Coronavirus remain relatively low when compared to other countries across the world, the numbers are increasing.

Simple precautions and planning can help to try and slow down the spread, Belyuen Council business continuity plan should be able to help protect you, the community and the service delivery.

Please note: Employers must comply with specific health directives issued by NT Health and Commonwealth Department of Health, the continuity plan is to assist the staff, and the community to minimise the risk of spread and to ensure Council can provide essential services during the peak period.

Belyuen Council acknowledges ACTU's original document

INITIATE PHASE

IDENTIFY AND PLAN	WHAT	HOW
<p>OBJECTIVES OF THE PLAN</p> <p>How do we maintain critical operations, minimise impacts on our clients (all community members & Aged Care clients outside Belyuen) and protect the welfare of our staff</p>	<p><i>Belyuen Council's objectives for planning</i></p> <p>A well-designed plan should safeguard staff and keep Council performing its most critical functions during or in the event of an outbreak of COVID-19.</p>	<ul style="list-style-type: none"> • Support the welfare of all staff and clients • Assist in the reduction of the spread amongst staff and by working closely with the community. • Minimise the impacts of this virus on our operations, allowing us to perform our most critical functions and minimise any impacts on our clients.

KEY ORGANISATION	WHAT	HOW
<p>FUNCTIONS & RESOURCES</p> <p>Determine key organisational priorities, and the minimum resourcing required to support these priorities</p>	<p><i>Resourcing</i></p> <p>What staff are operational critical and what staff do we need to plan around.</p>	<ul style="list-style-type: none"> • Prepare for staff absences due to the need to isolate, illness or illness of family members, or more critical events; <ul style="list-style-type: none"> ○ Planning to continue essential services, work and projects. ○ Have awareness of cross functional training/capability of staff to manage absenteeism/delivery of essential services and work. • Provide staff with advice of Leadership responsibilities and points of contact if there is a more critical event. Refer to individual workplaces Work Flows
	<p><i>Critical functions</i></p> <p>What work and projects do we prioritise? What work and projects will we compromise on in the event of a diminished workforce?</p>	<ul style="list-style-type: none"> • Assess what our most critical functions, projects and priorities are for the foreseeable future, and the relevant resources required to deliver these critical functions. Refer to individual workplaces Work Flows


ASSESS WORKPLACE EXPOSURES AND RISK	WHAT	HOW
<p>In the course of their work our staff have varied exposure to people and environments – internal and external.</p>	<p><i>Vulnerable Staff</i></p> <p>Higher risk staff are important to prioritise.</p>	<ul style="list-style-type: none"> • Staff are advised to seek medical opinion as to whether they are considered to be at a considerable risk if they are exposed to COVID-19 • Staff who have self-identified as being of high risk are encouraged to have a Health Plan completed by the Health Centre that provides advise to Council as to the most safest and practical way to mitigate that risk.
	<p><i>Staff travel</i></p> <p>Travel Policy implemented as part of the Prevention /Preparedness Stages</p>	<ul style="list-style-type: none"> • CEO to monitor all work travel to Darwin, Wagait and Dundee. • Encourage staff to utilise phones, face timing, phone conferencing, etc to minimise operational impacts of not being able to travel. • Where work related travel is still permitted such as aged care visits establish clear guidelines and directions about obtaining information where practical before home visiting a client.
	<p><i>Centrelink/ Cleaning/Office based Work</i></p>	<ul style="list-style-type: none"> • Health Department advice regarding hygiene practices and social distances recommendations to defend against the spread of the virus. • Follow Belyuen Council’s Health and Safety Guidelines 1.0
	<p><i>Aged Care Based Work</i></p>	<ul style="list-style-type: none"> • Immediately deploy Australian Government Health Department advice regarding hygiene practices and social distances recommendations to defend against the spread of the virus. • Follow Belyuen Council’s Health and Safety Guidelines 1.0
	<p><i>Civil Works Based Work</i></p>	<ul style="list-style-type: none"> • Immediately deploy Australian Government Health Department advice regarding hygiene practices and social distances recommendations to defend against the spread of the virus. • Follow Belyuen Council’s Health and Safety Guidelines 1.0

