



COVID-19 update

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

Wednesday 22 July 2020

AGILE WEEK – GREEN TEAM

Returning to the office

With restrictions easing in Queensland, work has started for our staggered return to the office. The Queensland Chief Health Officer advised that from 3 July 2020 office-based workers can return to their place of work.

Our transition back into the workplace requires careful planning, prioritising the health and wellbeing of all staff and ensuring that we remain productive and able to deliver outcomes for Queenslanders.

In our recent Wellness Survey, 74% of staff feel confident about returning to working onsite. Together with your People Leaders we are keen to make the return to the workplace a safe and positive experience.

To adhere to social distancing requirements, we won't return to the office at full capacity. In accordance with government advice, we are planning for 50% of staff in the workplace each day.

When we first implemented our Pandemic Plan, we were asked to plan for up to 50% of our staff sick at a time. That was why we implemented the Agile (Blue / Green) Teams approach. Thankfully, we have not had such widespread incidence of the virus.

Now, as we return to the workplace some teams will use the Agile Teams approach to assist in managing numbers on site. For other teams, alternative approaches will be used, for example where we need all team members onsite to deliver services, or teams need to be onsite to progress critical work.

As we progress through the transition back to the office, we may need to adjust our approach to cater to the needs of different teams or in order to deliver library services for the public. Within your teams you will need to discuss staggered start and finish

times, as well as staggered meal breaks. The return to workplace arrangements will be made in consultation with staff.

In preparation for your return to the workplace, please talk to your People Leader. This includes:

- discussing your agreed in-office days and intended start and finish times
- completing the [COVID-19 return to the workplace agreement](#).

All staff must complete a [COVID-19 return to the workplace agreement](#). If you have already been working onsite, please submit it to your People Leader as soon as possible. All other staff must submit it to their People Leader before returning to the office.

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 washing your hands (or using hand sanitiser)
- sneeze or cough into your elbow or a tissue (then throw the tissue away).

As always, if you are feeling sick, stay home. If you have any [COVID-19 symptoms](#), seek medical advice. For specific health and safety advice, please [email People, Projects and Learning](#).

We will share further details about your responsibilities when working from the office in the next few days.

Vicki