



COVID-19 update

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

Thursday 12 November 2020

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

Signing in

It's essential that everybody signs in upon arrival at State Library. No matter whether it's a member of the public, staff, or someone visiting for an internal meeting, our COVID-Safe Site Plan requires everybody in the building to be signed in to allow for accurate contact tracing if required.

Risk assessment responsibility

Our risk assessment documentation is just the first step in ensuring our events and activities are taking place safely. If you are the owner of a risk assessment, you need to be onsite to monitor the activity, and make sure the risk mitigation strategies are adhered to by all participants.

COVID-19 cost centre approvals

For all purchases that are planned to be coded to the COVID-19 cost centre, please remember to first send your request to the [Finance mailbox](#) for approval before the transaction proceeds.

Take care Thursdays

This week, take some time to recognise yourself.

Try these suggestions:

- Consider how you are today. How does your body feel? Are you energised or aching? Drop your shoulders, relax your jaw, and lower your tongue from the roof of your mouth. If you're feeling in need of a pick-me-up, try some of the ideas on this [self-care menu](#) from Queensland Health.
- Take a moment to look back on this year, then look ahead to what's coming up for you in 2021. Are you working towards a goal or a new chapter in your personal life? What are you excited about? If you're feeling a little foggy or worried about things, you might find clarity and greater understanding of your feelings by [starting a journal](#).

- Reflect on your achievements over the last little while. What's something you did at work that made you proud? What about in your personal life? Did you tick off something big that had been lurking on your to-do list? Was someone's day brighter because of something you did for them? Have you picked up a positive new habit? Give yourself a pat on the back!

Vicki