



## COVID-19 update

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

Monday 27 July 2020

### AGILE WEEK – BLUE TEAM

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

### Health and safety is important

As we transition back to the workplace, remember that if you are unwell with any [coronavirus symptoms](#) — no matter how mild — you should not come to the office. It's important for us all to follow this carefully for the health and safety of our colleagues.

If you're unwell, advise your People Leader and seek medical advice. Approval to work from home while you're unwell will be considered on a case-by-case basis, as per medical advice. If you're not well enough to work from home, please make sure you take sick leave to rest and recover. You will also need to take sick leave if you are unwell and don't have any tasks that can be completed from home.

Check other [frequently asked questions](#) about our gradual return to the workplace.

### Office dishwashers

The dishwashers are available for use again under the following guidelines:

- washes must be run with particular heat and cycle settings (check the instructions prepared by our Facilities team on the dishwashers)
- dishwashers must be unpacked using the disposable gloves provided.

You are welcome to use the crockery and cutlery provided, but feel free to bring your own and keep it at your desk once it has been washed.

### Volunteers needed for the Health and Wellbeing Team

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.

## **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=MWhPejhqT2FBWnVld2plbkRNcDVxZz09>

Meeting ID: 951 6870 2038

Password: 223344

*Vicki*