	<i>Store Based Work</i>	<ul style="list-style-type: none"> • Immediately deploy Australian Government Health Department advice regarding hygiene practices and social distances recommendations to defend against the spread of the virus. • Follow Belyuen Council’s Health and Safety Guidelines 1.0
	<i>Culture Program Based Work</i>	<ul style="list-style-type: none"> • Immediately deploy Australian Government Health Department advice regarding hygiene practices and social distances recommendations to defend against the spread of the virus. • Follow Belyuen Council’s Health and Safety Guidelines 1.0 • Follow Belyuen School Guidelines for Health and Safety Guidelines
	<i>Sport and Recreation Based Work</i>	<ul style="list-style-type: none"> • Immediately deploy Australian Government Health Department advice regarding hygiene practices and social distances recommendations to defend against the spread of the virus. • Follow Belyuen Council’s Health and Safety Guidelines 1.0
	<i>Other Council areas</i>	<ul style="list-style-type: none"> • <i>Large Office in the Council Room used by Ironbark.</i> • <i>Women’s Centre used by Ironbark for their participants</i> • <i>Community Hall used by Ironbark for their participants</i> • Ironbark to be informed that their staff and participants in the identified <i>Other Council Areas</i> must follow the same Health and Safety Hygiene Guidelines that Belyuen Council Staff follow.
	<i>Additional Measures</i>	<ul style="list-style-type: none"> • Flu Vaccine will be available for all over 60 year old eta early April • Flu Vaccine will be available for all under 60 year old eta early April

	Adopt any further measures which support risk mitigation.	<ul style="list-style-type: none"> • Staff who are experiencing any flu like symptoms its recommended to stay home until advised by a Medical Officer. All staff are encouraged to contact the Clinic as soon as they are experiencing any flu like symptoms. If necessary you will be provided with a sick certificate. The Clinic staff can email the certificate through to your place of work. NOTE – the flu vaccine will not combat COVID19 however it will help reduce the severity and spread of the flu and support immunity and susceptibility to other illnesses.
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REVIEW WORKPLACE POLICIES	WHAT	HOW
We must ensure our workplace policies are considered and adaptable.	<i>Remote work & amended hours</i> Implement flexible workplace and leave policies.	<ul style="list-style-type: none"> • Encourage sick staff members who have acute respiratory symptoms or illness to stay at home or leave work until symptoms have gone and or they are cleared medically. • Immediately provide access to ‘special leave’ should it be needed in addition to existing leave entitlements, for any staff required to self-isolate or who suspects or is confirmed to have COVID-19. This leave should be for 14 days (or any other time advised by the Government) to allow for appropriate isolation. This leave should be regularly reviewed as the pandemic spreads through the community. • If appropriate allow staff to work from home if they are caring for a family member who has acute respiratory symptoms or illness, or in the event they are caring for children who are impacted by school or child care closures. • Staff identified to work from home will be identified in the Workplace Work Flow document
	<i>Workplace priorities/practises</i> Adjust workplace priorities/practises to reflect public health recommendations	<ul style="list-style-type: none"> • Staff to obtain medical certificates to support their request for changing work places and times. Certificates can be for self or for caring for family member. • <i>Staff are required to discuss any work health and safety risks with the CEO to establish if working from home arrangements present any OHS risks?</i>

IMPLEMENTATION PHASE

<p>APPLY INFECTION & CONTROL MEASURES</p>	<p>HOW</p>	<p>WHAT</p>
<p>Before, during and after an outbreak create a culture of workplace wellness</p>	<p><i>Hygiene control measures</i></p> <p>Adopt hygiene guidelines recommended by the Northern Territory and Australian Government Health Departments.</p> 	<ul style="list-style-type: none"> • Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before and after eating; and after blowing your nose, coughing or sneezing. If soap and water aren't available, use an alcohol-based sanitizer that is at least 60% alcohol. • Avoid close contact with people who are sick. • Avoid touching your eyes, nose and mouth. • Cover your cough or sneeze with a tissue, then put the tissue in the rubbish bin. If you are unable to use a tissue, cough or sneeze into your upper arm or elbow. Hand hygiene must be applied after each episode. • Maintain social distancing, at least 1.5 metres, between yourself and anyone who is coughing or sneezing. • If you feel unwell you should stay home. If you have acute respiratory symptoms or illness you should stay at home or leave work and seek medical advice. • If you need to care for a family member who has acute respiratory symptoms or illness, where practical we will support staff working from home. • Clean and disinfect frequently touched objects and surfaces using a regular household cleaning product. • Available office supplies to support measures; <ul style="list-style-type: none"> ○ Sanitizer available throughout the office in all kitchens and bathrooms. Supplies of cleaning products, tissues, gloves and anti-bacterial wipes. • We have placed posters issued by the Government within and around workplaces reinforcing some of these measures.

