



COVID-19 update

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

16 March 2020

State Library continues to closely monitor the situation, with daily updates from the State Health Emergency Coordination Centre. We remain in the 'lean forward' phase of the [Queensland Health Pandemic Influenza Plan](#); this means preparing the organisation if the situation worsens.

Business continuity

As part of our business continuity planning, we are conducting a scenario test tomorrow with over 100 staff will be working from home. This will allow us to test our systems and make any necessary improvements in the event staff will be required to work from home in the future.

At the end of each workday make sure you take:

- your laptop home (if you have one)
- everything you need to be able to work from home if required (O Drive files etc).

Keep updated on the special staff page on our website.

<https://www.slq.qld.gov.au/staffupdates>

People Leaders:

- Ensure staff have work to do from home, if required.
- Inform PPL's Talia Love-Linay if your staff or volunteers are currently travelling overseas or if they are unwell and away from work.

If you are unwell

Please remain at home if you are feeling unwell and talk to your People Leaders about any health concerns, or if you are being tested for COVID-19.

Travel arrangements

All State Library travel has been deferred until 30 April.

Risk minimisation

We are doing all we can to keep staff and visitors updated and safe. Signage has been placed in State Library restrooms emphasising advice on personal hygiene. Sanitizers have been made available for public use and increased cleaning is taking place around high traffic areas of the library.

Social distancing is also highly recommended. Avoid handshakes and other close contact, standing 1.5m apart from others where possible.

Benestar are also offering a [free webinar](#) this Wednesday on managing anxiety during these challenging times.

CLEAN HANDS SAVE LIVES

6 steps to successful everyday hand washing



Rub hands palm to palm.



Rub hands palm to palm with fingers interlaced.



In a circular motion rub the tips of fingers in the palm of the opposite hand.



Clean thumb by holding it in the other hand and rotating.



Interlock fingers and rub back of fingers on opposite palms.



Rinse hands with water.

Novel Coronavirus

What are the symptoms?



Fever



Cough



Fatigue



Sore throat



Shortness of breath

How to stop it spreading



Wash your hands regularly



Cover your coughs and sneezes



Stay home if you're unwell

If you're concerned, visit your GP or call 13HEALTH (13 43 25 84)



Useful links

- [State Library Pandemic Management Plan](#)
- [Department of Health website](#)
- [Symptom checker](#)
- [Employee assistance service](#)