

## COVID-19 Continuity Statement

We wish to advise you of the steps that Lockyer Community Centre is taking in response to the COVID-19 pandemic and assure you that we have continuity plans in place to continue delivering essential community support services within our capabilities.

Protecting the health of our clients, our staff and our community is our highest priority. Protecting our clients' health is not restricted to potential viral infection; it refers to ensuring physical and psychological safety and support, and ensuring they have access to life's essentials for the duration of the pandemic.

Lockyer Community Centre is taking a proactive and community-minded approach to slowing the spread of the COVID-19 virus.

Right now, being a good community organisation and members means doing what is in our power to slow the spread of the virus through: social distancing, personal and workplace hygiene, and closely monitoring for any symptoms of illness.

Please be assured that Lockyer Community Centre has already implemented activities with these goals in mind, including directing staff to work from home wherever possible, suspending all non-essential activities, cancelling attendance at all non-business-critical gatherings, and implementing protocols to minimise the chance of anyone unwell entering our workspaces.

Despite the difficulties of the current situation, we will continue to meet our contractual requirements with our operational funding body Dept. of Communities Disability, Services and Seniors & Dept. and our Financial Crisis and Material Aid – Emergency Relief service.

Our immediate business continuity plan is as follows:

- All non-essential services, activities, programs, projects, events and activities are being suspended until further notice.
- Continue delivery of essential support services through alternative methods such as Emergency Relief Program and Community Pantry Program. Through implementation of responsive strategies and procedures.
- Implemented social distancing guidelines in our workplace.
- Closure of the centre to public aligning with current Federal Government Guidelines.
- Staff to continue work at the centre within strict social distancing restrictions.
- Strict workplace hygiene strategies have been implemented with all staff / volunteers instructed in these methods.
- Maintain regular updates via our social media platform.
- Informing and recommending all staff / volunteers feeling unwell or at risk of becoming affected to self-isolate.

We are confident this plan and strategies will enable us to continue to delivery of selected services, while best protecting the health of staff, volunteers, clients and the broader community.

This plan will evolve as circumstances change and Federal Government advice is updated.