



## COVID-19 update

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

Tuesday 11 August 2020

### AGILE WEEK – BLUE TEAM

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

### Sign-in success

It's important for everybody to sign in each time you enter the building, and sign out when you leave. This is a requirement under our [COVID-Safe Site Plan](#) (see page 8) and is also critical to allow Queensland Health to conduct contact tracing if necessary.

Signing in and out is easy with the Sine Pro app. You can sign in from your phone and the app will automatically sign you out once you leave the building (make sure your location services are turned on). Check [these instructions](#) to download it to your phone or read [these new FAQs](#) for more information.

### What happens if you start to feel unwell while you're in the office?

Tell your People Leader straight away. You will need to go home and obtain medical advice. Do not catch public transport. If you have no way to safely get home, ask your People Leader for a cab charge voucher.

Keep in touch with your People Leader to arrange next steps. If you are well enough and you have work that can be continued remotely, you may work from home. Otherwise, you will need to take sick leave.

Our [COVID-Safe Site Plan](#) includes other scenarios and instructions from page 73.

### Risk assessments records

If you are the author of a risk assessment, it is your responsibility to submit the approved documentation to Recfind (file 815/375/039) and save it in the O: drive ([O:\People, Projects and Learning\Projects Risk Reporting\Business continuity](#)

[management\Pandemic Management Plan\COVID-19\Recovery\Risk Assessments](#)).  
The risk assessment template is available on the [staff updates](#) page.

## **Chit chat with the CEO**

Feel free to drop in and chat with me via Zoom on Wednesday 12 August from 1–1.30pm. 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/91657131108?pwd=Y05wcnZ5Ykp1dVR5alorS01uQll1Zz09>

Meeting ID: 916 5713 1108

Password: 906757

*Vicki*