



COVID-19 update

The health and safety of staff and clients is our top priority

Thursday 15 October 2020

[Staff updates page](#) | [Health and Wellbeing Team initiatives](#)

Revised risk assessment template

The risk assessment template has been updated and is available to download from the [staff updates page](#). Please make sure you are using Version 5 when you are completing future documentation.

Leisa Bell has recently completed training so she can provide the final review and approval of risk assessments alongside Damien De Groot. It will be great to have this additional capacity as we continue to reopen.

Keep it clean

Don't forget to sanitise the shared meeting rooms after you have used them. Facilities have provided cleaning products in each space.

Lunchroom lowdown

The level 5 lunchroom furniture has been rearranged to properly account for capacity limits and distancing requirements. But if you can, why not head outside on your break to enjoy some fresh air and blue skies instead!

Take care Thursdays

Challenge yourself to try three calming things this month.

Here are some ideas to try this week:

- Meditate: meditation has been shown to reduce and manage stress and promote mental wellbeing. Try one of the free resources listed [in this article](#) or try our [weekly desk meditation](#).
- Eat: healthy eating can boost your brain power and have a [positive impact on your mental health](#). Here are three healthy recipes to try:

- [avocado and lemon zest spaghetti](#) from Anna Jones
 - [ultimate chicken taco salad](#) from The Defined Dish
 - [fantastic veggie fritters](#) from Janella Purcell.
- Drink: enjoy a cup of tea! [Learn about its relaxing qualities.](#)

Vicki