
COVIDSAFE PLAN

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Transition to Campus Working Group

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EXECUTIVE SUMMARY

This document presents a process for the gradual and safe transition to campus of all members of the university community, in line with the Commonwealth government's 3-step framework for a COVIDSafe Australia. ([See the 3-step framework.](#))

The Victoria University's transition to campus process rests on the following Guiding Principles:

- ◆ Full support for government directives and initiatives, such as good hygiene practices, physical distancing rules, and the use of the **COVIDSafe mobile application**.
- ◆ Safe and equitable treatment of staff and students; and
- ◆ Alignment with strategic and operational priorities of the university. It relies on the practical application of existing OHS methodologies:
- ◆ OHS committees and staff/students representation structures;
- ◆ Consultation with staff; and
- ◆ Structured planning, with hazard identification, risk assessment and control at its core.

It introduces the concept of A COVIDSAFE TRANSITION TO CAMPUS within TAFE, Higher Education and Professional Services sector, and creates a process for the application, approval, and transition to campus activity. ([Lodge a transition to campus activity request online.](#))

This document also provides a general guidance for specific businesses and portfolios regarding the practical infection control and prevention strategies whilst on campus.

PURPOSE

This document provides a single source of information on how Victoria University will manage the Transition to Campus process during the COVID-19 Pandemic. This is applicable to all University campuses and University controlled entities and is prepared to support the Federal and State Government guidelines. The development of this document has been informed by other agencies/authorities including WorkSafe Victoria, Safe Work Australia, Universities Australia and more broadly World Health Organization principles. It aims to maintain the health and safety of all members of the university community during the gradual process of transitioning activities back to campus.

SCOPE

This plan applies to all activities and premises of Victoria University Australia. Whilst the COVID-19 situation is fluid and constantly changing, this document will cover the requirements for a safe transition to campus. This document will include all approaches including temporary, permanent, staged, stepped transition to campus process. The development of this document has examined existing documents and information and developed processes in support of gaps identified.

This document will form the guidelines of the COVID-19 Task force formed by Vice-Chancellor.

This document shall remain current until further notice. This document will be updated following the changes in Government recommendations in response to the pandemic and subsequently the outcomes of COVID-19 task force meetings. Any printed version of this document may not be the current version.

DEFINITIONS

TERM	DEFINITION
<p>COVID19</p>	<p>An infectious disease caused by a strain of the coronavirus group of viruses. The COVID-19 term includes all individual mutations or strains of the original coronavirus identified in 2019 from Wuhan Province in China. Symptoms include fever, coughing, sore throat, and shortness of breath. The virus can spread from person to person, but strict adherence to good hygiene practices and to physical distancing rules can reduce the risk of infection.</p> <p>YOU MUST NOT ATTEND UNIVERSITY IF YOU ARE UNWELL OR SICK.</p> <p>Any person who is feeling unwell or has any of the following symptoms are advised to stay away from campus and immediately seek medical attention.</p> <ul style="list-style-type: none"> ◆ Fever ◆ Sore throat ◆ Coughing/sneezing ◆ Running nose ◆ Loss of sense of taste/smell <p>It is important to note that these symptoms can also be symptoms of a host of other illnesses and infections. The presence of one or more symptoms is not sufficient for diagnosis. If you have one or more symptoms you should consult for local doctor.</p> <p>If you feel unwell whilst on campus, leave as soon as you begin to feel unwell. Seek medical advice from a doctor or health practitioner. Inform your manager/lecturer/teacher by phone or email.</p>
<p>GOOD PERSONAL HYGIENE PRACTICES</p>	<p>Wash your hands regularly for 20 to 30 seconds with soap and water. If soap and water are not available, use a hand sanitiser with at least 60 per cent alcohol. (Hand sanitiser does not replace washing your hands after using the toilet – use soap and water.)</p> <p>Use soap and water if your hands are visibly soiled. Avoid touching your eyes, nose and mouth.</p> <p>Cover your mouth and nose with a tissue when coughing or sneezing, or cough or sneeze into your elbow.</p>
<p>GOOD HYGIENE PRACTICES – ENVIRONMENTAL CLEANING & DISINFECTION</p>	<p>The virus responsible for COVID-19 can survive on surfaces for many hours but is readily inactivated by cleaning and disinfection. Whilst the overall responsibility for general environmental cleaning and disinfection is that of Facilities Services (public areas and shared facilities), it is everyone’s responsibility to clean areas before and after use.</p> <p>To reduce the spread of the virus, arrangements must be in place to</p>

	<p>clean and disinfect:</p> <ul style="list-style-type: none"> ◆ frequently touched surfaces such as benchtops, desks, doorknobs, taps and handrails; ◆ frequently used objects such as shared computers, photocopiers, laboratory and workshop equipment, sports equipment, and outdoor equipment; and ◆ toilets, showers and bathrooms. <p>These arrangements must be compliant with government directives, such as Safe Work Australia’s How to clean and disinfect your workplace (PDF, 899 KB).</p>
PHYSICAL DISTANCING RULES	<p>Separating all people present on university campuses as much as possible in all locations. The following physical distancing rules must be adhered to:</p> <ul style="list-style-type: none"> ◆ keep a distance of 1.5 meter between yourself and other people at all times where practical (the ‘1.5m rule’); ◆ in indoor spaces, a maximum average occupancy of one person per four square metres applies (the ‘4m2 rule’); ◆ avoid crowds and large public gatherings. ◆ avoid shaking hands, hugging, or kissing other people; and ◆ keep connected with colleagues, friends and family through phone, email, social media, and online work platforms such as Webex and/or Zoom rather than face-to-face contact.
UNIVERSITY COMMUNITY	<p>All persons on or off campus who have an association with Victoria University, including students, staff, members of Council and committees, tenants, visitors, contractors, consultants, volunteers and people representing the University off-campus.</p>
ESSENTIAL ACCESS	<p>Access to campus to carry out essential services only. This include maintenance activity of labs, equipment etc.</p>
RESTRICTED ACCESS	<p>Access to campus is restricted to approval only. Online ‘Request on Campus Activity’ process to be followed.</p>

For definitions of other terms used in this document, refer to [Victoria University’s Intranet](#).

GUIDING PRINCIPLES

Victoria University:

- ◆ Commits to fully implement the Commonwealth and State Government requirements to stop the spread of COVID-19 and to keep the community safe and healthy.
- ◆ Plans for a staged and safe transition to campus process that complies with all applicable government requirements and is consistent with the university's own strategic and operational priorities.
- ◆ Places the transition to campus process within the context of the university's occupational health and safety responsibilities, with due consideration for the equitable treatment of all members of the university community, including those who may face special challenges or risks in relation to the pandemic (e.g. vulnerable workers).
- ◆ Applies specific sector-based requirements to all entities on campus where relevant (e.g. childcare centres, schools, sporting facilities, cafes, libraries, etc.).
- ◆ Strongly encourages all members of the university community to download and utilise the COVIDSafe app to assist in contact tracing, recognising that it is an individual's choice.

GENERAL REQUIREMENTS

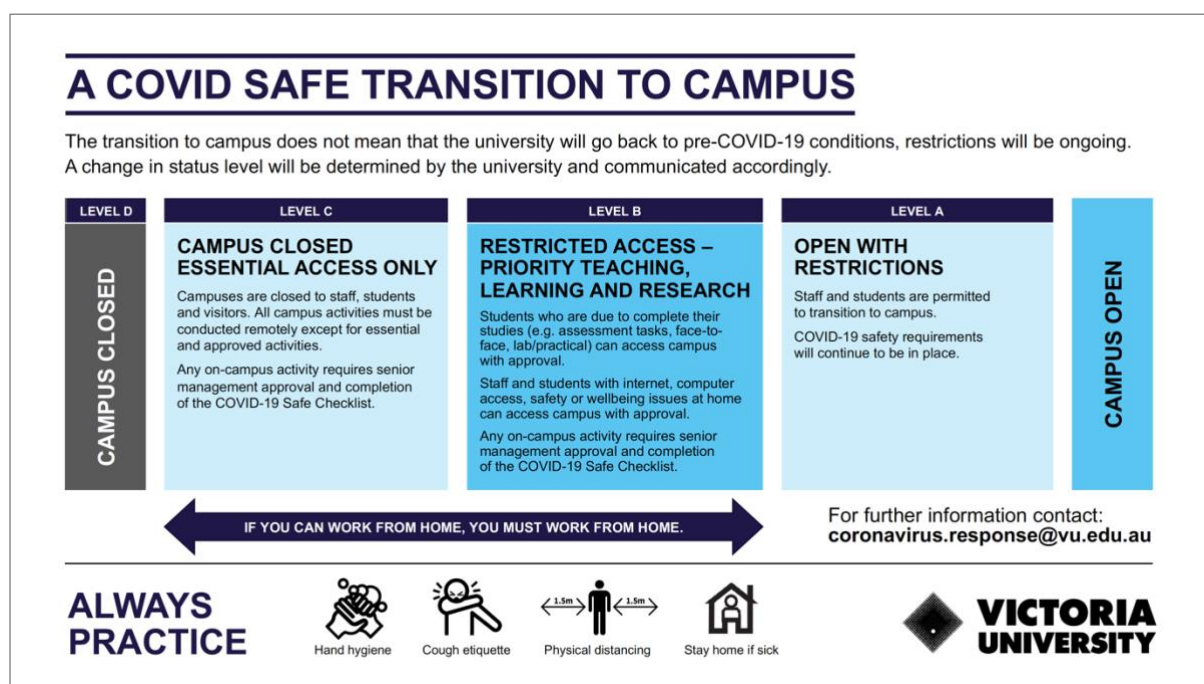
1. COLLEGES & DEPARTMENTS

a. COVIDSAFE TRANSITION TO CAMPUS

The COVID-19 pandemic affects all aspects of society, including the workplace. Therefore, it represents a significant occupational health and safety (OHS) issue.