PLAN TO SEPARATE SICK STAFF	WHO	WHAT
Staff who report having a fever or acute respiratory illness upon arrival to work or who become sick during the workday should be separated from others and immediately sent home.	<p><i>Isolate any unwell staff</i></p> <p>All staff are aware of policies to manage illness in the workplace and the expectation that any staff who feel unwell stay home.</p>	<ul style="list-style-type: none"> • Ensure all staff are aware of Council’s policy and the expectation that sick staff stay home: <ul style="list-style-type: none"> ○ If they have acute respiratory symptoms or illness they should leave work and stay at home and follow the medical advice they have received. ○ If they need to care for a family member who has acute respiratory symptoms or illness, that we support them working from home if applicable.

ANTICIPATE ABSENTEEISM & STAFF MEMBER CONFIRMED CASE/S OF COVID-19	WHO	WHAT
Be ready to adapt organisation practises to maintain critical operations	<p><i>Prepare for staff absences</i></p> <p>Absences resulting from personal illness, caring for ill family members and closure of any school or education facilities, need to be planned for.</p>	<ul style="list-style-type: none"> • Plans to continue the provision of essential services and work. • See Work Place Workflow guidelines • If a staff member is confirmed to have COVID-19, advice will be sought from Belyuen Clinic about what assessments need to be undertaken for other staff. • In the event a staff member has a confirmed case of COVID-19, any return to work would require medical clearance.

ENCOURAGE PERSONAL PREPARDNESS	WHO	WHAT
Our organisation is only as healthy as our staff	<p><i>Staff general health</i></p> <p>Encourage staff to take standard steps to prepare for staying at home if necessary.</p>	<ul style="list-style-type: none"> • Encourage staff to talk with family and friends about self-care arrangements if they were to get sick at home. • Encourage staff to follow directions of medical staff whilst they are home. • Council staff to support each other where ever possible without putting themselves at risk.

INVOLVE PHASE

ESTABLISH A COMMUNICATION PROTOCOL	WHO	WHAT
<p>How will be keep our staff and clients informed and updated</p>	<p><i>Staff and Organisation Communications</i></p> <p>Determine how we will relay information about the outbreak to staff and clients.</p>	<ul style="list-style-type: none"> • Protocol plan <ul style="list-style-type: none"> ○ Ensure staff are aware there is work and planning taking place that involves both a general and specific organisation response to the virus. ○ Commit to updating staff in our weekly Leadership Team meetings, and as required email updates regarding any significant developments. The Leadership Team to have weekly meetings with their staff to keep them updated with Council’s actions. ○ As the situation for COVID-19 changes work areas may be required to meet frequently to ensure that effective communication is maintained during the pandemic period. ○ Staff and Client Confidentiality to be maintained at all times.
DEVELOP A PROCESS FOR ACTIVATING & DEACTIVATING OUR PLAN	WHO	WHAT
<p>What are the key points in time where activation and deactivation and implementation of specific planning will take place</p>	<p><i>Activating our plans</i></p> <p>When and how to activate our pandemic plan</p>	<ul style="list-style-type: none"> • We have already activated several practices set out within our INTIATE and IMPLEMENT PHASES, however some of the practices will need to be implemented more extensively or extremely, hand in hand with the practices set out in our INVOLVE PHASE. • The Leadership Team should discuss the situation weekly at their staff meeting adapting our plans as necessary and meet more frequently in the event of any major developments. • Emergency meetings will need to take place in response to any major developments or any escalation of public health measures announced by the Australian Government. <ul style="list-style-type: none"> ○ These meetings should take place within 1 hour of any announcements made in business hours, or within 2 hours of any announcement outside of business hours. • Events that should trigger emergency meetings and activation of our FULL REMOTE WORKFORCE PHASE would include, authorities providing directives for; <ul style="list-style-type: none"> ○ Specific cautions for anyone with compromised immune systems ○ Cancellation of large gatherings

