



## COVID-19 update

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

29 June 2020

### AGILE WEEK – BLUE TEAM

#### COVID centralised cost centre

A cost centre has been established for all COVID related expenses. Please continue to forward COVID related expense claims to Assistant Finance Officer, Margaret Mowberry.

#### Risk assessment approval and records

In this new way of operating it is more important than ever to ensure accurate information is recorded. We may be called upon by Queensland Health or Police to provide proof of approval of risk assessments.

As per the [risk assessment template](#) in the first instance the author must email the draft risk assessment to the WH&S Advisor email: [COVID\\_riskassessments@slq.qld.gov.au](mailto:COVID_riskassessments@slq.qld.gov.au) for review.

The author is also responsible for seeking separate approval from their portfolio Executive Director for return to site and commencements of activity.

A reminder that [COVID Risk Assessment](#) authors are responsible for seeing the assessment through to approval and storage, including approval emails, on Rec-Find and O:\drive:

- File:815/375/039
- O:\People, Projects and Learning\Projects Risk Reporting\Business continuity management\Pandemic Management Plan\COVID-19\Recovery\Risk Assessments

#### Visitors to State Library

Last week we reopened The Edge, Anzac Square Memorial Galleries and The Library Shop. We are seeing a steady number of visitors to these spaces.

	<b>Infozone</b>	<b>The Edge</b>	<b>Anzac Square</b>
<b>Sat 20 June</b>	72	n/a	n/a
<b>Sun 21 June</b>	93	n/a	n/a
<b>Mon 22 June</b>	122	16	1
<b>Tues 23 June</b>	113	11	3
<b>Wed 24 June</b>	123	22	7
<b>Thu 25 June</b>	87	29	12
<b>Fri 26 June</b>	122	26	11

## **Chit chat with the CEO**

Join me on Tuesday 30 June 1-1.30pm for *Chit Chat with the CEO*.

You are welcome to join the zoom call and ask me about anything. Hopefully I will have a ready response - if not, I can follow up for you.

Zoom Meeting

<https://zoom.us/j/95813089108?pwd=b1F2T3VYeVR5aFIDbFNjSjRCNEZlcz09>

ID: 958 1308 9108

Password: 117438

*Vicki*