The safety health and wellbeing of University students, staff, and community has always been a priority for VU. The Vice-Chancellor has formed various COVID-19 working groups, one of which is overseeing the Transition to Campus (TTC) Strategy and the associated logistical efforts required to achieve a safe, staged and eventual return to full campus activities. The TTC working group will continually monitor the situation in line with government health recommendations and communicate updates to the VU community accordingly.

VU staff, teachers and students are expected to follow the transition to campus process devised by the TTC working group. The process is required to be documented in the form of an online approval and safety checklist system. Apart from these checklists, based on requirements, COVID-19 specific JSAs shall also be prepared where required. Various levels of the Victoria University COVID-19 Safe Transition to Campus program are explained in the below diagram.



b. CONSULTATION PROCESS

Each portfolio's VCE/senior executive must ensure their regular occupational health and safety management activities are maintained throughout the pandemic response, recovery and transition to campus. Refer to the **VS Consultation and Participation Procedure**.

- ◆ Consultation mechanisms which enable communication flow across the portfolio to consult with employees, employee representatives and contractors, so far as reasonably practicable on COVID-19 OHS issues and changes in their workplace that may affect their health and safety.
- ◆ Consultation with other people including students, visitors, neighbours and others conducting businesses or undertakings that may be affected by Victoria University's activities
- ◆ Reporting incidents, including suspected or confirmed cases of COVID-19 infection
- ◆ Maintaining their program of implementation of their Annual OHS Plans and risk assessments with new provisions addressing COVID-19 risks
- ◆ Holding regular safety committee meetings with COVID-19 as an agenda item; and
- ◆ Regular inspections of implementation of COVID-19 control measures.

c. STUDENTS & STAFF WELLBEING

During the COVID-19 pandemic the physical and psychological well-being is considered as an important factor for students and staff physical and mental health. Initiatives like Students Welfare for students and Employee Assistance Program (EAP) for staff are in place. Moreover a dedicated webpage [support and wellbeing during COVID-19](#) is also available. A Quick Reference Guide for Working from Home: Health safety and wellbeing is also prepared and is attached as an appendix 2.

d. TRANSITION TO CAMPUS LEVELS

As shown in the above diagram the transition to campus process consists of four different levels (D, C, B and A). Each of the levels is explained below;

LEVEL D:

University Campus remained closed based on the government restrictions or direction(s).

LEVEL C:

University campuses are closed to staff, students and visitors. All campus activities must be conducted remotely except for essential and approved activities.

Any on campus activity during Level C requires senior management approval and completion of COVID-19 safety checklist.

LEVEL B:

At this time all university campuses are only allowing essential and approved on-campus activities. Essential activities are defined as requiring restricted access for priority teaching, learning, assessment and research. E.g.:

- ◆ Students due to complete their studies, including international students with visa timelines

- ◆ Students who have had their studies delayed due to digitally supported remote mode (e.g. assessment tasks required face-to-face contact, lab/practical units not run)
- ◆ Students with internet or computer access or safety/wellbeing issues at home and/or
- ◆ Staff and students who are conducting research that requires access to specialist equipment or services that are only accessible in on-campus labs.

Any on campus activity during Level B requires senior management approval and completion of the COVID-19 Safety checklist.

REQUEST PROCESS FOR ON CAMPUS ACTIVITY

If an activity falls within the definition of essential activity and it is required to make an application, below steps are to be followed.

Approval to reactivate or use existing active space can only be issued by the Chair, Transition to Campus Working Group.

#	STEP	RESPONSIBLE
1	Discuss your activity with the relevant Dean or Executive Director in your area	Applicant
2	Confirm space availability: Teaching & Learning or Other - timetable@vu.edu.au Research - Technical Services Manager	Applicant
3	Complete the Online Transition to Campus Activities Form . Note: Please use your employee number and password if you are not on the VU network.	Applicant & Executive Director / Dean
4	Application assessment	Chair, Transition to Campus Working Group
5	Relevant teams will prepare to operationalise the approved request	Resources
6	Applicant undertakes approved activity on campus	Applicant

JOB SAFETY ANALYSIS (JSA)

For some specific activities a Job Safety Analysis (JSA) may also be prepared with assistance of VU HSW department.

AREA PREPARATION & ACCESS

Liaison with security and facility services to occur to arrange for access and cleaning activity prior to transitioning to campus and during on campus activities. All COVID-19 general guidelines to be strictly followed while working or studying on campus.

LEVEL A

Staff and students shall be allowed to transition to campus under implementation of COVID-19 safety requirements. These requirements shall continue to be in place until further ease of restrictions to the new normal is announced. The following requirements will apply:

- ◆ The development, implementation and resourcing of environmental cleaning and disinfection programs for the areas and equipment they control (1) that are compliant with government directives such as Safe Work Australia's How to clean and disinfect your workplace.
- ◆ The practical implementation of physical distancing rules in all the areas and activities they use, including classrooms/lecture theatres, laboratories, workshops, common areas (e.g. lunchrooms, meeting rooms), etc.
- ◆ The restrictions applicable to public gatherings, including queues.
- ◆ The provision and use of personal protective equipment (PPE)(2), as applicable to their specific conditions and activities; and
- ◆ Regular communication and updates on good hygiene practices and physical distancing rules to staff and students (e.g. via notice boards, emails, signage, within classes, etc.) consistent with government and corporate messaging.

e. IMPLEMENTATION & REVIEW SAFETY CHECKLIST & JSAs

College Units and Departments must coordinate and monitor the implementation of COVIDSafe Checklist items and the JSA Control measures. Any non-conformances must be addressed in coordination meetings, safety committee meetings and VU Quick Safe incident management system.

2. STAFF RESPONSIBILITIES

All staff members planning to transition back to work on campus after a period of working from home must cooperate with the efforts of university management to ensure a safe transition to campus process. In particular, they must:

- ◆ Contribute to the development and implementation of their COVIDSafe checklist and JSA action items.
- ◆ Consult with their manager as early as possible during approval stage any planned transition to campus if they feel they face special challenges or risks in relation to the pandemic, for whatever reason (see **vulnerable workers**);
- ◆ Seek medical advice from their health practitioner for informed decision-making regarding the suitability of transitioning back to the university environment if they face special challenges or risks in relation to the pandemic because of health conditions; and
- ◆ If they can safely perform transition to campus, they must do so in full compliance with their COVIDSafe checklist and JSA recommendations and VU transition to campus general guidelines. A formal approval must be sought as stated above for transition to campus activity.

3. GENERAL RESPONSIBILITIES

All members of the university community must contribute actively to the university's efforts by strictly adhering to good hygiene practices and physical distancing, as well as complying with specific requirements implemented in their areas.

The university strongly encourages all people who take part in its activities or visit the university to download and utilise the [COVIDSafe app](#).

In addition, the following measures apply:

- ◆ Members of the university community who feel they face special challenges or risks in relation to the pandemic, for whatever reason, must consult with their manager/lecturer/teacher before transitioning back to campus; Refer to COVID-19 SOP – Vulnerable Individuals
- ◆ Those who face special challenges or risks in relation to the pandemic because of health conditions should seek medical advice from their health practitioner for informed decision-making regarding the suitability of transitioning back to the university environment.
- ◆ Users of indoor facilities should increase the amount of fresh air by opening windows or adjusting air conditioning with the help of VU facilities services where it is appropriate to do so; and
- ◆ All non-essential activities and events must be deferred or cancelled.

a. ARRANGEMENTS FOR VULNERABLE INDIVIDUALS &/OR VULNERABLE CIRCUMSTANCES

The following safety and health arrangements are to be followed for individuals who have pre-existing medical conditions that render them more vulnerable to the health risks of the coronavirus infection.

