



COVID-19 update

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

Friday 4 December 2020

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

Updated capacities tables and new Event Plan

With the further easing of restrictions as of 17 November, we have recently had another addendum to our COVID-Safe Site Plan and an updated Event Plan approved by Queensland Health.

[Addendum 4](#) provides updated capacities tables for our front of house and back of house spaces. The [Event Plan](#) includes updated information about our mandatory control measures, event management, venue setup and more.

Lift loads

Now there are more visitors returning to use our spaces, there is plenty of demand on our front of house lifts. Given the main public lifts have **a two-person capacity**, it would be helpful if staff took the stairs or used internal lifts where possible to reduce congestion.

To our colleagues working at reception: please advise visitors before they head upstairs about the lift capacities. And to all staff: if you notice colleagues or members of the public forgetting the guidelines, it's okay to politely remind them. We're all in this together!

Take care of ourselves...

Keeping your mind engaged with new ideas and experiences is an important part of your mental wellbeing. Check out these [suggestions from Queensland Health](#) for your week ahead.

Vicki