



COVID-19 update

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

20 May 2020

AGILE WEEK – BLUE TEAM

Ad hoc access to the building

If you are planning to work onsite on an ad hoc basis, please remember you need to observe the Agile Team arrangements (Green Team/Blue Team) and gain prior written approval from your Executive Director. On approval, email the Facilities mailbox with your request including date and times, giving at least 24-hours notice. If required, an arrangement will be made for parking. At Reception you will need to sign in/out of Sine Pro and be issued with a temporary access pass by Security. For the current week's Agile Team colour, bookmark the [staff updates page](#).

Please return your keys for Key Traka

State Library will introduce [Key Traka](#) over the next month to centralise keys, track usage and manage permissions. To facilitate the implementation and audit process, please return all keys to State Library Security. Thank you for your cooperation as we work through this digital solution.

Take a minute to check-in with yourself

When going through any form of change, you should ensure you take care of yourself, the same way you would with others. Over the past few months, we have all gone through a significant amount of change and this can be unsettling or exhausting. Some may be experiencing elevated anxiety or stress as we adapt to a temporary new way of life. To help you check-in with yourself and how you're coping, Benestar has created a [Self-Care checklist](#). If you find there is an issue you need help with, you are encouraged to contact Benestar on 1300 360 364 for free, independent, confidential coaching and support.

Remember it's ok to not be ok, and the Benestar team are always here to help.