



COVID-19 update

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

Thursday 17 September 2020

AGILE WEEK – GREEN TEAM

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

Meeting room reminders

Virtual meetings are still in vogue, but staff can book back of house meeting rooms for physically distanced onsite meetings. But, please remember that all of our shared spaces have capacities which are set for everybody's health and safety. We all need to be vigilant and adhere to the limits. If you realise there are too many people in a space, you should leave.

We are now taking external bookings for front of house spaces, so these areas may only be booked for staff use if back of house meeting rooms are not available. The rooms are sanitised and prepared ahead of each session, so it's not appropriate to use them without a booking, even if it's to duck in for a quick phone call or for an impromptu team meeting.

This feels strange and different, but it should. The world has changed since we were last in the workplace together, so we need to work together to change our behaviour too.

Take care Thursdays

The following advice has been summarised from [a recent ABC article](#).

If you have found yourself experiencing general tiredness or sluggishness, you are not alone. Experts are reporting the emotional effects of weathering the pandemic might be the cause. The Australian National University released a study last week that reported in August, three in five people are still feeling anxious or worried about COVID.

Emotional fatigue is a very real condition, and spending more time in bed is not the remedy. So, what can you do about it? Experts suggest the following tips:

- **Let there be light:** Without the commute to and from work and spending more time indoors, we are exposed to less sunlight which can have a negative effect on our mood. Try taking a walk at lunchtime around the neighbourhood if you're working from home, or leaving the office to eat your lunch outside if you are onsite.
- **Set a routine:** Setting a routine with exercise, eating and sleeping and sticking to it can have both mental and physical health benefits.
- **Finding enjoyment:** Taking time to do things that bring us joy helps us rebalance and re-energise.

Chit chat with the CEO

Feel free to drop in and chat with me [via Teams](#) next Thursday 24 September from 2.30–3pm. You are welcome to ask me about anything. Hopefully I will have a ready response — if not, I will follow up for you.

Vicki