

Coronavirus Update

WEDNESDAY 25 MARCH, 2020

Dear colleagues

Please see below the latest daily update for staff with information and actions Federation is taking to respond to the coronavirus COVID-19 situation.

HR update

Our Human Resources (HR) team are currently working with each area to determine the minimal number of staff required to stay working on campus to support online delivery and other operational activities.

We would prefer staff to work from home where possible. This needs to be arranged with your supervisor in advance and any equipment taken off campus needs to be properly recorded. Detailed information and the necessary forms to be completed are available in the [working from home toolkits](#) for staff and managers on our website. If you are required to be on campus, please remember to follow the health authority guidelines we have implemented on social distancing and hygiene measures.

If you have any questions about types of leave, working from home arrangements or other HR questions related to the pandemic, please call the new COVID-19 hotline that has been set up to provide staff with HR advice. Please call **(03) 5122 6300** between 8.30am – 5.00pm daily.

Exams

The current internal deadline for exam material submission to the Exams Office is Friday 27 March. Given the current circumstances, this deadline will no longer apply. A number of key stakeholders are currently working through end of semester exam planning. Staff teaching courses identified with end of semester exams, will be contacted at a later date regarding submission of materials (where applicable).

Services on campus

For staff who are continuing to work on campus, please remember to bring in your lunch and snacks for the day. All services other than those listed below are now being provided via phone or online.

Ballarat

- Ruby's and the Hub will continue operating at Mt Helen with reduced hours and take away food service
- The FedStore is closed from today. Services will now be provided via email, phone and online sales
- Ballarat Books will close on Friday 27 March and continue operating with online sales

Berwick

- Café La Kiss closed their food services at Berwick today
- The FedStore will close at the end of today. Services will now be provided via email, phone and online sales
- FedLiving will remain open for limited mail and online sales only. All other enquiries should be made via email or phone

Gippsland

- Café La Kiss will stop food services at Gippsland on Friday 27 March
- Campus Life Service Centre will remain open for limited mail collection and online sales pick up only. All other enquiries should be made via email and phone.

Practical sessions and labs

Following further review of higher education programs that require face-to-face delivery, practical sessions and labs have been deferred for the rest of the semester. The Arts Academy programs that require face-to-face contact such as performing arts, communication design, ceramics, visual and fine arts will be transitioned to a limited online delivery from Monday 30 March and will no longer be taught face-to-face.

Staff should speak to the Program Coordinator or Discipline Leader with any questions about these changes. These updates will be communicated to students via email tomorrow along with a new student fact sheet with advice on student services, academic and study support. This information will also be updated on our [website](#) and we encourage you to continue checking it regularly for staff and student updates.

On behalf of the Critical Incident Response Team