

# Coronavirus Update

THURSDAY 2 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.

## Flu vaccinations

Federation University has a limited supply of flu vaccinations that are being administered at the Mount Helen and Gippsland campuses by the campus nurses. Given the limited supply, priority access has been given to staff who are still required to work on campus and in situations where following social distancing guidance is challenging. This includes security staff, FedLiving employees and residents, medical centre and childcare workers. These staff members should call the following numbers to book an appointment for vaccination.

- Mount Helen Medical Centre: (03) 5327 9477
- Gippsland Campus: (03) 5122 6425

As supply is limited, we advise other staff seeking a flu vaccination, or requiring the specialised flu vaccine for individuals over 65 years of age, to contact their GP.

## HR update

Some staff have expressed concern that working from home arrangements could impact payroll operations. We would like to reassure staff that we have business continuity planning in place and this is not an issue. The payroll team is set up to work both remotely and on campus to ensure the smooth operation of our payroll. We ask that all staff direct their payroll enquiries to the COVID-19 hotline in the first instance on (03) 5122 6300.

The HR team has also developed a new learning module to help staff work effectively from home. The *Building blocks for working virtually* module provides staff and supervisors with the foundations and key considerations to support the transition to

working virtually. Please [Log in to the ELMO learning management system](#) to access this resource.

HR will continue to provide new modules to help staff and supervisors navigate this new way of working.

### **Academic progress rules relaxed**

The university has decided to relax academic progress rules for higher education programs for semester one in recognition of the challenges many of our students are facing as a result of the pandemic. This means that students will not be considered for exclusion or suspension based on this semester's results and will be able to continue in their studies.

### **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 and other HR questions related to 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**