



Coronavirus Update

Saturday 21 August 2021

Dear colleagues,

The Victorian Government has today announced a state-wide lockdown in response to the growing number of COVID-19 cases across Victoria.

This means all metropolitan Melbourne restrictions – except for the curfew – will be implemented across regional Victoria from 1:00pm Saturday 21 August until 11:59pm Thursday 2 September.

In accordance with lockdown restrictions, our campuses in Ballarat, Berwick, Gippsland and the Wimmera will be closed until Friday 3 September. Brisbane Campus remains open and is unaffected by the Victorian restrictions.

Staff can obtain a permit to go on to campus to collect materials or equipment required to work from home, but you must not remain at the workplace for any other reason if you are not listed on the Authorised Provider and Authorised Worker List. Please contact Human Resources via hr@federation.edu.au to obtain this permit.

The information below provides details on restrictions, operations, and the range of health and wellbeing resources on offer to help you through this time.

All Victorian campuses

State-wide Victorian lockdown until 11:59pm Thursday 2 September

- Permits are required for authorised work and authorised higher education from 11:59pm tonight. If you can work or study from home, you must do so.

Supervisors can contact Human Resources to check if a particular staff member's position is deemed an authorised position/worker and to obtain an authorised work permit. All worker permits must be signed by the Director Human Resources as the authorised officer. Permits can be submitted via hr@federation.edu.au or call 03 5327 6300 for further information. Eligible students should contact WIL@federation.edu.au.

- All childcare centres and kinders across Victoria will be closed except to children whose parents are authorised workers and cannot be supervised at home. Vulnerable children can still attend. A permit system will apply. We are waiting on further details from the government on this and will provide more information when it becomes available.
- Outdoor exercise equipment, basketball courts and playgrounds will close for the extended lockdown period.
- Two hours exercise is limited to two people or only your household. No social gatherings outdoors or visitors to your home are allowed.
- A curfew is in place for metropolitan Melbourne. If you live in the greater Melbourne area you must stay home from 9:00pm to 5:00am.

You can find more detailed information via the [Victorian Premier's statement](#) online or at www.coronavirus.vic.gov.au

Key advice to Federation staff

Working from home

- All staff and students without an authorised work or higher education permit issued by the University must work from home. Please do not attend campus.
- For continuing and fixed term staff, if your job cannot be performed from home, there is no need to take special leave. Please consider if there are any administrative or professional development tasks, such as your PRDP, compliance modules in ELMO, LinkedIn Learning etc. that you can catch up on during this time.
- If you are unsure about how the restrictions apply to your personal circumstances, please contact the Federation COVID-19 hotline on (03) 5122 6300.

Home schooling

- For those staff with pre-school or school aged children, we understand that remote learning is difficult, so if you need to take time out of your working day to support your children, you do not need to apply for any leave over this short lockdown period.

Remote learning arrangements

Higher education

- All staff and students without an authorised work or higher education permit issued by the University must work from home. Information on obtaining a permit is provided below.
- All classes will return to remote learning until restrictions are eased. Some

practical higher education activities may be exempt – these staff and students will be contacted directly on Monday by their supervisor or course coordinator.

- HDR candidates should resume working from home and seek guidance from their supervisory team and/or their School HDR coordinator where necessary.

TAFE

- Practical TAFE activities will continue being delivered face-to-face on campus for the following apprentices with an authorised permit:
 - Building and construction
 - Electrical
 - Plumbing
 - Joinery
 - Commercial cookery
- Apprentices will have until 11:59pm Monday 23 August to gain a permit from their employer allowing Federation TAFE to deliver their training. These students will not be allowed on campus without a permit from Tuesday 24 August.
- Diploma of Nursing students will continue face-to-face practical activities on campus. Federation TAFE will provide these students with the necessary permit.
- Only TAFE teachers and store people with an authorised work permit will be allowed on site whilst this course delivery is happening.
- Students carrying out placements in areas deemed essential services will be able to continue their placements. TAFE will provide these students with an authorised permit by Monday 23 August.

Placements

- The university will work with students and placement providers to make alternative arrangements where possible, including working from home if your placement allows.
- Students who have authorised higher education permits will be able to attend placements as their placement areas are deemed essential services.

New exposure sites in Victoria – check each day

We highly recommend that you check the full list of Victorian exposure sites each day at coronavirus.vic.gov.au/exposure-sites.

If you have visited a public exposure site at a time listed, you will need to follow the COVID-19 testing and isolation advice. Please speak to your manager for advice if you need to isolate for 14 days so we can make arrangements to ensure you complete this isolation period.

Health and wellbeing support

Throughout the pandemic, Human Resources has offered a range of health and wellbeing supports to help you get through the challenges of lockdowns and working remotely.

We strongly encourage you to look at the [Health and wellbeing](#) page if you need some extra support or even just a mental break through the day.

You can find videos of past Lunch and Learn sessions, advice on exercise, mindfulness, mental health, and resources for families with kids at home during lockdown.

You can also find links to the Employee Assistance Program, which offers staff access to free, confidential counselling services 24/7. They can be contacted via the link above or over the phone on 1300 OUR EAP (1300 687 327) or 03 8681 2444. HDR students who are also staff should refer to [counselling services](#) instead.

Federation University's on campus Health Centres are also open if you have any general health issues. Do not attend the centres if you have any COVID-19 symptoms (cold, flu, cough, fever) you should instead get tested and isolate until you return a negative result and can phone for options to speak to a GP or nurse. Go to the [health services page](#) for information and contact details.

If you need practical advice and toolkits for working from home, visit [COVID-19 support for staff](#). If you need further advice, you can contact the Federation COVID-19 hotline on (03) 5122 6300.

Federation COVID-19 hotline details

Please let us know immediately if you are confirmed or suspected of having COVID-19 by calling our hotline on **(03) 5122 6300** (8:30am to 5:00pm). After hours, if you return a positive COVID-19 test, please contact our emergency phone number 1800 333 732 so we can put in place cleaning and isolation measures.

Stay safe and stay well.

On behalf of the COVID-19 Transition Control Group

Federation University footer

