



COVID-19 update

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

19 June 2020

AGILE WEEK – BLUE TEAM

Keeping you safe at work

The health and safety of staff and clients is the top priority for the Recovery Working Group and COVID-19 Planning Groups. Both groups are working hard to successfully implement the COVID-Safe Site Plan, developed to reopen State Library buildings and ensure the safety and wellbeing of staff, volunteers, visitors and clients. We all have a personal responsibility to comply with Government guidelines – so please ensure that you adopt social distancing and hygiene measures.

Additional spaces opening to the public

Pending the approval of our COVID-Safe Site Plan by Queensland Health, on Monday 22 June, in addition to the Infozone, The Edge, Anzac Square Memorial Galleries and the Library Shop will reopen for limited activities. Staff and clients will be required to adhere to social distancing requirements and hygiene measures.

State Library employees, other than Anzac Square Visitor Service Assistants, will need to seek endorsement from Director, Visitor and Information Services and approval from Executive Director, Content and Client Services to visit Anzac Square Memorial Galleries. Where possible visits to Anzac Square should be avoided.

Building access and risk assessments

For staff requiring *ad hoc* access to the building, you will need to seek approval from your Executive Director. Your request should include date and times and if you require a car space. Please submit your requests a minimum of 24 hours prior to when access is required. At Reception you will need to sign in/out of Sine Pro and be issued with a temporary access pass by Security.

A Risk Assessment is required for all multiple-staff and front-facing activities before work commences and staff return to site. Risk assessments must be completed a

minimum of 3 days before you plan to come on site. This allows time for the diligent review of your risk assessment. The template is available on the [COVID-19 staff updates webpage](#).

Chit chat with the CEO

Join me on Wednesday 24 June 12.30-1pm for *Chit Chat with the CEO*. You are welcome to join the zoom call and ask me about anything. Hopefully I will have a ready response - if not, I can follow up for you.

Zoom Meeting

<https://zoom.us/j/98071549671?pwd=UDIUbXNuT1FnOE9RZGpZV1VVNS9qZz09>

ID: 980 7154 9671

Password: 997520

Vicki

Enjoy your weekend!