



## COVID-19 update

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

Tuesday 25 August 2020

### AGILE WEEK – BLUE TEAM

[Staff updates page](#) | [Health and Wellbeing Team initiatives](#)

### Got symptoms? Get tested

With the recent COVID-19 cases detected in Queensland, it is critical that everybody monitors their health closely. Please note this advice from Queensland Health:

- If you have been to any of the [listed locations](#) at the specified times, get tested if you develop even the mildest of COVID-19 symptoms. This list is updated regularly.
- If you have any [COVID-19 symptoms](#), no matter how mild, you should get tested.
- Once you have been tested, stay home and isolate until you get the results and your symptoms resolve.

Check the Queensland Health website to find your nearest [testing centre](#).

If you go for a COVID-19 test, please **advise your People Leader immediately** and **do not come to the workplace while you are awaiting test results**. You should also stay home if you are unwell.

### Take time for risk assessments

Approved risk assessments are required for all multiple-staff and contractor activities **at least three days before work commences**. If you are responsible for writing a risk assessment, carefully read the instructions on pages one and two of the [template](#) to ensure you are following the correct process.

The risk assessment documentation is an important measure under our [COVID-Safe Site Plan](#), so please take the time to complete it properly.

## **KeyTraka is all systems go!**

The roll-out of the KeyTraka electronic key management system is complete. Read the [how-to guide](#) to learn more about using the system, and [check the FAQs](#) if you have any queries.

## **Chit chat with the CEO**

Feel free to drop in and chat with me via Zoom on Wednesday 26 August from 2.30–3pm. 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/99271257374?pwd=MWtaSEwyUzRYTGhvaHRnTzE4UT09>

Meeting ID: 992 7125 7374

Password: 675599

*Vicki*