

Linen Services  
Newcastle

---

TO HealthShare Staff at Newcastle Linen Services

---

FROM Goran Saveski - Operations Manager

---

TEL 02 4902 4304

DATE 15/06/2022

---

SUBJECT Return to standard shift patterns at Newcastle Linen Services

---

**Dear all,**

Newcastle Linen Services has been proactive in managing challenging times in the last two and a half years. We have shown this by our ability to respond in a timely manner and effectively implement changes to ensure staff safety and operational integrity remains a strong focus for all of us.

We have successfully adjusted to the 'New normal' previously and have reached a stage where easing of some restrictions has allowed us to implement staggered "Getting back to normal" and implement pre-Covid operating patterns for AM and PM shifts (Night shift cleaners as well).

The goal is to ensure we have sufficient staff with adequate moral to support the challenging and very fast changing circumstances which we are going to encounter each day with increased frequency and complexity level.

In order to achieve the required outcomes, below are definitions of strategies we still continue to adhere to, being:

- Staff Segregation - keeping staffing groups / small Teams on the same shift segregated from each other. E.g. separate morning/ afternoon tea breaks and meal breaks (Social distancing).
- Continue with practice for PM shift staff to enter the premises from 1:15 PM onwards. Please continue to put a face mask at the entry as normal practice and then proceed to change room or lunch room to store your belongings and food. No food or drinks are to be consumed in the common areas until first scheduled break, which will assist us greatly in continuing to effectively manage and contain any infections or outbreaks.
- Social distancing – maintain social distancing 1.5mts apart practices where applicable (coupled with perspex screens on some machines), allocated seating in the common rooms guided by capacity of each room displayed at the entry point.
- Staff members are to return to their standard department and shifts.

**"Staff Segregation/ social distancing" at Newcastle Linen Services** will include (and not limited to as new initiatives are identified and communicated) following:

- Number of designated teams throughout the site to ensure segregation occurs and is maintained for all staff (e.g. Sorting Team, Ironers Team, Dryfold Team etc. and staff breaks and work tasks are performed within allocated Team while recognising challenges with absenteeism like ADO, Sick etc.

- Lunchroom tables and food preparation benchtops to be sprayed and wiped clean after each lunch break by designated staff member.
- Segregate small Teams - Ironers and Dry fold crews to have separate lunch breaks on the same shift.
- Truck drivers are to enter soiled linen area and deliver linen as per current practice, however truck drivers are to only access Despatch area to the walkway point separating Despatch and clean trolleys (to ensure separation from Finishing department)
- Prior to work congregation in the brake areas with other staff other than their designated team must not occur.

**Please be advised that following is to take place:**

- **Standard shift patterns at Newcastle Linen Services will commence effective from Monday, 4 JULY 2022 across all departments and shifts on site.**

"Standard Shift Patterns" at Newcastle Linen Services will include following:

- **Day Shift – Start time at 6:00am and work until 2:30 pm**
  - *Applicable from Monday to Friday*
- **Afternoon shift –Start time at 1:30 pm and finish at 10:00 pm**
  - *Applicable from Monday to Thursday*
  - *Friday start at 12:30 PM until 9:00 PM*
    - *(Option to keep the same start on Friday at 1:30 PM and work until 10:00 PM if PM shift staff members vote and agree, otherwise Friday start at 12:30 PM until 9:00 PM applies)*

The health, safety and wellbeing of our employees and business partners is of paramount importance. Things are beginning to get back to normal and we will continue to monitor the situation and ensure we keep you updated as progress of the situation evolves.

Regards



Goran Saveski  
Operations Manager