		<ul style="list-style-type: none"> ○ Childcare Centres or Schools being closed ○ People working from home ● Transferring of any advice regarding change in practices should be provided to staff as efficiently and effectively as possible.
	<p><i>Terminating our plans</i></p> <p>When and how to de- activate our pandemic plan</p>	<ul style="list-style-type: none"> ● Plans will be deactivated in line with the Australian Government or relaxation of public health measures. ● Transferring of any advice regarding change in practices should be provided to staff as efficiently and effectively as possible. ● Deactivation of planning will need to consider staged reintegration of regular policies and practises.

GET INPUT FROM OUR STAFF	WHO	WHAT
Invite feedback and test the plan with staff to detect any critical gaps	<p><i>Staff buy-in</i></p> <p>Our plan is more likely to be successful as a result of getting buy-in from staff.</p>	<ul style="list-style-type: none"> ● Paramount to success through this emergency is to get feedback from staff, clients and other stakeholders in the community.

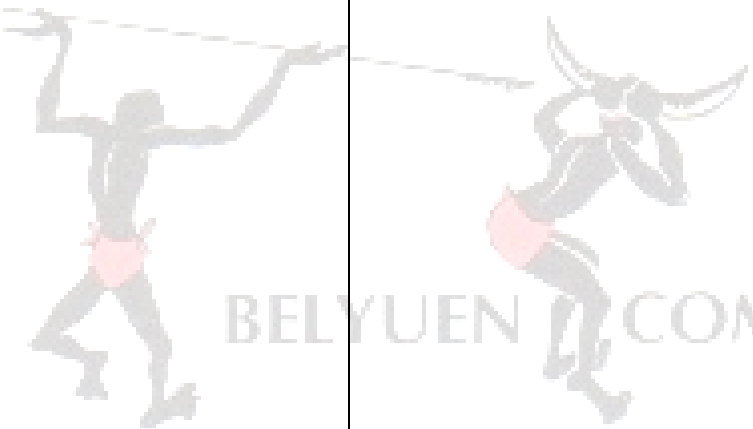
STAY INFORMED	WHO	WHAT
Intensity of an outbreak and advice can vary from one location to another. Facts should not be determined through media sources, rather confirmed via specific authorities	<p><i>Keeping alert to information released by authorities</i></p> <p>It's important to be across international, federal, state and local public health advice.</p>	<ul style="list-style-type: none"> ● The Belyuen Council is utilising the following authorities as it source of truth regarding recommendations, directions, alerts and information regarding Coronavirus from the <ul style="list-style-type: none"> ○ Australian Government Health Department ○ Northern Territory Government Health Department ○ Northern Territory Department of Local Government ○ Local Government Association of Northern Territory (LGNT) ○ Belyuen Health Centre

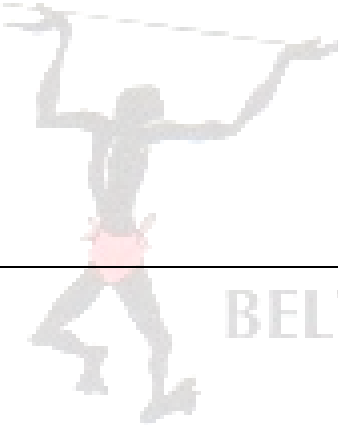
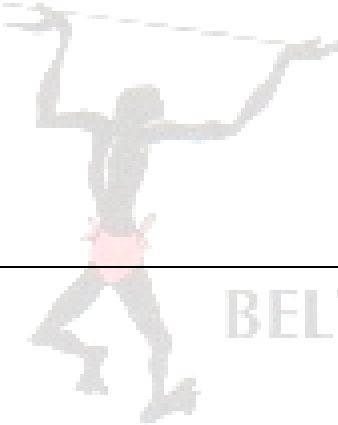
PEAK PHASE (WORK PLACE CLOSURE)

