

Coronavirus Update

MONDAY 6 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.

Campus access

We have identified 83 staff members who are required to continue working on campus to ensure we can deliver online programs and maintain essential facilities and services across all campuses. To these staff members, we express our sincere thanks on behalf of the whole Federation community.

We understand some staff may prefer to be working from home during this difficult time and we wish to reassure all staff that social distancing and other hygiene measures will stay in place across our campuses even though they will only remain open to a small number of staff. From tomorrow, **Tuesday 7 April**, all other staff are required to notify security in advance before coming on to campus.

- Ballarat campuses – extension 6333 or call 5327 6333
- Berwick campus – extension 28555 or call 5122 8555
- Brisbane – call 0428 160 094
- Gippsland campus – extension 26662 or call 5122 6662
- Wimmera campus – call 5382 0560 or 0417 820 560

HR update

The university has developed a set of key employment principles that will guide our response to the COVID-19 pandemic and ensure we are responding appropriately. Our staff and students are at the forefront of our thinking and approach to continuing our operations during these challenging times. The principles are saved on the [HR webpage](#) and will be reviewed and updated as the situation evolves.

Media coverage

Some staff have raised concerns about the university's financial position in response to media stories about the impact of the pandemic on the university sector more broadly. Fortunately, Federation University has gone into the pandemic in a strong financial position and is in a better position than many other universities. This is thanks to your hard work in implementing budget savings measures over the past three years as part of the university's transformation and modernisation agenda.

The Vice-Chancellor has done a number of media interviews today about our new [student financial assistance package](#) and has also used that opportunity to reinforce our stronger financial position in contrast to much of the sector.

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, 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