

# COVID-19

# ICC Staff Update

25 MARCH 2020

CURRENT ALERT LEVEL **3**



**When I arrived in the office this morning, it was to a sight which certainly made me smile – and admire their preparedness.**

**David McCormick had arrived with a light-weight suitcase, to enable him to take home anything he required from the office for the next four weeks.**

### This brings me to a couple of key points

- All of our buildings will be closed to staff, apart from those who have previously been identified, at 11.59pm tonight.

This means your swipe card access will be disabled. Please make sure that you take anything you need to be able to work from home with you tonight.

- We will be providing you with the contact details of somebody who will be able to arrange access if there is something you have left behind and require urgently during the next four weeks, but we will need to set in place a procedure to restrict movements around the building.

This may mean that we nominate someone already working within the building to retrieve the item for you, and meet you outside to give it to you. Our essential service workers, like the water operators, need to remain safe in their "bubble".

- You will notice plants are being moved to one area on each floor so that they can be easily watered. If you have one in your area which has been missed, please add it to the bunch.
- Clean your items out of the fridges and freezers as these will be emptied and everything in them thrown out so that we can clean them and switch them off for the next four weeks.

### Planning ahead

We know there is some anxiety around public response to what they will see happen to our city in the coming weeks. The first thing that springs to mind is the amazing work in our premiere parks will not continue. Our spraying programme for roading and footpaths must stop.

While everyone is at home, they will be able to mow their lawns – but we won't be able to mow ours.

It means there will be a lot of preparation and planning happening over the next four weeks – to figure out how we are going to return to our usual level of service when we have had to "let things go".

We are also having to plan for beyond the first four weeks. While this is the direction we have been given for now, it is possible that this may be extended.

That's why the P&C team are asking you to sign those forms sent out yesterday and provide your personal contact details to your manager as soon as possible.

We will keep you informed, via the [ICC Staff webpage](#), in relation to what's happening next. If we are trying to contact you privately, we will

pop a message there which states: "Managers are trying to reach all staff with an update."

### IT Update

We are recommending the use of "Zoom" for video and audio conferencing, and screen sharing.

This will be an invaluable tool to communicate and collaborate with team members and external parties.

We have published Promapp process maps on the [ICC Staff webpage](#) to help you get up and running with Zoom, including how to create an account, how to host a Zoom meeting, and how to attend a Zoom meeting.

As always, for technical support please contact the Information Services Team via a Scooter request, or if this is not accessible, a phone call to **03 2111 600**.

### A reminder...

For those of us who may have thought about going bush, or on a solitary adventure ... ("I'll be on my own! I won't be any risk to anyone!") Please consider this: Search and Rescue, Fire, Ambulance, and Police, do not want to have to come looking for you should anything go wrong! This four-week period is to **stay at home**.

### On a slightly personal note...

I appreciate the feedback I've had from people on how they appreciate the messaging, the meetings, and the sharing of what we know. So often, we only share negative feedback. It's pleasing to know that we're "hitting the mark". I feel as though I'm walking through a property with the lights off, trying to find my way by feeling for the walls ...

**RIGHT: Mr McCormick with his little suitcase. Talk about being prepared, not panicking!**



**Unite against COVID-19:**

Be kind. Share only facts, not rumour. Time to prepare, not panic.