



COVID-19 Wellness update

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

13 May 2020

Finding the right work life balance while working from home

In the recent Wellness Survey, some staff highlighted difficulties in finding the right work life balance while working from home. We have compiled a list of suggestions that may, or may not, work for you.

Have a read and try out some ideas if you are struggling to find the right balance.

- Set yourself work hours, and stick to these
 - If possible, close your home office door when finished work for the day
 - If you don't have a door on your home office space, move a pot plant in front of the computer to signal the end of your work day
 - Turn off notifications on your devices
 - Take your lunch break in a separate area to your home office space if possible
 - Keep to your normal routine - if you normally walk to the train or bus station, keep up this walk
- Organise your time for good balance
 - Have a mix of computer tasks and non-computer tasks if possible each day
 - Block out time in your diary for mini-walks – whether it be around the garden or down the street
 - Ensure you plan something enjoyable each day – before, during or after work – that you can look forward to
 - Be aware of Zoom fatigue and request phone calls if appropriate for some meetings
 - Better yet, take a walk while you're on your phone meeting

We recommend having a discussion in a team meeting, where you are able to share what works and doesn't work for you or your team. You could discuss, if required, setting boundaries or 'rules' for your team on times when you are contactable, or discuss your working hours.

Don't hesitate to reach out to your People Leader for support if you are struggling to find the right balance. Additionally, our employee assistance provider, [Benestar](#), also has a wide variety of resources available on Benehub with online seminars, MyCoach services, factsheets and articles, learning modules and videos to support State Library staff.

If you have any ideas you would like to share on what works for you, please add to Yammer #RightBalance

Infozone internet access and public wifi

From Monday 18 May we will provide access to the Infozone for up to 10 clients to use the Internet only for 40 minutes. To ensure the safety and wellbeing of clients and staff, we will be working to comply with the public health rules: physical distancing, hand hygiene and frequent cleaning.

The public wi-fi is available in the Knowledge Walk from 9am-5pm daily.

Zoom meetings

Please ensure that Zoom meetings finish early or on time. If meetings go over time – they may prevent others from commencing their meetings on time.