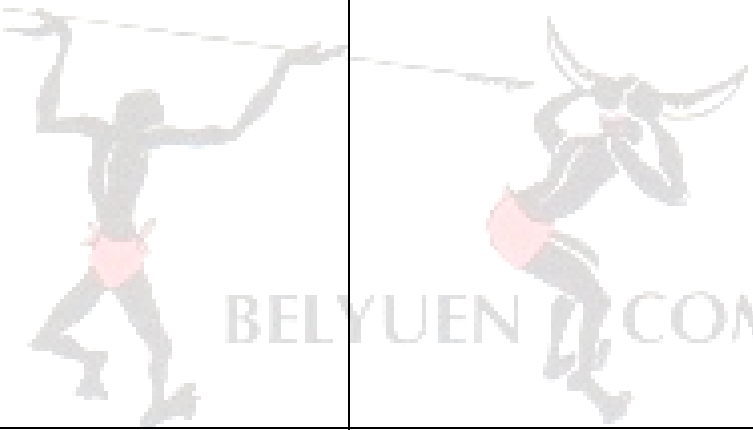
	WHO	WHAT
	<i>Triggers that will result in the closure of work places.</i>	<ul style="list-style-type: none"> • If a staff member is diagnosed with COVID-19, assuming they have had contact within the 14 days preceding their diagnosis, the following steps will be taken; <ul style="list-style-type: none"> ○ The entire organisation will be notified immediately by the CEO. ○ The Work Place would undergo a high clean following the advice and guidelines provided by the Department of Health. ○ Staff who are concerned about the exposure of COVID-19 should follow the advice from health Authorities.
		<ul style="list-style-type: none"> • A degree of absenteeism would be expected in this phase. Staff will be provided direction regarding critical work and projects. • Under direction of the CEO it may be possible for a staff member to work remotely, if this was to occur staff would be responsible for safe guarding of all Council equipment.
UPDATE NO.1 23/3/20		
	WHO	WHAT
CLOSURE OF THE COMMUNITY	<i>NLC, Belyuen Council, Federal Government</i>	<ul style="list-style-type: none"> • All non essential services/people have been stopped from coming into the community until further notice. Essential services are store staff, council Staff, aged care staff, school staff, workshop staff, clinic staff & food delivery services.
ACCESS TO INFORMATION	<i>Belyuen Council and CEO</i>	<ul style="list-style-type: none"> • Council on advice from the CEO will monitor advise from the Federal Government (Prime Minister), Australian Department of Health, NT Government Chief Minister, NT Department of Health, Dept of Local Government, LGANT, Belyuen School and Belyuen Clinic. • Information will be made available to staff as soon as possible. • A COVID-19 Belyuen Council Policy will be presented at the Community meeting on Wednesday 25th.
	<i>Belyuen Community Meetings</i>	<ul style="list-style-type: none"> • Community meetings will be held every Wednesday morning at the Recreation Hall.

