



COVID-19 update

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

Wednesday 29 July 2020

AGILE WEEK – BLUE TEAM

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

Wellness Survey actions

Thank you to everyone who provided their feedback in the recent Wellness Survey. The Executive Team have identified four key themes arising from the results that they are committed to addressing over the next few months:

- transitioning back to the workplace
- a strong desire to continue working flexibly beyond COVID-19
- work-life balance
- workload concerns from People Leaders.

Some of the strategies include support and development opportunities for People Leaders, and establishing the Health and Wellbeing Team (please [email People, Projects and Learning](#) and copy in your People Leader if you'd like to join).

Further work is happening so we can delve deeper into the responses and understand staff perspectives better.

Keep it clean

Staff are responsible for helping maintain clean and safe spaces onsite. Refer to page 46 onwards in our [COVID-Safe Site Plan](#) for full details about our sanitising procedures.

Some key things to remember:

- All staff are responsible for cleaning their workstation (including computer, keyboard, mouse and headsets) as required.
- Some staff have additional responsibilities for public or shared spaces.

Sanitising products can be collected from lunchrooms and kitchenettes. This includes wipes and TGA-approved disinfectant spray (available in the cupboards) which can be used with paper towel.

Soap dispensers are available at the sinks. Please wash your hands regularly for 20 seconds. Washing with soap is preferred to using sanitiser where possible. If required, sanitiser is available near the goods lift.

If you need to order sanitising products, please follow the instructions on the [staff updates](#) page.

All Sines point to yes

Have you downloaded the Sine Pro app to your mobile phone yet? It's easy to use and will make signing in and out of the building quick, seamless and contactless. Read these [instructions](#) to set it up on your phone.

Vicki