



## COVID-19 | Staff Update

### Return to Workplace Strategy

You were recently invited to participate in a Working from Home (WFH) survey and you may also have participated in one of eleven focus group discussions.

Thank you to those who have contributed their time and a summary of the initial survey results are further below for your information. Your feedback is very much appreciated and has informed the next steps in our Return to Workplace Strategy.

The balance of the information in this memo is for people who are currently Working from Home and otherwise work in the following locations:

- King Street Office, Sydney
- Cardiff Office, Newcastle
- Mount Waverley Office, Melbourne
- 207 Wakefield Street, Adelaide

*If you are currently working from home and not from one of the above locations, please contact your manager to confirm your work location specific Return to Workplace Plan.*

#### **What are the survey results?**

The survey participation and response rate was very high with 70% of respondents reporting that working from home had been a highly positive experience and a further 28% feeling it was somewhat positive. The 11 focus groups also explored working from home experiences

as well as work practices that could be adopted for the future. The recommendations on potential future work practices will be presented to the Calvary executive team for consideration.

### **What is a Return to Workplace (RtW) Plan?**

In preparation for a future return to the workplace for the Calvary WFH community, workplace groups have begun developing location specific plans which incorporate COVID-19 specific WHS considerations using the Safe Work Australia guidelines as well as undertaking work group prioritisation.

### **What are the considerations in managing RtW?**

While we are seeing a continued reduction in community transmitted cases and easing of restrictions amongst the majority of the states and territories, it is important to note that the [Federal Government's Roadmap to a COVIDSafe Australia](#) advises that for both Steps 1 and 2 it is important to consider continuing "Work from home if it works for you and your employer".

The next consideration is progression to Step 3 which provides a pathway to easing restrictions through subsequent steps.

### **Will our experience with WFH inform changes to the way we work?**

Although the impact of COVID-19 on the workplace was forced upon us, the quick adoption of new technology and work practices has had many benefits that we may want to adopt on an ongoing basis. A Return to Workplace Steering Committee has been established to consider how we can incorporate our learnings into the Return to Workplace Strategy, with the objective of sustainable work practices that are safe, productive and supportive.

### **Should I continue working from home?**

Yes, until you have been advised by your Manager that you can safely RtW. The RtW plans are in the process of being finalised and will be communicated within the next two weeks.

If you have compelling reasons to return to the workplace which either relate to not being able to undertake your duties from home, or you have health and wellbeing concerns about working from home, I encourage you to discuss this with your immediate manager, and raise a RtW request for consideration by the relevant senior manager.

### **Please stay safe and reach out if you are concerned**

I encourage you to follow the ongoing advice provided by government and health authorities to keep you and your family healthy and safe.

This can be a challenging time for many people and it is important to reach out for support to your manager if you are concerned. [The Employee Assistance Program](#) is also available for

confidential counselling and wellbeing support to all employees and your eligible, immediate family members.

If you have any further feedback or questions thank you for emailing [workingfromhome@calvary.org.au](mailto:workingfromhome@calvary.org.au) .

**Damien Johnston**, National Director People & Corporate Services



**Calvary**

Continuing the Mission of the Sisters of the Little Company of Mary

Founded in 1885 by the Sisters of the Little Company of Mary, Calvary is a charitable, not-for-profit, Catholic health care organisation.

Our mission is to provide quality, compassionate health care to the most vulnerable, including those reaching the end of their life.

We are responsible for over 12,000 staff and volunteers, 14 Public and Private Hospitals, 17 Retirement and Aged Care Facilities and a national network of Community Care Centres.



Hospitality



Healing



Stewardship



Respect

**You can find us on**



[Unsubscribe](#) [Forward to a friend](#)

© Little Company of Mary Health Care Ltd 2020

135 King Street, Sydney NSW