



COVID-19 update

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

31 March 2020

Work health and safety for telecommuters

Tips from the Office of Industrial Relations. Teams should:

- Discuss how scheduling breaks, daily routines and regular movement can minimise sedentary work.
- Agree how to keep in touch to minimise the impact of working in isolation.
- Use equipment and IT resources for safe and productive work.
- Use a [telecommuting checklist](#) for staff to self-assess home-based work area.
- Encourage workers to stay connected with their colleagues through team meetings, or during their breaks (e.g. have a Zoom lunch or dial-a-friend coffee break).

More information

- [Work health and safety information for telecommuting](#)
- [Coronavirus \(COVID-19\): Advice for Employers Safe Work Australia](#)

Stress and anxiety

- [Tips for coping with coronavirus anxiety](#)
- [Looking after your mental health](#)
- [Staying connected](#)

Building access and parking

From today, Tuesday 31 March, *authorised onsite staff* will be required to sign-in and out each day with Security at Reception. It is important to know who is onsite and where they are located especially for emergency situations such as fire evacuations.

Authorised onsite staff may use State Library car park for free (Monday to Friday, 7am – 7pm). On arrival press the intercom and provide your name to gain access. Only authorised staff will be given access. These arrangements are subject to ongoing review.

All *unauthorised staff* will have their security pass deactivated until further notice.

Mail

Incoming and outgoing mail and parcels will be processed and distributed daily as normal. Staff will be informed about the arrival of mail via email. Cannon Hill transfers will also continue as normal each day.