



COVID-19 update

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

Thursday 17 December 2020

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

It's time to return all equipment

With the end of 2020 in sight, we're looking ahead to consider the practicalities of how we work in the new year. We will continue supporting flexible working arrangements, with telecommuting staff responsible for their own home office set-up.

All State Library equipment that has been used for telecommuting must be returned and checked off by **Friday 15 January 2021**. This includes chairs, monitors, and borrowed laptops.

To make this process simple for staff and the Facilities team, please follow these instructions when bringing equipment back onsite:

1. Fill out a [loading dock access request form](#) to book a time with Facilities to enter the dock.
2. Complete the form in the dock to sign the equipment back in.
3. Return the equipment to your workstation.
4. Move your vehicle from the dock to an alternative parking location.

An audit of equipment will be completed from 18 January. Any special circumstances will be considered by the Executive Team.

Addendum 4 correction

There was a small typo in the set capacities listed for the Philip Bacon Heritage Gallery and the Australian Library of Art in the version of Addendum 4 shared previously. Both the [COVID-Safe Site Plan](#) and the copy of [Addendum 4](#) have been updated.

Take care Thursdays

For a festive treat, the Health and Wellbeing Team have pulled together some of their favourite recipes. [Check out the collection](#) — some delicious ideas to try!

Thank you to the Health and Wellbeing Team for their work over the last several months. Your time and efforts caring for us all have been appreciated.

Reopening continues

From all reports, our visitors have been enjoying the extended opening hours on level 3 over the last couple of weeks (open 10am to 8pm Monday to Thursday, and 10am to 5pm Friday to Sunday).

Our [holiday hours](#) will commence next Monday until 3 January. From 4 January, the hours will revert to the current times, with further changes from 11 January.

COVID updates concluding

It has been an extraordinary and unimaginable year. Thank you everyone for your resilience and hard work during some challenging times.

Pending any urgent communications (touch wood!), this is the final COVID email for the year. All information will be included in InTouch in future (first edition for 2021 scheduled for 19 January) unless more regular updates are required.

Take care, and thank you again.

Vicki