Note: Arrangements for those who may be Carers of vulnerable persons will also need to be considered on a case-to-case basis.

- ◆ managers, supervisors and people and culture should identify staff who fall in the vulnerable individual or vulnerable circumstance category so they can ensure that they are given adequate protection and support to enable them to adhere to government health recommendations;
- ◆ no individuals in the vulnerable category should be expected to come to campus during the pandemic crisis or during recovery from lockdown restrictions;
- ◆ those vulnerable individuals who cannot work from home and / or wish to return to work in some capacity should be offered additional protections so that they can achieve effective physical distancing at all times whilst on campus;
- ◆ managers / supervisors to consider provision of alternative work duties for staff who may not be able to complete their normal work function from home; and
- ◆ a review of staff roles and safety arrangements should be non-discriminatory and be based on equality considerations and characteristics as per the 'The Equal Opportunity Act 2010'.

b. STAFF HEALTH & STAFFING LEVELS

The following safety arrangements should apply to staff health or staffing levels:

- ◆ staff who are sick or self-isolating should phone their manager/supervisor immediately and not attend work on campus until they receive medical clearance to do so;
- ◆ communication is to be sent out that no member of staff or students should come to campus if they are self-isolating, they have COVID-19 symptoms or if they feel unwell;
- ◆ managers / supervisors should consider temporary departmental closure or operational adjustments if staffing is reduced to unsafe levels.

c. CAMPUS ACCESS & TRAVEL

The following safety arrangements are to apply where possible when commuting to and / or accessing a campus:

- ◆ ensure that sufficient access points to buildings are provided so individuals do not congregate at entrances and exits;
- ◆ where possible organise a separate entrance and exit point within buildings on a campus e.g. use floor markings and signage to introduce one-way flow systems;
- ◆ review disabled access arrangements to ensure safe entrance and / or exit for disabled individuals;
- ◆ enable flexible / staggered working / studying arrangements so that individuals can avoid travelling at peak times or arriving or leaving at the same time;
- ◆ provide hand sanitiser at entrances and exits;
- ◆ direct staff / students not to congregate in public spaces nor share cars;
- ◆ university shuttle buses will continue but with physical distancing measures in place;
- ◆ direct staff / students to avoid travelling on public transport; if public transport is to be used then physical distancing guidelines are to be adhered to; and
- ◆ all non-essential travel for work / study should be avoided.

ACTIVITY – SPECIFIC REQUIREMENTS

The requirements in this section apply in addition to the general requirements outlined in section 5 (as above).

1. GENERAL ACTIVITIES OF STAFF & STUDENTS

a. SAFE RETURN OF HEAVY &/OR BULKY EQUIPMENT TO CAMPUS

The transition to campus process may present risks for staff who need to bring back heavy or bulky office equipment, furniture, or other items taken home for work. In addition, there are possible risks associated with reconnecting some equipment to the electricity supply, awkward access to power points, etc.

Managers who can foresee possible risks to the health or safety of their staff in the transition to campus process need to ensure in consultation with the relevant staff member(s) that appropriate risk control measures and resources have been implemented. They must incorporate this activity in Job safety Analysis (JSA) as a separate step to identify, assess and control risks. (ergonomics, manual handling, electrical safety, slip trip and falls etc.).

b. PUBLIC FACING AREAS

College Units and Departments that operate public facing areas must include in their COVID-19 Checklist & JSA provisions that are specifically adapted to face-to-face conditions and are compliant with government directives. These provisions must include the following:

- ◆ The provision and use of appropriate hand hygiene products in each public/counter area;
- ◆ Signage for good personal hygiene practices;
- ◆ Effective measures to support physical distancing rules (e.g. barriers, floor markings, and signage);
- ◆ The development, implementation and resourcing of a local program of environmental cleaning and disinfection; and
- ◆ The elimination or minimisation of interactions requiring shared contact with objects (paper forms, pens, cash, tactile displays and touch screens, etc.)
- ◆ effective recording of those working in and those attending the public facing facilities to ensure appropriate contact tracing can occur if required.

Depending on the results of consultation with staff, the provision of clear shields between staff and students/customers ('sneeze guards') may also need to be considered. Further information on these may be sourced from Facilities Services, via the Facility Services Help Desk.

c. SOLE OCCUPANCY OFFICES

Staff/students who have access to offices where they are the only occupant can work from these spaces in compliance with the COVID-19 Checklist & JSA of their department. These office areas must be assessed to advise the occupant of the maximum number of people permitted in the office. It is the occupier's responsibility to ensure that the maximum number of persons permitted is not breached.

Staff/students who have access to offices where they are the only occupant can work from these spaces in compliance with the [VU working alone or in isolation procedure](#).

d. MULTI-OCCUPANCY OFFICES (SHARED OR OPEN PLAN)

Local management must ensure that appropriate physical distancing measures are included in their COVID-19 Checklist & JSA. These measures may include staggered hours or rosters. The user of the office space will be responsible for ensuring that the space is cleaned prior to the commencement of use and at the completion of use.

The Manager of the area is responsible for ensuring that the number of people permitted in the area is displayed and that all staff working in this space is aware of the maximum permitted. Each person working in the area is responsible for ensuring that the maximum number permitted is not exceeded.

e. SHARED WORKSTATIONS ('HOT-DESKING')

Hot-desking presents obvious challenges during a pandemic and must therefore be eliminated or minimised where possible. Where hot-desking cannot be eliminated, departments and colleges management must:

- ◆ Develop, implement and adequately resource the environmental cleaning and disinfection programs required for the prevention of cross-infection;
- ◆ Implement measures to ensure compliance with physical distancing rules, which may include staggered hours or rosters; and
- ◆ Include all relevant details of the hot-desking risk control measures in their Transition to campus request.

f. BUSINESS MEETINGS

Only essential meetings may take place. They should be held preferably via video conferencing or phone. If that is not possible, large venues that allow physical distancing should be used, or the meeting may be held outside in the open air. For face-to-face meetings, the meeting host is responsible for ensuring that the maximum permitted number for the meeting space is known by all participants. It is everyone's responsibility to ensure that the maximum permitted number is not exceeded.

It is the meeting host's responsibility to ensure that the appropriate personal hygiene equipment such as hand sanitiser etc. is available for participants.

g. LIBRARY

Library management must adjust the layout of the library space to enable physical distancing (e.g. limit number to access, limit chairs/tables, install screens, etc.). Every alternate chair and computer workstation could be either removed, unplugged or cordoned off.

Library staff must promote self-service access (e.g. checking out/in books) and the use of electronic resources rather than hardcopy. Online support services, via digital platforms (e.g. video conferencing, email, etc.) should continue where appropriate.

All the returns need to be quarantined for 72 hours before re-shelving or re-issuing. Appropriate means of communication to be adopted to communicate the physical distancing requirements while visiting library.

h. COMPUTER LABS

Appropriate hand hygiene and cleaning products must be available in all computer labs with signage to promote pre-use and post-use cleaning.

The physical distancing measures already implemented (online booking system, reduction on the numbers of computers used at any one time, etc.) must be maintained until further notice.

i. SHARED LUNCHROOMS, KITCHENS & COMMON AREAS

Physical distancing must be promoted through signage and layout. Local users must take responsibility for the cleaning requirements applicable to equipment and implements.

Food preparation, as well as the use of shared crockery and cutlery, are prohibited on campus until further notice. Staff and students may only bring prepared meals or buy take-away. They must bring their own items of crockery and cutlery.

Shared cakes (e.g. for birthdays), dips, nibbles and snacks are also prohibited until further notice.

Access of high contact items such as microwave ovens are prohibited until further notice.

j. INTERNATIONAL WORK-RELATED TRAVEL

International travel policy remains in place. This includes that travel to areas listed by the Department of Foreign Affairs and Trade as 'Do Not Travel' will not be approved, in line with Commonwealth government directives all International Travel is currently suspended.

k. DOMESTIC WORK-RELATED TRAVEL

Work-related travel within Australia (including travel between campuses, student excursions and fieldwork) may be included in the COVID-19 Checklist & JSA of individual colleges and departments if consistent with strategic or operational priorities. The Plan must include all details of compliance with Commonwealth and State

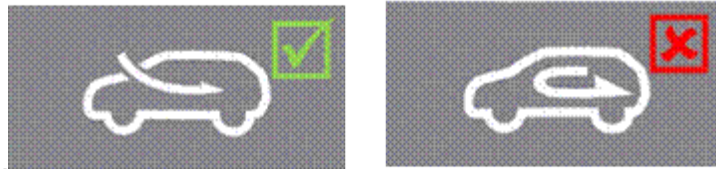
government directives/restrictions and with the requirements of this document.

