

8 April, 1.20pm

All staff email from Jane Booth, Executive Director: People, Talent & Culture

Dear colleagues,

The efforts and achievements of our staff in service of our students, partners and the wider community have been extraordinary in recent weeks. We've moved our teaching and learning online, responded to the challenges of the COVID-19 pandemic and transitioned to our new academic structure. With the vast majority of our staff and students now working and studying from home, and essential staff maintaining our campus-based services supporting research and other critical activities, we're working in a way few of us could have anticipated.

We've done it by pulling together, as we always do at UniSA when faced with a challenge. And, as we've established new routines, new ways of working and in some cases new skills, we've also had to grapple with the personal impact of the conditions and constraints we need to observe to stay safe. It's a heady mix of thoughts, feelings and experiences to navigate and we want to make sure you're aware of the support that's available to you.

Safety and wellbeing

Your safety and wellbeing remains our highest priority. Our [wellbeing program](#) has a range of supports available including this year's flu shots program, we have options for supporting your mental wellbeing and [remote working](#) on the [People, Talent and Culture website](#), and our Employee Assistance Program and Manager Assist are available through Human Psychology on **1300 277 924**. SA Health also has a mental health support line you can contact on **1800 632 753** 7 days a week from 8.00am to 8.00pm, as well as a mental health fact sheet with more information on their [website](#).

Make sure you're set up properly for working from home by taking the [WHS29 Workstation Self-Assessment](#), take regular screen breaks and build some [exercise](#) into your new routine to stave off zoom fatigue - and even in these challenging times remember you can still take [leave](#) to help you manage your responsibilities and your wellbeing.

If you are remaining on campus please observe the social distancing protocols at all times and ensure you have [downloaded the free SafeZone App](#) to your smart phone and have activated the 'Check In' feature. This will allow our Security Officers to concentrate their patrols in areas occupied by staff and students and quickly identify who is on campus if an incident was to occur. Rest assured our facilities management team are providing additional hygiene services to keep our campuses as safe as possible.

Thriving remotely

Whatever your current working arrangements it's important for your wellbeing to remain productive and engaged in your work and connected to your team. Continue to invest in your development by exploring what's available online via our [Enterprising Essentials](#) program, and check out the [People, Talent and Culture website](#) for ideas on staying connected as a team. Make sure you still find time for catching up one to one, particularly if you have direct reports or supervise HDR candidates.

Personal support

If you are personally affected by COVID-19, it's important to know what support is available to you from the University. We have developed a series of [COVID-19 Key Employment Principles](#) to assist staff, including an exceptional special leave with pay provision for all staff impacted by COVID-19. We've also introduced a reporting [Protocol](#) for staff who need to access special leave provisions in the event they are required to self-isolate or are quarantined. In the event you become unwell with COVID-19, we ask that you contact your line manager and they will notify the ptc@unisa.edu.au inbox so we can ensure the appropriate support is provided to you.

Remember to review the [COVID-19 FAQs for Staff](#) and the [COVID-19 coronavirus information webpage](#) regularly as they are updated frequently. If there's something you want advice on or support with that isn't covered, contact ptc@unisa.edu.au or your [PTC Business Partner](#).

The University will continue to do its utmost for the safety of our staff and students, following the advice of medical authorities and State and Federal Government agencies. Thank you for doing your part by being flexible, committed and professional. It is very much appreciated by our whole University community.

Wishing you all the very best, stay safe and enjoy the Easter break as best you can.