



20 March 2020

BPEQ'S RESPONSE TO COVID-19

The Coronavirus disease (COVID-19) is impacting many businesses and their capacity to provide customer service.

The health and wellbeing of our customers, our staff and the wider community is our number one priority and the Board of Professional Engineers of Queensland (**BPEQ**) is taking measures to continue its functions but reduce the chances of spreading the disease.

From Monday, 23 March 2020 BPEQ will be implementing the following measures until at least 6 April 2020:

- staff will commence working from home, with limited staff remaining in the office to continue the Board's essential functions;
- BPEQ will use videoconferencing or teleconferencing for all essential future meetings, including Board meetings;
- customers are asked to submit paperwork (e.g. registration applications) by post and not attend the BPEQ office in person;
- any BPEQ hosted events or events it was participating will be cancelled or postponed;
- staff will not undertake any air travel for work purposes and will be encouraged to only take personal travel for essential reasons. Staff will follow the government's 14-day quarantine requirement for international travel, effective 16 March 2020;
- staff are following Queensland Health's requirements and BPEQ management is communicating regularly with staff including extensive information around personal and workspace hygiene.

With reduced staff remaining in the office there may be delays in responding to matters. BPEQ staff do appreciate your patience and understanding, particularly ahead of the registration renewal period beginning 1 April 2020.

In the event authorities implement more rigorous emergency measures (e.g. workplace closures) BPEQ will look at activating further business continuity arrangements.

ENDS