



COVID-19 update

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

25 March 2020

Stay Connected | Agile | Productive

Following the Prime Minister's press conference last night, we will be arranging for the majority of staff to work from home. We will provide more detailed instruction tomorrow. We will also be updating you on new procedures for accessing the South Bank building.

Until then we ask you to stay **connected** with your team and check in on the welfare of colleagues who may be struggling; take an **agile** approach to finding solutions to do your work and be **productive** in whatever capacity you can.

Finance

The COVID-19 pandemic has significant impacts on how we manage finance. A [finance fact sheet](#) outlining new processes and things to watch out for is now available on the staff webpage.

It covers:

- payment of invoices
- the importance of checking your emails to ensure tax invoices are actioned quickly
- instant notifications from Converga (this replaces daily emails)
- new one-day payment terms
- COVID-19 related and home office expenses
- how to avoid scams and fraud

There is also a how-to fact sheet on [how to access Converga](#).

It's important you familiarise yourself with these processes and updates to ensure we all meet our obligations.

Useful articles

- [Tips on working from home](#) by Kate Davis, Senior Research Fellow (USQ)
- Cleaning your [mobile phone](#) (The Guardian)
- Keeping your [home Coronavirus free](#) (ABC News)

Keep updated

- Regular [staff updates on COVID-19](#)
- The general public can keep updated on our [website](#).

