

Coronavirus Update

THURSDAY 9 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.

Student study spaces on campus

With the move to online delivery and the closure of campus buildings to meet social distancing and hygiene requirements, the university has received requests from students for ongoing access to computer and Wi-Fi facilities. From next Wednesday 15 April, each campus will have a managed learning space available for students. They will be set up to meet COVID-19 social distancing and space allocation requirements. The study spaces can be booked through the library webpage. More information will be sent directly to students and be available on FedNews next week.

HR update

We understand the Victorian Government's announcement that all Victorian primary, secondary and special schools will move to remote and flexible learning in term two will present new challenges in working from home for many staff. The university has developed a new resource to assist staff in balancing work and home schooling. The [Home Learning Flexibility Options](#) guide outlines the different leave types and working arrangements available. We encourage staff to read through the guide and discuss your individual circumstances with your supervisor or contact HR via the COVID-19 hotlines below.

Accessing staff support

HR support

COVID-19 hotline – staff can call (03) 5122 6300 between 8.30am–5.00pm or email hr.hotline@federation.edu.au for advice 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 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

