



## COVID-19 update

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

Friday 7 January 2022

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Dear Colleagues

2022 has started with a bang! Thank you to the staff who have been onsite and online ensuring we continue to make our services available for our clients.

This morning we received notification of the extension of the work from home where possible for non-frontline services.

### **Work from home arrangements**

All Queensland workplaces can play a significant role in slowing the spread of the COVID-19 Omicron variant by managing workforce arrangements, while ensuring that our frontline services continue to be delivered to support Queenslanders.

The extended work from home arrangements will continue to reduce the number of **non-frontline workers in indoor work environments where possible and practical**. This will help slow transmission and minimise the risk of disruption to service delivery.

**This means for those of you that can, you should consider working from home from next Monday 10 January until the end of the month.** Noting that Queensland is NOT in lockdown, we will continue to deliver services onsite.

**If you are rostered to deliver frontline or other essential services from 10 January 2022 you should report for duty as per your roster. Please connect with your People Leader to confirm your duties.**

If you are working onsite in January 2022 you must observe and model the COVID safe practices in place at our workplaces so that you keep yourself and others safe. These include:

- Wearing a mask – when it is mandatory to do so and when you cannot physically distance
- Getting tested and staying home when sick – if unwell, even with only very mild symptoms, it's extremely important to get tested and stay at home until you get the results
- Using the Check in Qld app and SINE app

- Keeping your distance – be careful to minimise exposure at work, home and play
- Practicing good hand hygiene.

### **Definition of close contact and other FAQs**

Amy Pearson, Director People and Culture, emailed FAQs out yesterday to help understand the current definitions of “close contacts” and other matters related to our current circumstances. Please refer to that email and its links for further information.

### **First steps to take if you have COVID-19**

With recent changes to health directions it is also important that you are aware of the [first steps to take if you have COVID-19](#):

1. Isolate – and tell your household to be tested.
2. Help Queensland health assess your situation – complete the survey when contacted.
3. Tell people you have been in contact with to get tested.
4. Get the things you need, enough to last 7 days – if you can't get family or friends to help you, contact the Community Recovery Hotline on 1800 173 349.
5. Look after yourself and keep a symptom diary – most people will have mild symptoms but if your symptoms get worse [take action](#).

Vaccination remains the most effective way of protecting you, your family and colleagues from COVID-19. Now is the time for any of you who are not fully vaccinated and can receive the vaccination, or for those eligible to receive a booster, to [book an appointment](#).

Please remember you can update your COVID-19 vaccination status information via completion of the online form in [Aurion ESS](#) if you've received your booster.

### **ICT support if remote working**

You can log your requests via email to [ict@slq.qld.gov.au](mailto:ict@slq.qld.gov.au) (preferred for non-urgent requests). Please remember to include your mobile number so the team can call you back if required. If your request is **urgent**, please note it in the subject field.

The ICT Service Desk phone (x9292) will also be available from 8am Tuesday 4 January 2022.

If you shut down your computer when you last left the office, you will not be able to use Remote Desktop to remote into your PC at work and access your specialist applications. However you can always use RD Web to access the O:\Drive and other standard applications (including Aurion) — check this [ICT How To guide](#) for more information.

### **Contacting remote working teams**

Continue to connect these teams via their dedicated email channels wherever possible:

|                               |                                                                                      |
|-------------------------------|--------------------------------------------------------------------------------------|
| People and Culture            | <a href="mailto:peopleandculture@slq.qld.gov.au">peopleandculture@slq.qld.gov.au</a> |
| Facilities                    | <a href="mailto:facilities@slq.qld.gov.au">facilities@slq.qld.gov.au</a>             |
| Finance                       | <a href="mailto:finance@slq.qld.gov.au">finance@slq.qld.gov.au</a>                   |
| ICT                           | <a href="mailto:ict@slq.qld.gov.au">ict@slq.qld.gov.au</a>                           |
| Office of the State Librarian | <a href="mailto:OSL@slq.qld.gov.au">OSL@slq.qld.gov.au</a>                           |
| Marketing and Communications  | <a href="mailto:Marketing@slq.qld.gov.au">Marketing@slq.qld.gov.au</a>               |

### **Mandatory disclosure of vaccination status**

For colleagues who have been on leave in December 2021, please check in with your People Leader or People and Culture, **before attending the South Bank or Anzac Square Memorial Galleries** sites as public health directions were introduced during this period that mean you are not permitted to enter either of these sites unless you meet specific **vaccination entry requirements**. You will need to provide evidence of being fully vaccinated before entering these sites.

### **Staff who did not meet mandatory vaccination entry requirements as at 17 December 2021**

Arrangements made in late December 2021 remain unchanged for employees who did not meet the mandatory vaccination entry requirements for South Bank and Anzac Square Memorial Galleries sites required under the [Public Health and Social Measures Linked to Vaccination Status Direction](#).

### **Support is available**

Don't hesitate to access the services available through [Benestar EAS](#) if you're having trouble managing anxiety or stress (or for any reason). You can also reach out to the [Peer Support Network](#) if you need it.

We thank you for your continued support and cooperation as we work together to keep our workplaces safe and to deliver services to the people of Queensland.

*Anna*

Acting on behalf of the State Librarian and CEO