



COVID-19 update

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

Thursday 6 August 2020

AGILE WEEK – GREEN TEAM

Check the [staff updates](#) page for more information.

Working together onsite

Here are a few quick reminders for when you're back onsite:

- **Zoom etiquette:** if you're joining a meeting from your desk, please use headphones to limit the disruptions for your colleagues. You might like to book a meeting room instead, but be mindful of room capacity.
- **Keeping it clean:** sanitising products are available in the communal kitchens for staff to use to clean their desks. Please don't use antibacterial wipes to clean the MFDs as they can damage the equipment — instead, sanitise your hands before using the machines.
- **Sine Pro pros:** did you know that Sine Pro can automatically sign you out of the building once you leave? [Download the app](#) to your phone and make sure you turn location services on.
- **Home time:** staff need to leave the building by 6pm each night. Security will come by and ask you to pack up if you're still at your desk after 6pm.

Additional public transport services

From Monday 10 August, more than 1,000 services will be added to TransLink's network to support flexible travel and social distancing. Most services will run after the morning and afternoon peak travel times. [Check the additional services](#) to help plan your journey.

Remember to play your part for COVID-safe travel and:

- leave a gap at stops, stations and on board services
- adjust your travel to outside of peak times or consider active travel
- stay home if you are unwell.

More information is available [on the TransLink website](#).

Chit chat with the CEO

Feel free to drop in and chat with me via Zoom on Wednesday 12 August from 1–1.30pm. You are welcome to ask me about anything. Hopefully I will have a ready response — if not, I will follow up for you.

Zoom meeting:

<https://zoom.us/j/91657131108?pwd=Y05wcnZ5Ykp1dVR5alorS01uQll1Zz09>

Meeting ID: 916 5713 1108

Password: 906757

Vicki