

Coronavirus Update

WEDNESDAY 8 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.

TAFE delivery in term two

TAFE will resume after the Easter holiday break on Wednesday 15 April with mixed modes of delivery. The majority of programs will continue to be delivered online. A limited number of trade and apprenticeship/traineeship programs that require practical face-to-face training will be delivered on campus.

On campus training will recommence with changes to class structure, size and timetables, as well as practical components. This will ensure effective implementation of required social distancing, and intensive cleaning and hygiene measures, following the advice from the Victorian Chief Health Officer in response to the COVID-19 pandemic. This is in line with teaching practice across the entire Victorian TAFE system.

Students have received emails today detailing how their individual program will be delivered.

ATO decision on COVID-19 working from home arrangements

The Australian Taxation Office (ATO) has announced special arrangements this year due to COVID-19 to make it easier for people to [claim deductions for working from home](#). The new arrangement will allow people to claim a rate of 80 cents per hour for all their running expenses, rather than needing to calculate costs for specific running expenses. The HR team is developing a form staff can use to record their hours working from home for taxation purposes.

UniSports online

UniSports has developed online resources, programs and support to help keep staff, students, family and friends fit and healthy at home during the pandemic. This includes:

- Tailored at home workout programs, as well as those delivered via the FedMoves app
- Live-streamed fitness classes
- Weekly challenges where progress can be tracked including running and cycling clubs
- Music to keep you moving
- Healthy and nutritious meals
- Profiled research on sport, health and fitness

Further information can be found on the UniSports webpage and social channels. These resources are currently available for free to all staff, students and the community

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