



COVID-19 update

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

Friday 24 July 2020

AGILE WEEK – GREEN TEAM

Returning to the workplace

Conversations are starting to happen in each team about how to manage our staggered return to the workplace. In accordance with government directives, we are planning for 50% of staff in the workplace each day. As always, we are monitoring the situation throughout Australia closely and have a plan if there are reported cases in Queensland. We will continue following the advice of the Chief Health Officer and will respond to changes if they arise.

We are keen to make the transition a safe, flexible and positive experience for everyone. Some staff are looking forward to getting back to the office, and others are feeling nervous. Be assured that your health and safety remain a priority. We have asked your People Leaders to work with you to determine your staggered return to the workplace arrangements, and if needed, to review over the next month or so and adjust within the bounds of what's possible.

We are pulling together some frequently asked questions and answers for the [staff updates page](#) to help provide clarity. We will continue adding more information so please check back regularly. You should also talk to your People Leader or Senior Manager / Director if you have specific questions about how the transition will work for you or in your team.

Thank you everyone for working together to manage our safe return to the workplace.

Join the new Health and Wellbeing Team

COVID-19 has presented unique challenges and opportunities for us all both in our personal lives and as professionals, and as we face our gradual return to the workplace challenges and opportunities remain.

The Wellness Survey responses gave us a wealth of information and ideas about how we can support staff through the transition back, but also in the longer-term as we navigate the new normal together.

To bring these ideas into action, we're looking for enthusiastic, proactive and positive people to join our newly-formed Health and Wellbeing Team. If you have an interest in health and wellbeing and a passion for helping people, then we need to you to help develop and deliver initiatives to support all staff over the next six months.

Work will be allocated to everyone in the Health and Wellbeing Team, so if you'd like to join please discuss with your People Leader before volunteering. Please [email People, Projects and Learning](#) (and copy in your People Leader) to express your interest.

Wellness Survey results

Thank you to the 167 staff (including 46 People Leaders) who took time to complete the recent Wellness Survey.

The responses indicated that staff are enjoying the opportunity to work flexibly and many are noticing increased efficiency and effectiveness, as well as the benefits of no travel time including the opportunity to meet personal commitments. Some concerns from staff were increased screen time, email overload and feeling unable to 'switch off', as well as processes and approvals taking longer.

Here are some other insights from the survey responses:

- **95%** would be interested in a more flexible work arrangement beyond COVID.
- **93%** feel adequately informed about what State Library is doing to provide a COVID-safe onsite work environment.
- **93%** feel connected to their team, People Leader and State Library in general.
- **75%** have read the State Library COVID-Safe Site Plan.
- **74%** feel confident about returning to working on-site.
- **71%** feel their ability to work remotely has improved since April.
- **65%** of all respondents feel their workload is 'just right'.
- **56%** of responding People Leaders feel their workload, and that of their team is too high.

We appreciate your honest responses, questions and feedback. The Executive Team has reviewed the results and will address key areas over the coming weeks.

Set up the Sine Pro app

To minimise touching shared surfaces, we encourage you to download the Sine Pro app to your phone (available on Google Play and the App Store) to check in and out of the building. From Monday 27 July, the app's geofencing functionality will be activated to allow you to sign in from your phone. The app will also automatically check you out

once you move beyond 150m from the building, and require you to sign back in upon your return.

The iPad terminals will still be available if you don't have the app installed.

Chit chat with the CEO

Feel free to drop in and chat with me via Zoom on Wednesday 29 July from 1.30–2pm. You are welcome to ask me about anything. Hopefully I will have a ready response — if not, I will follow up for you.

Zoom meeting:

<https://zoom.us/j/95168702038?pwd=MWhPejhgT2FBWnVld2plbkRNcDVxZz09>

Meeting ID: 951 6870 2038

Password: 223344

Have a good weekend!

Vicki