It is the responsibility of the travel organiser and travel approver to ensure that all requirements of the destination state are complied with. Consideration in the COVID-19 Checklist & JSA as to what contingencies are in place to ensure that any change in situations or requirements, including self-isolation requirements can be fulfilled by the traveller.

I. POOL VEHICLES

Facilities Services must make appropriate hand hygiene and cleaning products available in pool vehicles with signage to promote pre-use and post-use cleaning.

Users of pool vehicles must clean all frequently touched components of the vehicle and key-box before and after use (i.e. key box and control panel, vehicle keys, door handles; steering wheel; gearshift lever; and all control switches and levers) no matter how short the trip was. The driver must set the vehicle's air-conditioning system to fresh air mode rather than re-circulation.



Physical distancing rules apply in vehicles. The staff member who booked the vehicle is responsible for ensuring compliance with these rules, for instance when transporting groups in the minibuses. Where they apply, physical distancing rules relating to group transport must be explicitly covered in the specific planning/risk assessment for the activity (e.g. student excursion).

Facilities services will ensure that only vehicles that have been booked will be used. The booking system will be used in the event that contact tracing is needed to be undertaken.

m. PERSONAL PROTECTIVE EQUIPMENT (PPE)

The term PPE covers a broad range of items worn by workers to protect themselves from workplace hazards. Common examples include hearing protection (e.g. earmuffs and earplugs), safety glasses, goggles, face-shields, face masks and respirators, gowns and aprons, gloves, and safety footwear.

They form part of a risk control program, usually as the 'last line of defence'. There are many circumstances at the university where PPE must be worn, such as laboratories, workshops and trade activities to protect against chemical, physical and other hazards. In those circumstances, items of PPE must not be shared between different users.

Effective 23rd July 2020, it is mandatory that all individuals in Melbourne and the Mitchell Shire, aged 12 years and older, wear a face covering when leaving home for one of the four approved reasons

The face covering must cover the person's mouth and nose. The recommendation from

the Victorian Chief Health Officer is to use a cloth (reusable) facemask. The use of single use disposable masks is a second preference with the use of a scarf or bandana also currently permitted, but again must cover your nose and mouth.

All Victoria University students, staff, contractors and visitors are expected to comply with the Victorian Government direction. Each person will be required to supply their own face covering unless a specific mask is required in lab or other specific learning area/task. The University will provide any task/lab specific masks.

A face covering is not required when undertaking strenuous activities such as running, jogging and cycling, although you must carry one with you. You do not need to wear a face covering when driving in your own car on your own or with someone from your household. You do need to wear a face covering when driving a Victorian University vehicle alone for work purposes. People with a medical exemption (which will need to be produced upon request) are also exempt from wearing a face covering.

Any person who is not using a mask will be asked if there is any exemption, if not, the person will be asked to comply with the directive to wear a mask. If the person refuses to wear a mask in accordance with the government directive, security will require the person to leave the campus. Security must be contacted and will follow their internal process for anyone who refuses to leave the campus.

It is advised that wearing of a mask does not exempt a person from the requirement to stay away from campus if they are experiencing symptoms consistent with COVID-19 infection (see definition in section 3). Wearing a face covering will assist in not only protecting you, but will also protect your colleagues and the wider community.

Workplaces where close personal or clinical care is delivered and staff who clean and disinfect an area after a confirmed COVID-19 case need to comply with strict PPE requirements to prevent infection. Personal and clinical care settings (e.g. medical and rehabilitation centres, childcare centres, beauty and hairdressing salons, etc.) must comply with specific sector-based requirements. See also sections 6.2.6, 6.5.8 and 6.5.9. Cleaning tasks are covered by protocols implemented by facility services.

It is important to note that managers, staff members and work groups are entitled to propose any relevant PPE as part of the risk control measures developed and implemented for their workplace through the consultative process described in section 5.1.2. In addition, any member of the University community may choose to wear items of PPE, in situations where they are not required to do so by the University.

n. ENTRY HEALTH QUESTIONNAIRES

The university requires the completion of a health questionnaires as part of its requirements for entering on campus. These questionnaires are electronic format and accessible by the relevant supervisor.

o. TEMPERATURE CHECKS

The Victorian Government does not advise to undertake temperature checking for non-

health related services. The undertaking of temperature checking would require a complete workplace health and safety JSA and should not be undertaken unless specific JSA's have been developed.

It is noted that temperature checking is required at healthcare facilities and as such, staff or students involved in clinical practice/placements at these facilities will be required to undertake the relevant temperature monitoring at these facilities.

2. TEACHING & LEARNING

a. GROUP SIZES

Online access to content must should be utilised in accordance to the level that the university is at. Face-to-face teaching will be permitted to return to campus only after approval is granted via the Transition to Campus – **request on-campus activity**.

Users of indoor teaching venues must:

- ◆ ensure they comply with all physical distancing and hygiene requirements;
- ◆ use hand sanitiser or equivalent provided in the teaching space or near venue entrances; and
- ◆ consider the opportunity for increased ventilation by opening windows where possible.

b. LABORATORIES & SPECIALIST LEARNING SPACES

College Units or Departments may use laboratories and specialist learning spaces if they meet the following conditions:

- ◆ The activity is approved for the laboratory and specialist learning space following the transition to campus process.
- ◆ Physical distancing controls have been established and are effectively enforced (these controls must include measures for managing access to equipment and workspaces).
- ◆ Relevant Personal Protective Equipment (PPE) is available and used.
- ◆ Appropriate cleaning programs have been developed, implement and resourced, and they include the regular disinfection of frequently touched surfaces, such as benches, tools, instruments, equipment, etc. and
- ◆ Ventilation is increased by opening windows where possible.

c. FIELD-BASED STUDIES & STUDENT EXCURSIONS

Field-based activities can proceed in line with appropriate university and host organisation risk assessments and in compliance with physical distancing rules.

Outdoor learning, including excursions, must include appropriate transport arrangements, cleaning of equipment before and after use, use of appropriate PPE, compliance with physical distancing rules, and appropriate incident/emergency management plans incorporated COVID-19 planning.

d. PLACEMENTS

Clinical placements can take place subject to the necessary risk assessments and to discussions with clinical supervisors and facilities. Pre-placement risk assessments and discussions must ensure host facilities are fully compliant with pandemic-prevention measures, and students are fully prepared for their own compliance with these measures. The safety of patients, staff and students is paramount.

Other placements can be phased-in, in line with relevant university priorities and timelines. They must take place in accordance with university's and host organisation's risk assessments and in compliance with physical distancing rules. All staff and students are required to undertake a host organisations induction requirement, including all pre-screening and screening processes.

e. STUDIO-BASED ACTIVITIES

Staff in charge of studio-based activities must ensure compliance with physical distancing rules. This may require a fundamental review of some activities (e.g. performing arts, contact sports, etc.). Options to consider include:

- ◆ Staggering access times to facilitate activity.
- ◆ Minimising the number of participants.
- ◆ Modifying choreography, selection of plays, game rules, etc. to allow compliance with physical distancing rules.
- ◆ Adopting alternative arrangements to physical proximity, such as use of technology (e.g. video conferencing, remote camera, etc.), and
- ◆ Developing, implementing and resourcing cleaning and disinfection programs.

Staff must ensure that students clean all equipment prior to commencing an activity and at the completion of the activity.

f. CLINICAL/HUMAN PARTICIPANTS

Staff in charge of teaching/clinical/commercial activities involving human participants must minimise the number of participants and consider how interactions may be completed without physical contact (e.g. via video conference). Where physical contact cannot be eliminated, risk control strategies must be implemented, such as enhanced cleaning and disinfection programs and the use of additional PPE.

Staff in charge of teaching/clinical/commercial activities that involve human participants who belong to a vulnerable group must take all steps to ensure their safety. Any person who is unwell must be advised to leave the campus and seek medical advice.

Staff in charge of teaching/clinical/commercial activities involving human participants must:

- ◆ Establish and maintain suitable environmental cleaning and disinfection programs of the area/equipment/facility before and after interacting with individual participants.

- ◆ Provide the necessary cleaning products, hand hygiene products, items of PPE, etc., and
- ◆ Implement suitable waste disposal programs.

g. EXAMS & ASSESSMENTS

Exams and assessments must be held online or remotely as far as practicable.

Where on-campus exams or assessments are essential, the activities must comply with the maximum number of people allowed by Commonwealth and State governments. Exam and assessment venues must be set up to allow compliance with physical distancing rules. Hand hygiene products must be available at the entry points.

Frequently touched items in and around the venue, including the desks and chairs used during exams, must be cleaned and disinfected as part of setting up, and at the completion of every exam (i.e. between different groups of users).

