



COVID-19 update

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

Friday 31 July 2020

AGILE WEEK – BLUE TEAM

Check the [staff updates](#) page for more information.

Maintaining health and safety

As we all continue to monitor the situation in Queensland, it is essential that we remain vigilant in our personal lives and at work.

I reiterate the email message I sent yesterday: that a flexible approach will be taken as staff return to the workplace over the next few weeks. I encourage all People Leaders to exercise flexibility.

As we return to the workplace, we all need to be disciplined. Being in the office will not be like it was before. It will *be different*, and it should *feel different*.

If you are coming onsite, it is crucial that you observe the public health rules to ensure everybody's health and safety:

- social distancing (1.5m away from others at all times)
- regularly wash your hands with soap and water for 20 seconds (or use hand sanitiser if soap is not available)
- cover coughs and sneezes with a tissue or the inside of your elbow (then dispose of used tissues immediately).

If someone in your household or one of your close contacts is being tested, [Queensland Health](#) advice is that you do not need to be in quarantine unless advised to do so by the local public health unit. However, you should keep your distance from the sick person as much as possible. In such circumstances, I understand you may not wish to return to the workplace and we will consider this on an individual basis.

We will continue to monitor the situation in Queensland closely and will keep you updated if the advice changes.

Freshen up — end of trip facilities available

The lockers and showers are available for use again and will be cleaned regularly by Springmount. Please follow the signage for total capacity in the spaces. Make sure you keep all your belongings inside your locker as no towels or toiletries can be left in the communal space anymore.

Returning bulky office items

If you have a chair, monitor or other bulky office items to return to the workplace, please [book loading dock access](#) so you can bring everything through via back of house. Make sure you get the items checked off by the Facilities team.

Change to COVID Planning Group meetings

As of next week, the COVID Planning Group meetings will change to Tuesdays and Thursdays. Updates will continue to be shared following each meeting.

Cashless carparks

The Cultural Centre carparks are operating completely cashless. The boom gates are often not attended, so please use the intercom if you have any issues with access.

Chit chat with the CEO

Feel free to drop in and chat with me via Zoom on Wednesday 5 August 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/99774694429?pwd=cU5JcytPNHZqYU51QW1KQXh5UVV4UT09>

Meeting ID: 997 7469 4429

Password: 924444

Have a good weekend, and stay safe.

Vicki