



COVID-19 update

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

Tuesday 29 June 2021

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

Lockdown from 6pm tonight

A [three-day lockdown](#) will commence from 6pm tonight in the following areas through Queensland:

- Noosa
- Sunshine Coast
- Ipswich
- Logan
- Redlands
- Moreton Bay
- Brisbane
- Gold Coast
- Scenic Rim
- Lockyer Valley
- Somerset
- Townsville City
- Palm Island Aboriginal Shire.

State Library and Anzac Square Memorial Galleries will **close to the public from 4pm today**.

State Library (including The Edge and Library Shop) is due to reopen on Saturday 3 July, and Anzac Square Memorial Galleries is due to reopen on Sunday 4 July, pending advice from Queensland Health at the time.

Key details for staff

Work this week

Apart from a few colleagues required onsite for critical business continuity, all South Bank and Cannon Hill staff will **work from home from 6pm Tuesday 29 June** until the lockdown concludes.

Casual staff who were rostered to work during the lockdown period will be contacted by their People Leader, and paid as per the advised roster.

Staff working from the South Bank and Cannon Hill workplaces during the lockdown **must carry a mask at all times**. Please put your mask on in circumstances where you cannot maintain 1.5m from others also in the workplace.

If you're working from home, please check in with your People Leader to plan your work for the next few days. Some suggestions are detailed below.

Leaving early today

Colleagues who are in the workplace today may leave early to prepare for the lockdown or attend to carers' responsibilities. Please **talk to your People Leader before you leave** to let them know you are leaving the workplace and to make arrangements for the next three days.

Forwarding phones

Staff who are onsite today could assist by forwarding desk phones to mobiles for their teammates, as appropriate.

Taking equipment home

If you do not have equipment at home, please talk to your People Leader. There are some loaner laptops available for staff to take home — please contact the ICT Service Desk. PCs, chairs and other equipment cannot be taken home.

ICT support during lockdown

The ICT Service Desk phone (x9292) **will be available during the lockdown**.

You can also log your requests via email to ict@slq.qld.gov.au (preferred for non-urgent requests). Please remember to include your mobile number so the team can call you back if required. If your request is **urgent**, please note it in the subject field.

If you are using Remote Desktop to remote into your PC at work, remember to select either **Logoff** or **Restart** when you're finished for the day. If you select *Shutdown*, your PC will turn off and you will not be able to remote in the next day.

Car parks

The State Library and QPAC car parks will close from midnight tonight until further notice.

Essential staff who are required onsite at South Bank may apply for a space in the Museum car park during the lockdown. If you require a park, please notify your People Leader and email [Facilities Operations](#) and with the following details:

- name
- reason
- times required
- registration.

When you arrive at the car park, press the intercom and provide your name and advise you are State Library staff.

Health advice

Contact tracing alerts

Please check the [active contact tracing alerts](#) and follow Queensland Health advice if you were in the any of the locations at the relevant times.

Getting tested?

If you have any symptoms, [get tested](#) and isolate until you receive your results.

If you are going for a COVID-19 test, please email your People Leader and the [People and Culture mailbox](#) **immediately** and **do not come to the workplace while you are awaiting test results**. Then don't forget to notify your People Leader and People and Culture **as soon as you receive your result**. Thank you for your cooperation.

Ideas for working from home during lockdown

The COVID pandemic has brought both challenges and opportunities for us. As we settle into another short lockdown period here are some options to help you stay busy and connected.

Information management

- Clean up your email inbox and folders — file or send to records@slq.qld.gov.au
 - Delete after you have filed with Records.
 - Include the RecFind file number if you know it. It's ok if you don't, Records can update for you once you've sent it to them.
- Review and clean up files in O:\ using RDWeb
 - Delete duplicate files
 - Create .zip files of folders to be ready to move to RecFind
- Update metadata tags on files already in SharePoint
- Web Authors — update or refresh your online content.

Training

- [Culturally Safe Libraries online learning modules](#) — if you haven't completed your modules this is a great opportunity
- [Fraud and corruption awareness](#) — due 31 July
- [Public Interest Disclosures \(Qld\)](#) (including [additional Obligations of People Leaders](#))
- Code of Conduct
- [365 in 30](#) and [365 in 5](#) digital capability modules

- Use the [Digital Discovery Tool](#) self-assessment to benchmark your technical skills

Self-administration

- Finalise your 2020–21 PPP (access Aurion through RDWeb)

Unexpected work from home days are a great opportunity to support your team. Be proactive about reaching out your People Leader and team to see what you can help with.

Stay connected

If you feel anxious or distressed, support is available through [Benestar EAS](#) and the [Peer Support Network](#). You might also like to book a virtual morning tea or lunch date with one of your colleagues via Teams.

Stay alert

As you can appreciate this situation is still evolving, so keep your mobile handy and regularly check the [staff updates](#) page and your emails for further updates. SMT members will be provided further advice later today.

Please talk to your People Leader if you have any concerns.

Thank you for your quick cooperation.

Stay safe,

Vicki