3. RESEARCH

a. GENERAL REQUIREMENTS

Research team leaders must determine what research work can be undertaken on-site, and who needs to be there to do it. They must take into consideration requirements of the research, expertise of researchers, and appropriate supervision. They may need to develop a roster of staff to ensure that research can be completed with optimal compliance to physical distancing rules.

The JSA for research activities must ensure that appropriate supervision is in place for the health and safety of all researchers on-site. Staff members with appropriate expertise must adequately supervise research students.

Technical support staff and core facilities staff must be on-site as required to continue to support research.

Inductions of new research team members must continue, including additional information on physical distancing and other requirements, either in person or in virtual mode if necessary.

Essential meetings must be held via video conferencing or phone, in large venues that allow physical distancing, or outside in the open air.

Research staff/students making use of shared areas, equipment or facilities must:

- ◆ Establish and maintain suitable environmental cleaning and disinfection programs of the area/equipment/facility before and after use.
- ◆ Provide the necessary cleaning products, hand hygiene products, items of PPE, etc., and
- ◆ Implement suitable waste disposal programs.

b. SPECIFIC REQUIREMENTS

LAB-BASED

Each laboratory manager must develop a physical distancing plan that allows research to continue within the rules. Depending on specific circumstances, this plan may need to consider:

- ◆ The process for managing external participants, volunteers and sample collection, and
- ◆ Staggered access times to facilitate research activities, including access to workspaces, equipment, instruments, chemicals, etc.

Each laboratory Manager must review environmental cleaning and disinfection programs covering all frequently touched surfaces, such as benches, equipment, instruments, etc. Managers should also consider the opportunity for increased ventilation by adjusting air-conditioning, where appropriate.

Each laboratory user must ensure they use relevant PPE to avoid contamination and for personal protection.

FIELDWORK

Research Team Leaders must consider how researchers can access the off-campus site safely, including determining what form of transport is appropriate and parking availability.

The number of participants must be minimised. Activities must comply with physical distancing, with consideration as to how activities may be completed without physical contact or staggered over different periods.

Sufficient PPE, disinfectant and cleaning products must be made available in the field. Emergency response plans must be established in case of incident.

OFFICE-BASED

Office-based research may proceed, ensuring physical distancing is in place in shared office environments. Shared workspaces (e.g. hot desk) must have an agreed cleaning and disinfection program prior to and at the completion of each use.

Strict hygiene and physical distancing must be applied, particularly in lunchrooms or eating areas. Large and long meetings must use video conferencing to support physical distancing.

CLINICAL/HUMAN PARTICIPANTS

Team Leaders of research activities that involve human participants who belong to a vulnerable group must take all steps to ensure their safety. Any person who is unwell must be advised to leave the campus and seek medical advice.

Staff in charge of research activities that involve human participants must develop and implement appropriate cleaning and disinfecting programs for equipment and areas. They must minimise the number of participants and consider how interactions may be completed remotely (e.g. via video conferencing).

Where it is not possible to conduct some interactions remotely, staff and participants should comply where practical to do so, with physical distancing rules. Staff in charge of research activities for which physical distancing is not possible must develop and implement risk-based strategies.

4. OTHER SERVICES & ACTIVITIES

a. COMMUNITY VISITS & EVENTS

Events must be organised in a way to ensure compliance with the State and Commonwealth Chief Medical Officer (CMO) guidelines. Where possible, essential events should be held online.

The event organiser must undertake planning which will incorporate the late cancellation of the event. This planning should identify any financial liabilities for the University for cancellation or postponing events.

b. WORKSHOPS & CONFERENCES

All workshops and conferences must be organised in a way to ensure compliance with the State and Commonwealth Chief Medical Officer (CMO) guidelines. Where possible, essential workshops or conferences should be held online.

The workshop or conference organiser must undertake planning which will incorporate the late cancellation of the workshop or conference. This planning should identify any financial liabilities for the University for cancellation or postponing workshops or conferences.

c. CAMPUS TOURS & OPEN DAYS

Hold open days online until further notice.

Campus tours may be conducted with approval of the VCE. Any tours must be undertaken which ensures compliance with the State and Commonwealth Chief Medical Officers relating to mass gatherings and physical distancing.

d. GALLERIES & OTHER EXHIBITION SPACES

On-campus galleries must operate in line with CMO guidelines for this sector. The gallery manager is responsible for acquiring approval based on VU transition to campus process. Industry specific guidelines must also be considered by preparing a JSA.

e. OUTDOOR AREAS OF CAMPUSES

On-campus outdoor areas can be utilised for exercise in line with Government guidelines. Restrictions on eating area numbers will be applied in accordance with the relevant Government guidelines.

f. VISITORS

General visitors such as business guests may visit university campuses in compliance with good hygiene practices and physical distancing rules.

The visitors host is required to ensure that the person's details are recorded along with their activity to ensure that any contact tracing requirements can be met.

g. STUDENT GROUPS & CLUBS

Student groups and clubs play an important role in the life of the university and are encouraged to maintain links, whilst adhering to good hygiene practices and physical distancing rules. For example, groups and clubs may continue operating through the holding of meetings and events via video conferencing, social media platforms or phone calls.

The Student Services and Student Life works with student groups and clubs to ensure that activities are reinstated in line with the relaxation of government rules and the University's transition to campus process.

Only affiliated student groups will be permitted to operate any event (single or ongoing) on university property. Non-affiliated student groups are not permitted to operate activities on campus.

h. ON-CAMPUS CHILDCARE CENTRES

Victoria University is the operator of childcare facilities. The COVID-19 requirements for these activities will include all relevant measures that have been set out by government and is specific to that industry. Childcare facilities will be responsible for ensure compliance with their relevant standards and government requirements.

Where activities in this document may influence or conflict with specific childcare standards, the specific standards prevail.

i. COMMERCIAL ARRANGEMENTS

The Director Strategic Procurement is responsible for ensuring all facilities in the above categories operate in strict compliance with their industry guidelines issued by Commonwealth and State CMOs.

In particular, level of service provision for food retail outlets must be in line with guidelines (e.g. takeaway only, separate ordering and pickup points, cashless payment preferred, etc.). Customers should be encouraged to use online ordering services where available (e.g. pre-order takeaway online and set up a pickup area). Food related tenancies are expected to continue to comply with all relevant State and Local food requirements.

Managers of service areas must implement measures to promote physical distancing (e.g. seating arrangements, barricades, marked standing points for service lines, etc.).

For non-food related tenancies, the tenant is responsible and is expected to comply with all Government guidelines in the conduct of their business.

EMERGENCY MANAGEMENT

1. PLANNING

In preparation for a transition to Campus Department Heads and Directors must consider and review emergency arrangements as per below:

- ◆ Trained Wardens* and First Aiders are present; and
- ◆ All staff transitioning to campus have completed the online staff Emergency Management Module training on VU Develop.

***Note: Due to decreased numbers of staff within buildings at campuses during the transition period there may not be a trained Chief Warden (or Deputy) present. In this scenario the function of the Chief Warden will be performed by Security Personnel.**

2. RESPONSE TO EMERGENCIES

Response to emergencies is as per outlined in the [VU Emergency Management Plan](#) and staff Emergency Management Module training on [VU Develop](#).

In the event of an emergency Department Heads / Academics should assist and follow directions from Wardens and Security to enact the appropriate response.

Note: In the event of an evacuation occurring Department Heads and Wardens are to direct occupants to maintain physical distancing at the nominated assembly area.

COVID-19 INCIDENT MANAGEMENT

1. FIRST AID

FIRST AID ADVICE FOR A PERSON (PATIENT) WITH INFLUENZA TYPE SYMPTOMS IN RELATION TO COVID-19

COVID-19 is a type of coronavirus which is similar to influenza. The virus may be known by a number of names including (but not limited to; COVID-19; Coronavirus; Novel Coronavirus; 19-N-CoV.

Health authorities current advise that any person with any symptoms that may be attributed to COVID-19 should be tested for COVID-19. As such it is important that any person with any flu like symptoms are advised to seek medical advice.

The university also supports and complies with the government advice that if you are unwell you must stay home and seek medical attention

It is important to remember that Melbourne's 'normal' influenza season runs from March to October. A person presenting with flu like symptoms, probably only has the flu. None-the-less as first aiders, your first consideration is dangers to the patient and dangers to yourself.

a. FIRST ACTION

Use PPE Equipment which is available from security (call 6666) prior to attendance to the patient.

Inform them that you require a Response kit for a suspected case of COVID-19 infection.

Put on PPE equipment before approaching and placing a face mask on the patient.

b. ASSESSMENT

If only B. is present advise the person to seek medical attention and to follow the advice of the medical practitioner. Leave the face mask with the patient.

