

COVID-19 update

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

24 March 2020

## Entering the South Bank building

When entering or leaving the building wait to ensure the doors close *before* walking away. This prevents unauthorised people accessing State Library and is an important security measure we should all practice every day.

### Working from home and carer's leave

You will have received an email outlining different options around flexible working and caring responsibilities. We understand these are difficult times and encourage you to discuss what options suit you and your family best with your People Leader as soon as possible. Details can be found on the <u>staff webpage</u>.

# **Agile Teams**

Blue and green should never be seen (but in a good way). A big thank you to staff for embracing the Agile Teams approach and continuing to work with your People Leaders to establish a 'new normal' in these challenging times.

Remember, when your team is in the building, you should not physically meet someone in the "other team". This practice ensures compliance with the strictest social distancing measures.

### Been in contact with someone being tested for COVID-19?

Check <u>Queensland Health</u> website for advice. The view is that if you can work from home, do so.

### **Useful articles**

- Cleaning your <u>mobile phone</u> (The Guardian)
- Keeping your home Coronavirus free (ABC News)

### **Keep updated**

- Regular staff updates on COVID-19
- The general public can keep updated on our website.