



COVID-19 update

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

3 June 2020

AGILE WEEK – BLUE TEAM

Chit chat with the CEO today

Join me today at 2-2.30pm 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.

Vicki

Zoom Meeting ID: 987 0557 7224
Password: 113366

Infozone internet access

From today we are providing access to the Infozone for up to 20 clients to use the Internet only for 40 minutes. To ensure the safety and wellbeing of clients and staff, we will be working to comply with the public health rules: physical distancing, hand hygiene and frequent cleaning.

The public wi-fi is available in the Knowledge Walk from 9am-5pm daily.

Social distancing onsite

A reminder that all staff and contractors share a responsibility to help reduce the transmission of COVID 19 through social distancing and other transmission reduction practices in our workplace.

Whilst onsite practice social distancing and good hygiene to minimise the risk to yourself and others. This includes standing 1.5m apart from others where possible. Social distancing in the workplace guidelines are available on the staff update page.

Home office ergonomics and equipment

This [ergonomics guide](#) will allow you to do a self-assessment of your home workspace, and determine if you need to make any adjustments. Further detail is available on the State Library staff webpage.

Staff are able to request office equipment from your workstation through Facilities and your People Leader. We understand that to be comfortable and to be able to do your job well, you may need your usual two monitors, an ergonomic chair, or your gel mouse pad. If you would like to take advantage of this, the steps to arrange are outlined below.

How to access office equipment to take home

1. Email Facilities mailbox with the date and time you'd like to collect the equipment from the Loading Dock, and specifics of what equipment is required. Remember to cc in your People Leader and give Facilities 24 hours notice.
2. Facilities will collect items from your workstation and liaise with security to notify them of your arrival.
3. Collect your items from the Loading Dock and complete a loan form.
4. Facilities can assist to load your items into the vehicle if required.

For Cannon Hill and Cairns staff, please liaise with Facilities to determine appropriate access, if required.