If requested to provide first aid to a person who is experiencing influenza type symptoms such as;

- ◆ Headache; or
- ◆ Coughing; or
- ◆ Fever; or
- ◆ Sore throat; or
- ◆ Fatigue; or
- ◆ Shortness of breath

It is also important to understand that fatigue on its own or shortness of breath on its own may not be a flu symptom but may be a symptom of a bigger health concern, such as heart issue. Avoid assuming the flu by doing your normal first aid assessment.

c. REMEMBER 'DRSABCD'

Danger – Universal precautions should include the use of appropriate PPE, plastic apron, gloves and eye protection if available. PPE should be donned prior to any interaction with staff/student. If the symptoms are mild and it is safe to do so, apply a face mask to the person with the symptoms. If you need a face mask call security on 6666.

Response – As per standard first aid.

Send for help – Call Security on 6666 and inform them of your suspicions.

A, B, C, D – As per standard first aid training.

d. USE OF PPE IN RESPONSE KIT

The following PPE has been provided for the protection of the first aider and the protection of the person (patient) in need of first aid treatment. PPE should be put on prior to arrival of the first aider to the patient. The data on coronavirus indicates that direct contact has a strong connection in the spread of this virus.

GLOVES

Gloves must be worn if any direct contact is to be made with the patient including the patients clothing and personal effects.

APRON

An apron must be worn to assist in protecting the first aiders clothing from contact contamination

EYE PROTECTION

Eye protection must be worn to avoid any accidental splash contact particularly if the patient is coughing or sneezing.

FACE MASK

The face mask must be given to the patient and put on the patient. This will reduce airborne contamination through coughing or sneezing. The face mask must remain with the patient and the clear instructions that they are to wear this until such time that the patient received the appropriate medical treatment.

e. TRANSPORTATION OF PATIENT TO HOSPITAL

If medical treatment is advised, the patient should contact a person whom they have contact with and be taken to the nearest medical facility. The medical facility must be notified prior to the patient's attendance.

Avoid transporting the patient in your own or a university vehicle as this may result in contamination of the vehicle. If transportation cannot be arranged, and medical treatment is required, an ambulance via 000 should be requested. Please make sure that the 000 operator is informed that this relates to a suspected COVID-19 patient.

f. POST INCIDENT PROTECTION

Please ensure that any area where the patient may have been in contact is reported immediately to facilities. If this was confined to a classroom or office area, then this area should be closed off to allow for appropriate contact cleaning to be undertaken.

Ensure any PPE used is removed and placed in a biohazard bag, sealed and then placed in a biohazard bin. Remember the mask remains with the patient.

Undertaken a hygiene hand wash using soap and water. Only use sanitising gel if soap and water is not available and after this find soap and water to wash your hands.

g. DELIVERING CPR

CPR is a vital life maintaining process. First Aiders should continue to follow the principles of DRSABCD. If the patient poses a threat to the safety of the first aider through cross infection or contamination, then the expired air resuscitation (mouth-to-mouth) should be avoided in favour of simply administering the compressions at the rate required by your training.

This advice is consistent with the advice provided by the [UK – Resuscitation Council](#).

Any questions or inquiries should be directed to:
critical.incident.response@vu.edu.au

2. RESPONSE – SUSPECTED OR CONFIRMED COVID-19 CASE

The university has adopted a centralised approach to the management of any suspected or confirmed case of COVID-19 infection. Report any such case as soon as practicable to the coronavirus.response@vu.edu.au.

The university will follow up immediately on any need to clean areas, assist staff and students, report the matter further, etc. Health authorities will manage all aspects of contact tracing. The university will assist as requested. Note that privacy legislation governs the sharing of personal information regarding COVID-19.

3. RESPONSE – CLEANING REGIME FOR COVID-19 CASES

The university has adopted a clear regime for cleaning following the reports of COVID-19 cases at the university.

SCENARIO	ACTION REQUIRED	SUPERVISION
Person unwell and no testing – with or without medical advice	Normal process	Recorded by student or P&C services
Person unwell and had testing but no medical intervention	Normal process	Recorded by student or P&C services
Person unwell and is hospitalised – No testing	Normal process	Recorded by student or P&C services

Person unwell and is in hospital with testing	COVID Clean	Operations (Facilities and Student Services)
Person reports testing – no result	Normal process	Recorded by student or P&C services
Person reports testing – negative response	Normal process	Recorded by student or P&C services
Person reports testing – positive result	COVID Clean	Operations (Facilities and Student Services)
Department advises of positive test result	COVID Clean	Operations (Facilities and Student Services)

4. RESPONSE – REPORTING OF TESTS

Where a member of the VU community undertakes a test for COVID-19, they may voluntarily advise the university of this test and its outcome. This is voluntary and there is no requirement to do so.

This will assist the university to prepare information to assist the relevant health authority with contact tracing requests and to prepare and undertake the relevant cleaning requirements as outlined above.

5. RESPONSE – SELF-ISOLATION

The university requires any person who has been in contact with anyone confirmed of having COVID-19 to self-isolation for 14 days or as directed by the medical practitioner/health authority.

Any person who breaches self-isolation and attends at the university will be reported to the relevant health authority.

6. RESPONSE – RETURNING TO CAMPUS AFTER COVID-19

Where a member of the VU community is confirmed as having COVID-19, they may return to campus activities only after being medically cleared to return.

The university requires a copy of the person’s medical clearance to be provided to their relevant supervisor. Any supervisor (professional or academic) who receives a medical clearance must forward a copy of this to coronavirus.response@vu.edu.au immediately.

7. RESPONSE - CONTACT TRACING

Contact tracing is the Department of Health and Human Services (DHHS) practice of identifying those people who may have been a close contact to a person confirmed as having COVID-19. A person is considered a close contact if either or the following occurs; a person is identified as being in close contact (<1.5m) with the confirmed person for 15 minutes **or** has been in an indoor space with the confirmed person for a cumulative total of 2 hours.

Given the significant community transmission that is occurring in Metropolitan Melbourne, it is possible that contact tracing by the Department of Health and Human Services may be delayed. In some cases DHHS may request the assistance of the university to undertake some contact tracing on their behalf.

Where a request is made by the Department to assist them with contact tracing, the university will endeavor to assist. This assistance may be to collate all information regarding a confirmed person's contacts including any contact details of close contacts identified as members of the VU Community. The department may also request assistance with notifying people who meet the close contact criteria (above) to advise that person to isolate for 14 days from last date of contact.

To assist in the urgent notification of students/staff/contractors you will be requested the following information about the COVID confirmed person;

- Full name
- Date of birth (if known)
- Date that the person commenced showing symptoms or date tested (symptom date preferred)
- Date the person was last on campus
- Which campus – Buildings and rooms
- How long in each room
- Who may be in the criteria (below). If you are unsure please get all attendance sheets etc. to assist with identifying possible contacts.

People who are contact traced will be required to isolate for 14 days from the date of the last close contact with the confirmed person. The isolation period of 14 days includes the need for the close contact who is in isolation to undertake a COVID-19 test on day 11 of the isolation. Even if a negative test result is received prior to the 14 days, the close contact is to remain in isolation for the 14 days. If the test result is not received back prior to the expiry of the 14 days, the close contact in isolation must remain in isolation until they receive their test results back.

Contact tracing will be undertaken by VU. The process will be overseen by the Incident Management Team and be the responsibility of the Operations Lead assisted by the People and Recovery Lead.

Key contacts for advice or assistance is coronavirus.response@vu.edu.au or call 9919 6398.

All areas of the university are expected to fully cooperate in the provision of any requests for information relating to contact tracing as a priority.

