



COVID-19 update

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

Tuesday 1 December 2020

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

Easing of restrictions

Indoor restrictions eased from 4pm on 17 November 2020, from one person per 4m² to one person per 2m².

Following consultation with Workplace Health and Safety Queensland, staff areas must maintain the one person per 2m² rule in accordance with [this Public Health Act 2005 \(Qld\) directive](#), and ensure physical distancing is adhered to wherever possible.

Important risk assessment changes

Now that we've entered the new normal, going forward **risk assessments are required for significant activities only**.

A **significant activity** includes:

- Any activity that involves members of the public (for example, space re-openings, exhibitions, and other public programming such as workshops or talks)
- Large events, whether for staff, external venue hire clients, or members of the public (for example, events held in Auditorium 1, Auditorium 2 or the Queensland Terrace)
- Staff attending a private residence or a site without an approved COVID-Safe Site Plan, in the course of their work (including staff who are retrieving collections from donors)
- Other staff travel.

Risk assessments are not required for everyday internal meetings or training sessions (including with external visitors).

It is essential that any external visitors sign in using Sine Pro upon their arrival at State Library (using either the 'visitor' or 'contractor' option). Aside from capturing details for contact tracing, Sine Pro also takes visitors through a site induction describing the safety processes in place.

Further, to allow sufficient time for diligent review and approval, **risk assessments must now be completed at least five days before the activity commences**.

The [risk assessment template](#) has been updated to reflect these changes, as well as recent changes in the health advice.

Please use the new template for all risk assessments going forward. You should also read [these new risk assessment FAQs](#) for further clarification and information.

New Flexible Work Arrangements due

Teams are finalising the rosters and seating arrangements for everybody to return to the workplace for at least 60% of their time.

As an organisation, we remain committed to providing [flexible work options](#). All staff are entitled to make an application for a flexible work arrangement, and it is considered on a case-by-case basis by Executive Directors.

The flexible work agreements we made in March 2020 at the start of COVID-19 have expired, so staff who want to continue telecommuting will need [new agreements](#) for commencement from 1 December 2020 (end/review date must not exceed 31 January 2022).

Prior to submitting a request, People Leaders and staff will need to work together to ensure all PPPs have been signed off so the new agreements can be approved.

Addendum 3 approved

Queensland Health recently approved [Addendum 3 to our COVID-Safe Site Plan](#). Amongst other changes, this addendum allowed for our drinking fountains and bubblers to be recommissioned.

Vulnerable employees

People, Projects and Learning collaborated with People Leaders early in the COVID-19 response to identify staff who were potentially more vulnerable due to factors identified by Queensland Health.

Due to the current zero or low community transmission of COVID-19 in Queensland, the Public Service Commission has released a [new form](#) to assist People Leaders and vulnerable employees (and those living with a vulnerable family member) to consider and agree on mitigating strategies to support their return to the workplace. Staff members will complete this form as part of a discussion with their People Leader.

Take care Tuesdays

Over the last month, we've been encouraging you to take some time to recognise yourself, your surroundings, and the people around you.

Try these last tips this week:

- **Send a handwritten letter.** Getting a surprise in the mail is a great way to make someone's day! They'll be touched you took the time to sit and write some words of encouragement or praise.
- **Do a kind deed.** Studies have shown that when you do something nice for someone, it actually delivers a bigger happiness boost to you than the person you're helping.
- **Connect with the people around you.** Try making a genuine effort to chat to your barista while they're taking your morning coffee order, say thanks to your bus driver, or wave at a fellow driver when they let you in to traffic. These little gestures can be great mood boosters.

Vicki