

# COVID-19

# ICC Staff Update

24 MARCH 2020

CURRENT ALERT LEVEL **3**



## **Stop. Ask yourself: Are you safe?**

**And for once, I'm not just referring to those messages about washing your hands and maintaining physical distance.**

**With yesterday's announcement came questions, concerns, and for some, anxiety and fear.**

**When we are frantically trying to figure out what this means for us as individuals, we can become distracted.**

**I implore you, whether it's at work, while you're driving, or undertaking simple tasks: Stop. Ask yourself: Are you safe? When we're distracted is when accidents can happen.**

## **Today's priorities**

When speaking to your managers and team leaders yesterday, I told them "necessity is the mother of invention". ELT is meeting this morning to discuss how we can best support you all, looking at what we may be able to do in relation to leave, how we will implement working from home measures, and more. Certainly some inventive thinking required.

We'll have an update for you on this later today.

You will have heard the plea from the Payroll team to make sure your contact details are up to date in Ernie. If you haven't done so already, please make this a priority.

It would also be useful if you could provide a personal contact number to your manager or team leader. Your one-stop-shop for accurate and timely information from us during the next four weeks should be the ICC Staff page on the website [here](#). If we have information we can't provide in this public area, we will put a note up that your manager will be trying to contact you directly.

## **What's coming next**

The Civic Administration Building will remain open until 5pm tomorrow (Wednesday).

After that, only a very small number of staff will be physically in the office at any one time – at this stage we estimate this to be approximately 20. You will be notified if you are one of these people.

The way we work is changing significantly. As a small example, not only have the biscuits gone from the cafeteria, but those folks who will still be working from the office will be asked to please bring their own milk for their tea and coffee!

## **IT Update**

Later today, there will be ProMapp instructions on how to use video conferencing software Zoom up on the ICC Staff Page. We'll let you know in the next update that this can now be used. It might be wise to have a go with your team over the next 24 hours.

Remember, logging a job through Scooter is the easiest, and most efficient way to get any issues resolved or questions answered. If you can't access Scooter, call extension **6600** or **(03) 2111600**.

The IT Team is aiming to provide service between 8am and 5pm Mon-Fri throughout the next four weeks, but it will be at a reduced staffing capacity. There will be some after-hours support available for essential services.

## **Finally...**

We know that our people are anxious, wanting continuity in their working lives, their pay, and wanting to provide continuity of service to the community – that's what being a public servant is all about.

But we need to remember the purpose of moving to Level 4: slow it down, and stamp it out.

If we don't adhere to the guidance and to the rules, this initial four-week period may be extended – and that applies to each and every one of us.

Let's keep checking in on each other, and remember, EAP is still there for those in need of support.

**Unite against COVID-19:**

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