FURTHER INFORMATION

- ◆ [Principles and Protocols for reducing the Risk of COVID-19 transmission at Universities, Universities Australia, May 2020 \(PDF, 176 KB\)](#)
- ◆ [COVIDSafe Guidelines by ALIA](#)
- ◆ [Australian Health Protection Principal Committee \(AHPPC\)](#)
- ◆ [Victoria University Australia's response to the coronavirus](#)
- ◆ [Victoria University's Health and Safety Policy](#)
- ◆ [Links to Local State and Territory Health Departments](#)
- ◆ [Office of the Australian Information Commissioner – Coronavirus \(COVID-19\): Understanding your privacy obligations to your staff](#)
- ◆ [Safe Work Australia](#)
- ◆ [Cleaning to prevent the spread of COVID-19](#)
- ◆ [How to clean and disinfect your workplace \(PDF, 899 KB\)](#)
- ◆ [Masks](#)
- ◆ [Vulnerable workers](#)
- ◆ [WorkSafe Victoria](#)
- ◆ [World Health Organization](#)

Also:

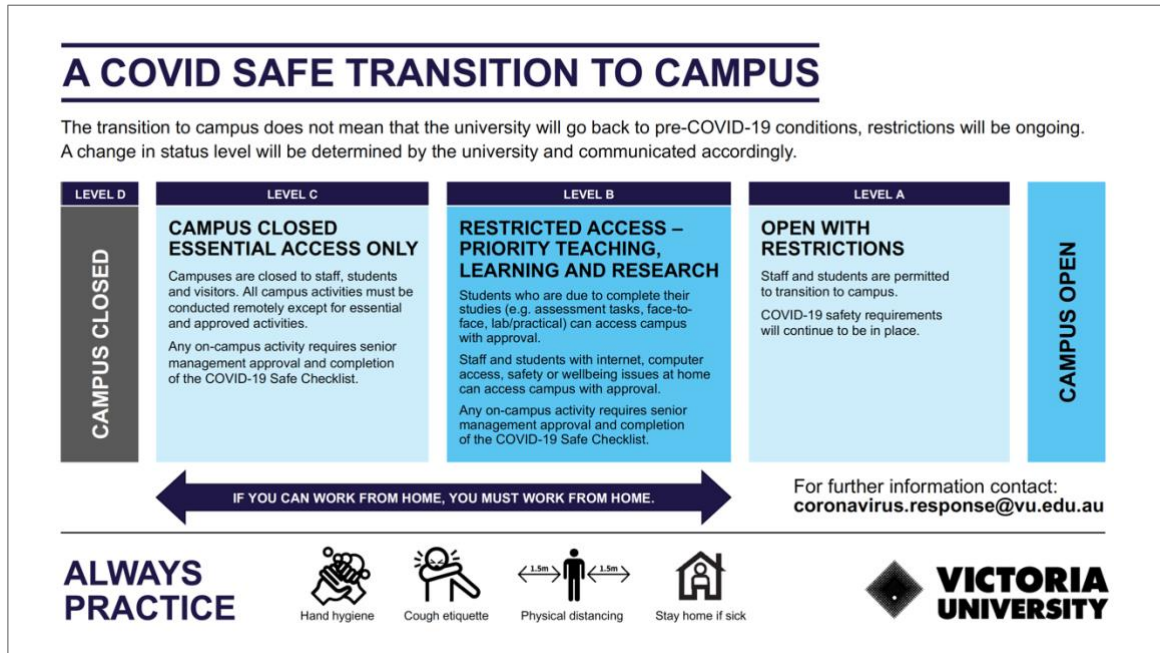
COVID-19, 24-hour hotline (Victoria): 1800 675 398

National Coronavirus Helpline: 1800 020 080 (operates 24/7)

APPENDICES

APPENDIX 1

VICTORIA UNIVERSITY TRANSITION TO CAMPUS PROCESS



APPENDIX 2

QUICK REFERENCE GUIDE WORKING FROM HOME: HEALTH SAFETY & WELLBEING

CORONAVIRUS – QUICK REFERENCE GUIDE WORKING FROM HOME: HEALTH SAFETY & WELLBEING

In the interests of minimising the risks associated with COVID-19, the University has moved predominantly to a work/study from home mode. Most VU staff are encouraged to work from home with some staff required to work on campus to continue essential work which cannot be conducted off-campus.

Just as we identify, assess and control the risks associated with working on campus, we need to do the same when working from home. We may be required to work from home for a while longer so have developed a Quick Reference Guide (QRG) to consolidate information previously provided and as a reminder for those who still need to review their working home arrangements. The QRG provides guidance and links to key health, safety and wellbeing resources to reduce the risk associated with working from home so far as is reasonably practicable.

Advice in this guide is current at 30 April 2020, and will be progressively reviewed and updated as required.

SETTING UP YOUR WORKSTATION AT HOME

Staff should take all reasonable steps to ensure that their home working environment is a safe environment for conducting work. The [OHS Intranet page](#) has range of resources to assist with working from home arrangements including:

- ◆ Quick guide for working remotely.
- ◆ Staff work from home resources webpage.
- ◆ Tips for employees working from home.
- ◆ Tips for managers working from home.

Self-assessment checklists are available both as a [Word document](#) and in an [electronic format](#). There is also a comprehensive [WFH toolkit](#) that includes a range of information, guides and checklists in a single workbook.

HEALTH & WELLBEING

Healthfully transitioning to a working from home arrangement

When working from home it is important to create an atmosphere in which you can work productively, with mental clarity and focus. Key points to keep in mind are:

- ◆ Create a sufficient level of formality and structure to your day to ensure you are in the right mindset during work hours. This includes having a structured routine to mentally mark when your workday begins and ends.
- ◆ Take proper breaks as you would during an on-site workday.
- ◆ Stay connected to others, communicate regularly and keep standard meetings by using mediums, e.g. video teleconference.
- ◆ Managers play an important role in assisting and supporting their employees to implement the above strategies.

These points are explained in more detail in [this tip sheet](#) from our EAP provider.

Standard self-care

Maintaining healthy lifestyle practices as best you can is particularly important during stressful times. This will help your body manage anxiety and keep your immune system strong. Keep in mind basic health habits such as:

- ◆ **[A healthy diet](#)**
- ◆ Avoiding alcohol and tobacco
- ◆ **[Getting enough good quality sleep](#)**
- ◆ **[Maintaining regular physical activity](#)**

Remember to follow the **[recommended precautions](#)** such as practicing good hygiene and maintaining a safe distance from others whilst maintaining these habits.

Additional healthy lifestyle resources can be found on [the EAP employee website](#), via the **[EAP in Focus App](#)** and in this tip sheet that details **[self-care for education workers through COVID-19](#)**.

The above information and more is available in the **[VU COVID-19 wellbeing support intranet section](#)**.

Further information, advice and support please contact the Health Safety & Wellbeing team through the **OHSqueries@vu.edu.au** email.

APPENDIX 3

COVID-19 TRANSITION TO CAMPUS CHECKLIST

Transitioning to Campus Assessment

DEPARTMENT INFORMATION	
Department Name:	
Accountable Manager:	
Mobile:	
Date:	
Expected Start Date:	

KEY CONSIDERATIONS WHEN TRANSITIONING TO CAMPUS

- ◆ Allow for 4 square metres per person for any work area. The numbers allowed to be in a particular gathering will be dependent upon the rules from government at the time and the purpose of the gathering. For larger gatherings please check the [Coronavirus web page](#). Allow a spacing of at least 1.5m between individuals.
- ◆ Ensure adequate information relating to physical distancing and good hygiene is displayed in the work area.
- ◆ Place hand sanitiser or similar at venue entrances and within the university as required.
- ◆ Are any modifications required to the department workspace to reduce risk for personnel facing staff/areas? Examples of modifications are the installation of queuing decals and sneeze barriers. If yes – Discuss with Facilities Services and consider the time required by Facilities Services to undertake the required works.
- ◆ Consult with Technical Service Managers for any applicable laboratory/workshop related tasks below.

PRIOR TO RETURNING TO CAMPUS – MANAGER'S RESPONSIBILITY		
Item	Action to be completed	Comments / Actions Taken
<input type="checkbox"/>	This checklist forms the basis of a COVID-19 return to campus risk assessment. Additional assessments may need to be completed depending on the nature of the work undertaken. A copy must be provided to the Technical Manager to be reviewed for approval and record keeping for Labs/Workshops. (Risk assessments that would normally be completed for the laboratory/workshop activities must still be completed).	
<input type="checkbox"/>	Have you arranged a dry run through of laboratory or workshop practicals with the relevant Technical Staff member before laboratory/workshops commence (try to arrange this at least 2 weeks prior)?	
<input type="checkbox"/>	Students or staff who are medically vulnerable or live with a medically vulnerable person should not attend on campus for any purpose. What alternative arrangements need to be made to continue the learning or work activity/tasks from home?	
<input type="checkbox"/>	Are there items in the classroom/laboratory/workshop that can be removed to reduce the need for cleaning (e.g. minimising unused chairs, equipment, etc.)?	

<input type="checkbox"/>	Reorganise equipment/furniture/workstations where possible to ensure that 4 square metres distancing can be maintained per person. Place signs on benches, chairs, floors, workstations or equipment to prevent use to maintain the physical distancing requirements.	
<input type="checkbox"/>	Discuss flexible work arrangements with staff if the office size is not suitable for all staff to return to campus at the same time.	
<input type="checkbox"/>	Display signage at the entrance to the waiting area, near the venue door and in each classroom/lab/workshop showing the safe number of persons allowed in the area/room at any time.	
<input type="checkbox"/>	Ensure signage for maximum number of occupants in lift is in place.	
<input type="checkbox"/>	Ensure posters are displayed showing the requirement of keeping at least 1.5 metres distance between each other.	
<input type="checkbox"/>	Ensure posters are displayed showing hand hygiene/washing and sufficient hand sanitiser is in place.	
<input type="checkbox"/>	Staff to have information on hand of how to manage a case of another person at the university presenting with COVID-19 symptoms e.g. provide privacy by moving the person to an alternative room, arrange for them to be sent home or to a medical clinic etc. Advise the person to seek medical attention (if sent home). Recommend that staff and students wash their clothes every day. Notify coronavirus.response@vu.edu.au . For more information refer to the COVID-19 FAQs intranet site (click this link).	
<input type="checkbox"/>	Ensure all equipment required for students or staff is identified and arranged in accordance with physical distancing and disinfecting requirements prior to the proposed return date.	