		<ul style="list-style-type: none"> • Council and CEO will make decision and advise if meetings need to be made more frequently. All staff are to attend these meetings. • Team Leaders (if they wish to) to address community in regard to specific workplace issues • Clinic Staff to be invited to update the Community with measures they will be taking and the impact on staff and the community. • School Staff to be invited to update the Community with measures they will be taking and the impact on the students, staff and community.
	<i>Team Leader meetings</i>	<ul style="list-style-type: none"> • Team Leader meetings will be held every Monday at the Training Centre. • CEO will make decision and advise if meetings need to be made more frequently
	<i>Team Leaders workplace meetings</i>	<ul style="list-style-type: none"> • Team Leaders are required to have a meeting with all workplace staff every Tuesday morning to go through updates from the Monday meeting. • Team Leaders to raise any concerns with staff in regard to work place practices. • Staff to be given the opportunity to raise concerns with Team Leaders. • Record of attendance and dot points of discussion topics to be kept.
WORK AREAS	<i>Workshop</i>	<ul style="list-style-type: none"> • Workshop gates closed to prevent people from walking into the workshop yard. Only essential service vehicles to be repaired at the COVID – 19. Notice been placed at Wagait Supermarket identifying what is an essential service. Clinic, Belyuen Council, Wagait Shire, Cox Peninsula Bush Fire Brigade, NLC, Belyuen residents, staff.
	<i>Knucky Centre</i>	<ul style="list-style-type: none"> • Closed down until further notice
	<i>Sport and Recreation</i>	<ul style="list-style-type: none"> • Closed down until further notice
	<i>Store</i>	<ul style="list-style-type: none"> • Handwash station set up. No Wash – No Shop Policy • Good supply of cleaning products and food available • Number of people in the Store at anyone time being monitored. If necessary some people will be asked to wait outside until others have finished shopping. • Staff following WHS Personal Protective Equipment • Staff following Personal Hygiene practices • Staff following hygiene cleaning within the Store • Opening hours being monitored

		<ul style="list-style-type: none"> • Workflow document work in progress • Information posters available at the Store and being regularly updated
	<i>Aged Care</i>	<ul style="list-style-type: none"> • Handwash Station set up • Information posters available • Staff following hygiene cleaning within the Centre and client houses • Staff following personal hygiene practices • Additional staff initially put on until 30th April to assist with extra work load. • Workflow document to be finalized by Friday 27th March 2020
	<i>Council Office</i>	<ul style="list-style-type: none"> • Council Office will continue to be the hub for provision of information and work place directives • Lisa Buchanan has been allocated the temporary position of Resource Officer. Lisa will prepare resource material, adapt material for Belyuen’s needs, photocopying and laminating and following up any specific information Team Leaders or Council need. • The Resource Officer will work through the Council Office.
	<i>Centrelink</i>	<ul style="list-style-type: none"> • Council Office is open for Centrelink access from 8am to 12noon • Centrelink Agents to monitor the 1.5 metre space between clients and if necessary clients will be asked to wait outside until others have finished their Centrelink business.
UPDATE NO.2 30/3/20		
	WHO	WHAT
CLOSURE OF THE COMMUNITY	<i>Council</i>	<ul style="list-style-type: none"> • Signage has been placed at the front entrance of the community advising people that only essential service staff are permitted to enter the community. Essential Service staff are: Council Staff, Clinic Staff, School Staff and drivers of delivery trucks bringing food and goods to the store. • This week a sign will be placed at the entrance of the community opposite the first sign. This sign will ask Belyuen people to stop and think carefully before they leave the community. Do they really need to go outside of Belyuen. • Some families are moving out to their outstations. This is encouraged as it means less contact with other people outside their own family and families are living on bush tucker which is nutritionally better for them. • With families at outstations there is less people in the community and it makes it easier for practicing social distancing.

		<ul style="list-style-type: none"> • Signage will be placed on the fences of all community houses this week advising people not to go walking into other people’s yards because there might be someone living there that is at high risk of getting the corona virus. This notice is being done through the Council Office. • CEO working with Belyuen School Principal and Belyuen Clinic Manager to identify an area that could be set up as an isolation area if required. Planning for that will be reported in the next update.
	<i>Community meeting</i>	<ul style="list-style-type: none"> • A community meeting was held on 25th March. This meeting was attended by over fifty (50) adults in the community. Social Distancing was observed at the meeting. • Social distancing, washing hands and coughing in to your elbow continued to be stressed as the major practices that people need to be doing. • A lot of information was given out about handwashing, social distancing and council work areas practices. There was a lot of communication with Council members, Council staff and Community members. • Council Members stressed the importance of telling families in Darwin and town camps not to come over for Easter and school holidays. This is seen as high importance and the message will be continuously repeated. • The community were told that there would be no more community meetings until the practice of group meeting was lifted by the Government. • In future Council will be giving out to each house hold a collection of the latest information from the government and an update on what Council Office, Store and Aged Care are doing.
	<i>Team Leader Meetings</i>	<ul style="list-style-type: none"> • Team Leader meetings with the CEO are held every Monday. • Team leaders and the CEO go over what needs to be addressed in the workplaces including what supplies are needed, staffing issues, access to PPE and client/customer needs.
	<i>Team Leaders Work Place meetings</i>	<ul style="list-style-type: none"> • Team Leaders to have meetings every Tuesday morning to go through workplace needs, customer/client needs, personal needs. Meetings need to be recorded (dot point okay) • Meetings can be more often. Once a week is minimum.

