

# Coronavirus Update

TUESDAY 7 APRIL, 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. This includes contact details for staff to access HR and ITS support.

## **Online learning for Victorian schools in term two**

The Victorian Government today [announced](#) that most Victorian school students will be required to study online from home in term two, which resumes on Wednesday 15 April. We realise this may make working from home more challenging for some staff and we encourage you to call the university's COVID-19 hotline (03 5122 6300) to speak to an HR team member for advice on your individual circumstances. Human Resources will provide further guidance over the coming days.

The government's announcement that it intends for Year 12 students to complete their studies this year and receive an ATAR is welcomed by the higher education sector. This allows us to continue planning for next year on the usual academic schedule.

## **New OHS guidelines for staff required on campus**

The university has developed new occupational health and safety (OHS) guidelines for staff who are required to work on campus during the pandemic. The guidelines are available on the university's COVID-19 response [webpage](#). They cover hygiene and social distancing measures, OHS responsibilities for supervisors and staff, and security services.

## **Tips for working from home securely**

Working from home arrangements come with some form of cyber security risk as staff are no longer behind the protection of the security devices, systems, services and monitoring provided by Information Technology Services (ITS). You can be assured that if you utilise your work email account, you are still protected as if you were working on campus. The ITS team has produced advice for staff and students on [working from home securely](#), which we encourage all staff to read.

## **Process for resignation during COVID-19**

With most of our workforce now working from home, we understand returning property can be difficult when a staff member resigns. However, the same processes still apply. Staff are still required to complete a ServiceNow [Staff Exit form](#) and return university property on their last day of employment.

Staff members should contact security to arrange a meeting time and location to return these items:

- Ballarat campuses, (03) 5327 6333 | Berwick Campus, (03) 5122 8555 | Gippsland Campus, (03) 5122 6662.
- Brisbane staff should contact the Executive Director, (07) 3727 3333.
- Wimmera staff, please contact Head of Campus on 0407 080 782.

Please ensure you provide a complete list of the items being returned, including description/brand/serial numbers if applicable. Security staff will provide you with a confirmation of receipt.

## **Accessing staff support**

### HR support

COVID-19 hotline – staff can call (03) 5122 6300 between 8.30am–5.00pm to speak to an HR staff member about working from home protocols, leave types, payroll enquiries and other HR questions related to the pandemic.

Manager Support Line – supervisors should call (03) 5327 9530 from 8.30am – 5.00pm or email [manager.hrsupport@federation.edu.au](mailto:manager.hrsupport@federation.edu.au) for advice on managing staff and changed working conditions during the pandemic.

### ITS support

Off campus - call (03) 5327 9999 between 8.30am–5.00pm weekdays or use the online service portal.

On campus – for onsite assistance call 8888, otherwise please call (03) 5327 9999 between 8.30am–5.00pm weekdays or use the online service portal.

The ITS team has also established a [page with ITS advice for staff and students](#) on working from home. Please check this page regularly for answers to common IT issues.

### Updates on Federation's COVID-19 response

Please check our [COVID-19 webpage](#) for regular updates and advice for staff and students. This includes HR toolkits and forms.

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

