



COVID-19 update

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

Saturday 31 July 2021

[Staff updates page](#) | [Health and Wellbeing Team initiatives](#)

Lockdown from 4pm today

A [three-day lockdown](#) will commence from 4pm today in the following South East Queensland local government areas:

- City of Brisbane
- Moreton Bay Regional Council
- City of Gold Coast
- City of Ipswich
- Lockyer Valley Regional Council
- Logan City
- Noosa Shire Council
- Redland City
- Scenic Rim Regional Council
- Somerset Regional Council
- Sunshine Coast Regional Council.

State Library and Anzac Square Memorial Galleries will **close from 2pm today**. The Edge will not open today. All events scheduled from today until Tuesday 3 August are cancelled.

We are due to reopen on Wednesday 4 August, pending advice from Queensland Health at the time.

The restrictions announced today are the strictest Queensland has seen. It is imperative that we all comply. You can see [more detail from Queensland Premier Annastacia Palaszczuk](#).

Key details for staff

Work this week

Apart from a few colleagues required onsite for critical business continuity, all South Bank and Cannon Hill staff will **work from home until the lockdown concludes**.

Casual staff who were rostered to work during the lockdown period will be contacted by their People Leader, and paid as per the advised roster.

Please check in with your People Leader to plan your work for the next few days. Some suggestions are detailed below.

ICT support during lockdown

You can log your requests via email to 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 Monday as usual.

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 — check this [ICT How To guide](#) for more information.

Please check in with your People Leader to plan your work and refer to the ideas for working from home section.

Car parks

The State Library and QPAC car parks will close from midnight tonight until further notice, with no entry from 4pm.

Only essential staff who are required onsite at South Bank may apply for a space in the Museum car park during the lockdown. If you require a park, please notify your People Leader and email [Facilities Operations](#) and with the following details:

- name
- reason
- times required
- registration.

When you arrive at the car park, press the intercom and provide your name and advise you are State Library staff.

Health advice

Contact tracing alerts

Please check the [active contact tracing alerts](#) and follow Queensland Health advice if you were in the any of the locations at the relevant times.

Getting tested?

If you have any symptoms, [get tested](#) and isolate until you receive your results.

If you are going for a COVID-19 test, please email your People Leader and the [People and Culture mailbox](#) **immediately** and **do not come to the workplace while you are awaiting test results**. Then don't forget to notify your People Leader and People and Culture **as soon as you receive your result**.

Ideas for working from home during lockdown

The COVID pandemic has brought both challenges and opportunities for us. As we experience another short lockdown period here are some options to help you stay busy and connected.

Information management

- Clean up your email inbox and folders — file or send to records@slq.qld.gov.au
 - Delete after you have filed with Records.
 - Include the RecFind file number if you know it. It's ok if you don't, Records can update for you once you've sent it to them.
- Review and clean up files in O:\ using RDWeb
 - Delete duplicate files
 - Create .zip files of folders to be ready to move to RecFind
- Update metadata tags on files already in SharePoint
- Web Authors — update or refresh your online content.

Training

- [Culturally Safe Libraries online learning modules](#) — if you haven't completed your modules this is a great opportunity
- [Fraud and corruption awareness](#) — due 31 July
- [Public Interest Disclosures \(Qld\)](#) (including [additional Obligations of People Leaders](#))
- Code of Conduct
- [365 in 30](#) and [365 in 5](#) digital capability modules
- Use the [Digital Discovery Tool](#) self-assessment to benchmark your technical skills

Self-administration

- Finalise your 2020–21 PPP (access Aurion through RDWeb)

Unexpected work from home days are a great opportunity to support your team. Be proactive about reaching out your People Leader and team to see what you can help with.

Stay connected

If you feel anxious or distressed, support is available through [Benestar EAS](#) and the [Peer Support Network](#). You might also like to book a virtual morning tea or lunch date with one of your colleagues via Teams.

Stay alert

As you can appreciate this situation is still evolving, so keep your mobile handy and regularly check the [staff updates](#) page and your emails for further updates.

Please talk to your People Leader if you have any concerns.

Thank you for your quick cooperation.

Stay safe,
Vicki