

# Coronavirus Update

THURSDAY 19 MARCH, 2020

Dear colleagues

Given the rapidly changing coronavirus (COVID-19) situation we are providing daily updates to staff. Please see below the latest information and actions being taken to respond to the challenges this situation presents.

## **University events**

The university has completed a review of all upcoming university and TAFE events in line with Australian Government advice banning gatherings of more than 100 people for indoor events and more than 500 people for outdoor events. This review included student and staff events, conferences, seminars and community events. As a result, we have unfortunately had to cancel a number of events. Deans and Directors have been notified today and will inform their staff of which events should be cancelled. If you are wondering about an event that you are hosting, please check in with your Dean or Director for further advice.

## **VC Staff Forum**

Given the government restriction on events, we have had to cancel the upcoming VC Staff Forums scheduled for March and April. We understand how important it is for staff to hear from their leadership during this time and we are preparing to deliver a pre-recorded presentation with the Vice-Chancellor and senior team instead. This will be recorded and sent to all staff on Tuesday 24 March.

Unfortunately, we are unable to make this an interactive session without limiting the forum to one campus due to capacity restrictions with the skype platform. For that reason we will record the forum as live and then send to all staff. Please send your questions to [feedback@federation.edu.au](mailto:feedback@federation.edu.au) so our senior team can be sure they are providing the information you want to know.

## **HR questions**

We understand staff have a lot of questions about working arrangements in the current environment. Attached to this message is a comprehensive FAQ document prepared by our Human Resources team.

One of the most common questions from staff is around arrangements for working remotely. Such working arrangements are set out in the FAQ document, along with other common HR questions. Staff must discuss these arrangements with their line manager prior to commencing and follow the university processes for remote working.

Further to this, we are reviewing current arrangements for staff to work remotely and will have toolkits and guidance available tomorrow. We need to ensure any agreement to work from home is done in a calm and considered way. It's important for us all to remember that even in these challenging times we have a duty to provide our students with high quality services, teaching and learning that our university is known for. This means staff who are required to be on campus must continue to be on campus. Please read the FAQ document and talk to your manager or HR if you have any questions or concerns.

We are also pleased to advise that a new webpage has been created for staff and students to access the latest information on the university's response to the coronavirus (COVID-19) situation. Please check [this page](#) regularly for updates.

**On behalf of the Critical Incident Response Team**