WORK AREAS	<i>Workshop</i>	<ul style="list-style-type: none"> • Workshop remains closed to vehicles outside the community with the exception of Essential Service Vehicles. Essential Service vehicles outside of Belyuen identified as Wagait Shire vehicles/equipment and Cox Peninsula Bush Fires.
	<i>Knucky Centre</i>	<ul style="list-style-type: none"> • Closed until further notice
	<i>Sport and Recreation</i>	<ul style="list-style-type: none"> • Closed until further notice
	<i>Store</i>	<ul style="list-style-type: none"> • Handwash station working very well with community policing it amongst themselves. • Only one (1) customer at a time allowed in the store so that social distancing can be practiced. • Store is well equipped with food so that people do not have to leave the community for shopping. • Restrictions will start on packets of toilet paper on Monday 30th March as the suppliers were not able to deliver any in last week's deliveries. • Council is looking at alternative suppliers to help the Store with this problem. • Signage is being put in the store this coming week to make a walk in and walk out direction to help with social distancing. • Cleaning/disinfecting benches is done continuously throughout the day. • Cleaning material available for staff includes throw away gloves.
	<i>Aged Care</i>	<ul style="list-style-type: none"> • Director has: • Prepared a Plan for every client including Wagait and Dundee clients in the event they have to go into isolation. • Has put procedures in place for all staff. Procedures cover <ul style="list-style-type: none"> How cleaning is to be undertaken What PPE is used for each task and how to put the PPE on and take it off to avoid cross contamination Procedures/equipment to lessen contact between staff and clients eg walkie talkies, mobile phone, basket tied to each fence for placing meals in. • Procedures to check on clients before a staff person enters their house. • Morning tool box meetings with staff to go over what needs to be done that day and going over the procedures including PPE that they know they have to follow at all times. • Established a channel of communication with clients outside of the community and staff with a new mobile phone that has been bought for the service.

		<ul style="list-style-type: none"> Established communication channel with clients living at Belyuen using walkie talkies that were purchased for Belyuen Emergency Management Procedures.
	<i>Council Office</i>	<ul style="list-style-type: none"> Council Office wash station is up and operating with people following the rule about washing hands before coming into the office and washing hands on leaving the office. Council Office continues to be the hub for meetings and dissemination of information with the Resource Officer assisting all workplaces as well as liaising with the school. The Resource Officer has set up a Council Face Book page for disseminating information and this page will link with the Belyuen Store face book page. The Resource Officer has set up a mobile phone for the CEO and for the Aged Care Director so they can contact outside clients/customers and service providers as well as after hours emergency service. The office closes at 12noon to reduce the contact time amongst staff and community people. Council staff continue to work until 4pm Office toilets are locked to non staff people. Cups for tea and coffee have been removed from the kitchen to avoid people sharing cups but also to help reduce the time people are in the office for no particular reason. Phones, tables, chairs are disinfected daily. Hand washing equipment also available inside the office. CEO and Aged Care Director met with Clinic Manager and Nurse to discuss what plans the Clinic were putting into place for individual isolation. CEO and School Principal in regular contact and sharing resources
	<i>Centrelink</i>	<ul style="list-style-type: none"> People spending a long time (over one hour) waiting on the Centrelink phones. Centrelink lines and the computer have been clogged up for 2 weeks. This results in people being in the office for longer than what is desired in terms of social distancing and isolation. This coming week markers are going to be put on the floor to identify where people can be and ensuring that social distancing is followed. The CEO will assess the situation and if necessary people will only be allowed into the office two (2) at a time. Centrelink will be notified of changes made.



BELYUEN COMMUNITY GOVERNMENT COUNCIL