STAFF RESPONSIBILITY

Item	Action to be completed	Comments / Actions Taken
<input type="checkbox"/>	Ensure that the space used provides a minimum of 4 square metres per occupant (i.e. a room of 6m x 6m = 36 m ² ; therefore, 36 divided by 4 is 9 occupants (a maximum of 9 staff or 8 students and 1 teacher).	
<input type="checkbox"/>	Ensure that the maximum limit for the numbers of people in any staff related area is not exceeded (i.e. staffrooms, office areas, photocopier rooms, etc.).	
<input type="checkbox"/>	Teachers are responsible for all aspects of the class including ensuring that all those that participate maintain the physical distancing requirements at all time, prior to, during and whilst on breaks and as they leave the session.	
<input type="checkbox"/>	Hold a safety meeting at the beginning of each assessment/class/lab/workshop to reiterate the safety measures for all participants. To access a slide with key COVID-19 messages to discuss with students (click this link).	

HEALTH, HYGIENE & WELLNESS

Item	Action to be completed	Comments / Actions Taken
<input type="checkbox"/>	Do your staff/students/demonstrators know not to come onto campus when they are unwell, even if they feel fit for undertaking the practical/workshop?	
<input type="checkbox"/>	Do you have a plan in place if there is a suspected or confirmed outbreak of COVID-19 in your workplace (i.e. online videos, home assessments, etc.)?	
<input type="checkbox"/>	Have you instructed students on the importance of hand washing? Hand washing is mandatory upon entry and exit of laboratory/workshop. Hand sanitiser must be provided in areas that don't have hand washing facilities.	
<input type="checkbox"/>	Instruct students and demonstrators on other ways to limit the spread of germs, including coughing and sneezing into their elbow, not touching their face and staying home if feeling sick.	
<input type="checkbox"/>	Instruct all students and demonstrators to limit contact with others – no shaking hands or touching objects unless necessary.	
<input type="checkbox"/>	Ensure students/demonstrators implement and review hygiene standards for common areas to ensure they: <ul style="list-style-type: none"> ◆ Clean up after themselves – spray and wipe all surfaces and used equipment, including chairs, re-usable PPE (i.e. goggles, glasses, face shields, etc.) with disinfectant provided. ◆ Place all rubbish into bins provided. ◆ Avoid putting personal items; such as phones, stationery, etc., on work benches. 	
<input type="checkbox"/>	Ensure staff and students have a contact person to talk to about any concerns (e.g. EAP)	

TOOLS & EQUIPMENT

Item	Action to be completed	Comments / Actions Taken
<input type="checkbox"/>	Instruct students to bring in their pens and paper (and other student owned equipment) if required for the session and to thoroughly clean them before and after each use (no sharing amongst the class). Provide alcohol cleaning wipes to clean pens etc.	
<input type="checkbox"/>	Instruct students/demonstrators to limit personal property they bring into the laboratory/workshop, such as pencil cases, workbooks, calculators, mobile phones and laptops. If they do, instruct them to clean with disinfectant, such as disinfectant wipes, before and after use in the laboratory	
<input type="checkbox"/>	Staff to be advised to use and maintain their own equipment including stationery. Staff should restrict the use of other desks and equipment as much as possible. Staff are responsible for ensuring that they undertake good office hygiene including ensuring their work area is clean.	
<input type="checkbox"/>	If non-disposable gloves or other PPE are required, students are to bring their own and ensure it is not shared between staff and students. PPE is to be cleaned after use, unless disposable.	

<input type="checkbox"/>	All single use products should only be used once. Disposable gloves cannot be sanitised using hand sanitiser or washed in water. Gloves or other disposable PPE which become soiled or damaged are to be removed and disposed of into appropriate bins provided.	
<input type="checkbox"/>	Ensure tools and equipment are appropriately cleaned before and after use.	
<input type="checkbox"/>	Any laundry items used in labs or practical sessions must be washed and dried after each session.	
<input type="checkbox"/>	High contact areas in break/meal rooms will be closed. Access to hot/cold water will be maintained. Staff/students should not sit in large groups to eat/socialise.	
<input type="checkbox"/>	Ensure each classroom and assessment area is cleaned after each use and prior to a new student group attending, e.g. surfaces, door handles, chairs, etc.	
<input type="checkbox"/>	Hand sanitiser will be available for collection from the relevant collection points on campus. Staff are responsible for ensuring they have adequate supply of hand sanitiser for their class/work location. Facilities Services is not responsible for attending and filling hand sanitisers used in classrooms or within a work location. Technical staff will be responsible for filling their hand sanitiser bottles within laboratories/workshops only.	

DURATION

Item	Action to be completed	Comments / Actions Taken
<input type="checkbox"/>	Classes and Assessment sessions are to be a maximum of 3 hours in duration.	
<input type="checkbox"/>	Students to come as close as possible to session commencement and leave campus immediately after session, unless attending essential business or utilising the library facilities.	
<input type="checkbox"/>	When inviting any visitors or guests to the university, staff should ensure that they attend as close as possible to the commencement time and leave directly after the appointment.	

CHECKLIST & APPROVAL

Checklist completed:	Facilities Services contacted for modifications:
Budget approved for any modifications by manager:	Information displayed in area:

NOTE:

- ◆ Local areas are responsibly for liaising with departments (Facilities Services (FS), Security, ITS, Technical Services, etc.) for any assistance that may be required (e.g. inform FS that access to the building will be required via access@vu.edu.au, that air conditioning needs to be turned on via FacilitiesServiceDesk@vu.edu.au etc.).
- ◆ Time frames for delivery of services (as per above) must be discussed with the service department when planning to return to campus.

People & Culture is currently accepting digital signatures. To download Adobe Acrobat to use digital signatures, please refer to the [Adobe Sign-in Guide](#). To set up a digital signature, please refer to the [Adobe Digital Signature Guide](#). Please refer to the People & Culture Delegations Schedule contained within the '[Delegations and Authorisations Policy](#)'.

Authorisation
<p>Manager Signature:</p> <p><i>Digital Signature</i></p>
<p>Technical Manager Signature (as applicable):</p> <p><i>Digital Signature (Note: only required for Workshops/Labs)</i></p>
Approval by VCE
<p>VCE Signature:</p> <p><i>Digital Signature</i></p>

Please forward to Health, Safety & Wellbeing by email: OHSQueries@vu.edu.au. If you are unable to approve this request using Adobe Digital Signatures, please forward the application and details of your approval as well.

Note: Department specific COVID19 Transition to Campus Checklists are prepared for Libraries and hospitality sector.

- ◆ [COVID-19 Transition to Campus Checklist Libraries](#)
- ◆ [COVID-19 Transition to Campus Checklist Hospitality Industry](#)

APPENDIX 4

COVID-19 JSA – TEMPLATE

DETAILS		
JSA Prepared By:	Date:	Revision #:
Activity Details:		
GENERAL GUIDELINES		
<p>This assessment is prepared to handle the COVID-19 hazard and reduce the risk as low as reasonably practical. This assessment is applicable to the activities as mentioned above only.</p> <ul style="list-style-type: none"> ◆ If you are unwell do not visit department and inform your manager. ◆ Comply with physical distancing requirements at all times (1.5m from others) during visit. ◆ Sneeze/cough into your elbow or a facial tissue, place tissue into a bin. ◆ Wash hands with soap and water regularly (min 20 seconds) and use hand sanitiser before and after touching or handling objects ◆ Do not handle or touch other people's property. 		
HAZARD		
<ul style="list-style-type: none"> ◆ COVID – 19 Pandemic 		
WHO MIGHT BE HARMED		
<ul style="list-style-type: none"> ◆ Students or Staff visiting ◆ Facilities Staff (Housekeeping / terminal cleaning) 		
ACTIVITY STEP(S)	CONTROL MEASURES	RESPONSIBILITY
	◆	
	◆	
	◆	
	◆	
	◆	
	◆	
SIGNATURES		
Prepared by:	Signature:	Date:
Review By:	Signature:	Date:
Approved by:	Signature:	Date: