COVIDSafe Plan

Prepared by
Transition to Campus Control 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*.

This 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* app;
- 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 **Transition-to-Campus (TTC) Plans** within Schools and Directorates, and creates mechanisms for the development, approval, implementation, and review of these Plans.

Finally, this document provides comprehensive guidance to all members of the university community regarding the practical infection control measures they must adopt in a broad variety of university-related contexts. This guidance forms the basis of TTC Plans for individual Schools and Directorates.

1. PURPOSE

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

This COVIDSafe Plan is devised in accordance with government directives. 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.

2. SCOPE

This plan applies to all activities and premises of Federation University Australia. It applies until further notice and will be updated to reflect the evolution governmental responses to the pandemic.

3. DEFINITIONS

Term	Definition
COVID-19	An infectious disease caused by a newly discovered coronavirus. This disease is now a pandemic affecting many countries globally. 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.
Good hygiene practices - personal	DO NOT ATTEND university if sick with cold or flu symptoms. (Students with symptoms residing in university accommodation must stay in their room and phone their FedLiving office immediately for further action.)
	If you feel unwell whilst on campus, leave immediately and go directly home by private means (i.e. do not take public transport). Call the National Coronavirus Hotline for advice on 1800 020 080. Inform your manager/lecturer/teacher by phone.
	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 if your hands are visibly soiled.
	Avoid touching your eyes, nose and mouth.
	Cover your mouth and nose with a tissue when coughing/sneezing, or cough/sneeze into your elbow.
Good hygiene practices – environmental cleaning and disinfection	The virus responsible for COVID-19 can survive on surfaces for many hours but is readily inactivated by cleaning and disinfection. The responsibility for environmental cleaning and disinfection is shared between Facilities Services (public areas and shared facilities), Schools and Directorates (specialised equipment and instruments), and individual users (computers, personal property, etc.).
	To reduce the spread of the virus, arrangements must be in place to clean and disinfect:

	• 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. These arrangements must be compliant with government directives, such as Safe Work Australia's "*How to clean and disinfect your workplace*".
Physical distancing rules	Separating all people present on university campuses as much as possible in all places, including in student residences. The following physical distancing rules must be adhered to: • keep a distance of 1.5 metre between yourself and other people at all times (the "1.5m rule"); • in indoor spaces, a maximum average occupancy of one person per four square metres applies (the "$4m^2$ 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 rather than face-to-face contact.
University community	All persons who have an association with Federation University Australia, including staff, members of Council and committees, students, tenants, visitors, contractors, consultants, volunteers and people representing the University off-campus.

For definitions of other terms used in this document, refer to Federation University's *Health and Safety Policy*.

4. GUIDING PRINCIPLES

Federation University Australia:

- commits to implement fully all Commonwealth and State Government requirements to stop the spread of the virus and to keep the community healthy;
- plans for an orderly, gradual 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, etc.); and
- 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.

5. GENERAL REQUIREMENTS

5.1.   SCHOOLS AND DIRECTORATES

(See also *appendix 1* for a summary of the transition to campus process).

5.1.1. TRANSITION-TO-CAMPUS PLANS

Management within Schools and Directorates must devise an orderly, gradual and safe process by which their staff, students, customers, contractors, and visitors safely transition back to campus. They must document details of this process in a "**Transition-to-Campus Plan**" ("TTC Plan"). The Plan should describe the activities, locations, number and nature of participants, timelines, conditions, etc. The Plan must consider:

- a transition to campus of members of the university community that places safety first, is gradual, and reflects strategic and operational priorities for essential activities;
- the formal approval process implemented through the ITS Service Desk Portal to allow staff back on campus;
- the specific risks associated with the return of office equipment and furniture (see *appendix 2*);
- the need to coordinate the transition to campus process with other Schools or Directorates if applicable;
- the individual circumstances of staff and other members of the university community who may face challenges in relation to the COVID-19 pandemic, such as being a member of a group at-risk, suffering from health conditions, family circumstances; etc. (e.g. *vulnerable workers*);
- 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. lunch-rooms, 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.

> *Note 1: Facilities Services have implemented programs for waste disposal and regular cleaning and disinfection of underlined public areas.*
>
> *Note 2: See section 6.1.12 for further information on PPE.*

A fundamental element of TTC Plans is the COVIDSafe HIRAC Report required for each activity that the School/Directorate proposes to transition back to campus (see *appendix 5*).

5.1.2. CONSULTATION REGARDING TTC PLANS AND COVIDSAFE HIRAC REPORTS

Deans of Schools, Directors, Heads of Campuses and DVCs/PVCs must ensure their regular occupational health and safety management activities are maintained throughout the pandemic response and recovery. Refer to the *Health and Safety Management Procedure* for details. This includes:

- consulting with staff and *Health and Safety Representatives* on OHS matters related to their TTC Plan and COVIDSafe HIRAC Reports, including the impact of COVID-19 on the School/Directorate/Campus/Portfolio and all measures implemented to control COVID-19 risks at university-wide and local levels;
- reporting incidents, including suspected or confirmed cases of COVID-19 infection (see *section 7.3*);
- maintaining their program of implementation of their Annual OHS Plan with new provisions addressing COVID-19 risks (as detailed in their in their TTC Plan);
- holding regular meetings of their Health and Safety Implementation Team (Schools and Directorates) and their Health and Safety Coordinating Teams (Campuses and Portfolios) with COVID-19 as an agenda item; and
- issuing quarterly reports to their portfolio and to the University Health and Safety Policy Committee.

Note: All usual health and safety practices still apply to university activities, such as those relating to *Hazard Identification, Risk Assessment and Control (HIRAC) reviews*, the application of safe work methods, the provision of adequate levels of supervision, the provision and correct use of personal protective equipment, etc. Measures implemented in response to COVID-19 must be additional to pre-existing practices and must neither weaken them nor supersede them.

5.1.3. LODGEMENT AND APPROVAL OF TTC PLANS AND COVIDSAFE HIRAC REPORTS

All Schools, Directorates and research areas of the university must submit their TTC Plans and COVIDSafe HIRAC Reports[3] for approval by the Transition to Campus Control Group. Email documents to Lauren Musgrove, TCG Executive Officer, cc to Didier Leclere, Manager – Risk, Health and Safety.

Only activities covered by Plans and Reports that have been formally approved by the TTC Consultation Group may be implemented. Only staff who are named on the COVIDSafe HIRAC Reports and have completed their online TTC induction may take part in these on-campus activities.

> *Note 3: Not all COVIDSafe HIRAC Reports need to be lodged at the same time as the TTC Plan. Schools/Directorates may initially lodge their Plan and gradually send in the HIRAC Reports for the activities they plan to transition back to campus according to their timelines.*

5.1.4. IMPLEMENTATION AND REVIEW OF TTC PLANS AND COVIDSAFE HIRAC REPORTS

Schools and Directorates must use their existing Health and Safety Implementation Teams (HSITs) to coordinate the implementation of their TTC Plans. HSITs also have a role in reviewing the application of the Plans at regular intervals.

Heads of Campuses and DVCs/PVCs must use their Health and Safety Coordinating Teams (HSCTs) to monitor the implementation of TTC Plans across the campuses or Schools/Directorates they control. HSCTs report to the University Health and Safety Policy Committee, who reports directly to the Vice-Chancellor.

Then Risk, Health and Safety Department audits the implementation of TTC Plans and COVIDSafe HIRAC Reports.

5.2. STAFF

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 School's/Directorate's TTC Plan;
- consult with their manager as early as possible during 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 transition to campus[4], they must do so in full compliance with their School's/Directorate's approved TTC Plan and COVIDSafe HIRAC Report(s), and they must seek approval in advance by lodging a request through the ITS Service Desk Portal.

> *Note 4: Staff returning on campus must carefully consider the possible risks to their health or safety associated with the transport of office equipment and furniture. See* appendix 2 *for further guidance.*

5.3. ALL MEMBERS OF THE UNIVERSITY COMMUNITY

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 its premises 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;
- 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 where it is appropriate to do so; and
- all non-essential activities and events must be deferred or cancelled.

6. ACTIVITY-SPECIFIC REQUIREMENTS

The requirements in this section apply <u>in addition to</u> the general requirements outlined in section *5*.

6.1.　GENERAL ACTIVITIES OF STAFF AND STUDENTS

6.1.1.　PUBLIC-FACING AREAS

Schools and Directorates that operate public-facing areas must include in their TTC Plans 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.)

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, especially where physical distancing is difficult to achieve.

6.1.2.　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 TTC Plan of their School/Directorate.

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

Local management must ensure that appropriate physical distancing measures are included in their TTC Plan. These measures may include staggered hours or rosters.

6.1.4.　SHARED WORKSTATIONS ("HOT-DESKING")

Hot-desking presents obvious challenges during a pandemic and must therefore be eliminated or minimised until further notice. Where they cannot eliminate hot-desking, School/Directorate 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 TTC Plan.

6.1.5.　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.

6.1.6.　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.).

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.

6.1.7. 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.

6.1.8. SHARED LUNCHROOMS, KITCHENS AND 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.

6.1.9. INTERNATIONAL WORK-RELATED TRAVEL

International travel remains prohibited until further notice, in line with Commonwealth government directives.

6.1.10. DOMESTIC WORK-RELATED TRAVEL

Work-related travel within Australia (including travel between campuses, student excursions and fieldwork) may be included in the TTC Plan of individual Schools and Directorates if consistent with strategic or operational priorities. The Plan must include all details of compliance with Commonwealth and State government directives/restrictions applicable at the time and with the requirements of this document.

6.1.11. 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). They should set the vehicle's air-conditioning system to fresh air mode rather than re-circulation.
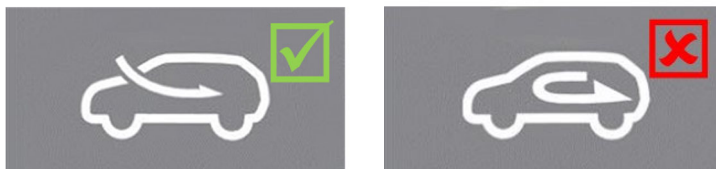
Physical distancing rules apply in vehicles. The staff member who booked the vehicle is responsible for ensuring compliance with these rules, for instance when transporting groups in the mini-buses. Where they apply, physical distancing rules relating to group transport must be explicitly covered in the HIRAC for the activity (e.g. student excursion).

6.1.12. 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 helmets, 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.

In relation to COVID-19, the advice from the Australian Government Department of Health and Safe Work Australia at the time of writing this document is that most people will not benefit from wearing a face (surgical) mask. Effective prevention is primarily dependent on good hygiene practices and physical distancing as defined in section *3*.

The university follows that advice, but there are exceptions to this general rule:

- Government may mandate the wearing of masks in specific regions, situations or places. The university will comply with such requirements.
- Staff members in charge of activities where the 1.5m rule cannot be observed must mandate the use of masks in these situations as part of the risk control measures they implement through the TTC process.
- 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 Facilities Services.

It is important to note that managers, staff members and work groups are entitled to propose PPE as part of the risk control measures developed and implemented for their workplace through the consultative process described in section *5.1.2*. They may do so even for situations where the authorities have not mandated the use of the item(s) of PPE being considered, but the proposal must be subjected to the consultative process.

In addition, any member of the university community may choose to wear items of PPE, such as a protective mask or gloves, in situations where they are not required to do so by government or the university. However, 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*).

6.1.13. ENTRY HEALTH QUESTIONNAIRES

The university does not mandate the use of health questionnaires as part of its requirements for entering on campus or within specific areas of the campus. However, managers, staff members and work groups may propose the use of such questionnaires as part of the risk control measures developed and implemented for their workplace through the consultative process described in section *5.1.2*.

6.1.14. TEMPERATURE CHECKS

The university does not mandate the use of temperature checks as part of its requirements for entering on campus. However, managers, staff members and work groups may propose the use of temperature checks as part of the risk control measures developed and implemented for their workplace through the consultative process described in section *5.1.2*.

6.2. TEACHING AND LEARNING

6.2.1. GROUP SIZES

Online access to content must continue for large lectures. Face-to-face teaching is only permitted if the following conditions are met:

- the teaching activity is listed in the approved TTC Plan for the School;
- an appropriate environmental cleaning and disinfection program is in place;
- physical distancing (including the 4m^2 rule[5]) can be maintained; and
- the total number of participants complies with the number of people allowed by Commonwealth and State governments.

> *Note 5: Facilities Services have provided clear signage at entry of indoor venues indicating maximum occupancy based on the "4m^2 rule".*

Users of indoor teaching venues must:

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

6.2.2. LABORATORIES AND SPECIALIST LEARNING SPACES

Schools may use laboratories and specialist learning spaces if they meet the following conditions:

- the activity is listed in the approved TTC Plan for the School;
- 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.

6.2.3. FIELD-BASED STUDIES AND 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 (see also section *6.1.11*.), cleaning of equipment before and after use, use of appropriate PPE, compliance with physical distancing rules, and appropriate incident/emergency management plans.

6.2.4. 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.

6.2.5. 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:

- adopting alternative arrangements to physical proximity, such as use of technology (e.g. video conferencing, remote camera, etc.);
- 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; and
- developing, implementing and resourcing cleaning and disinfection programs.

6.2.6. 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 videoconference). 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 or who are unwell must advise them not to participate until further notice.

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.

6.2.7. EXAMS AND ASSESSMENTS

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

Where on-campus exams or assessments are essential, their planning must take into consideration 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).

Staff members in charge of situations where students sitting exams require assistance that may breach the 1.5m rule (e.g. for some disabilities) must prepare and submit a COVIDSafe HIRAC Report for the activity. Such activities may only take place once approved by the Transition Control Group.

6.3. RESEARCH

6.3.1. 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 TTC Plan 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.

6.3.2. SPECIFIC REQUIREMENTS

6.3.2.1. Laboratory-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.

6.3.2.2.   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 (see also section *6.1.11*).

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.

6.3.2.3.   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 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.

6.3.2.4.   Clinical/Human Participants

Team leaders of research activities that include participants who belong to a vulnerable risk group or who are unwell must advise them not to participate until further notice.

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 with physical distancing rules. Staff in charge of research activities for which physical distancing is not possible must develop and implement risk-based strategies.

6.4.   STUDENT ACCOMMODATION

FedLiving have developed comprehensive protocols for:

- the information and education of residents on the precautions they should take to help protect themselves against community spread of COVID-19 and to counter the spread of misinformation;
- the safe use of all common areas by students, including health and safety requirements, restrictions on some activities, behavioural expectations, and additional cleaning requirements; and
- situations where a resident displays flu-like symptoms, including testing and isolation protocols and support the student through any period of quarantine.

Residents are required to abide by these protocols.

6.5.   OTHER SERVICES AND ACTIVITIES

6.5.1. COMMUNITY VISITS AND EVENTS

Do not hold large events until further notice, as per Chief Medical Officer (CMO) guidelines.

Defer or cancel non-essential small events. Hold essential events online.

6.5.2. WORKSHOPS AND CONFERENCES

Continue to hold (and attend) workshops and conferences online until further notice.

6.5.3. CAMPUS TOURS AND OPEN DAYS

Hold open days and campus tours online until further notice.

6.5.4. GALLERIES AND OTHER EXHIBITION SPACES

On-campus galleries must operate in line with CMO guidelines for this sector. The gallery manager is responsible for developing a TTC Plan that complies with industry-specific guidelines.

6.5.5. OUTDOOR AREAS OF CAMPUSES

On-campus outdoor areas can be utilised for exercise in line with CMO guidelines.

6.5.6. VISITORS

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

6.5.7. STUDENT GROUPS AND CLUBS

Student groups and clubs play and 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 Experience Directorate works with student groups and clubs to ensure that activities are reinstated in line with the relaxation of government rules and in accordance with an agreed TTC Plan.

6.5.8. ON CAMPUS CHILDCARE CENTRES, SPORTING FACILITIES AND ACTIVITIES, RETAIL AND FOOD OUTLETS

The Director Campus Life 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).

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

6.5.9. UNIVERSITY-OPERATED MEDICAL CENTRES

The Director Student Experience is responsible for ensuring the medical centres at the Mt Helen and Gippsland campuses operate in strict compliance with their industry guidelines issued by Commonwealth and State CMOs.

6.5.10. TENANTS

The Executive Director, Ballarat Technology Park, is responsible for communicating to tenants the university's approach on COVID-19 infection prevention and for ensuring they comply with requirements when on university premises.

The Head of Campus Wimmera is responsible for communicating to licensees the university's approach on COVID-19 infection prevention and for ensuring they comply with requirements when on Ararat and Horsham university premises. Other Heads of Campus should also ensure their tenants have been informed of the university's approach to COVID-19 and that they comply when on university premises.

6.5.11. CONTRACTORS. CONSULTANTS, TECHNICIANS AND SUPPLIERS

The requirements relating to personal hygiene, environmental cleaning and disinfection, and physical distancing apply to all contractors, consultants, technicians and suppliers who come on university premises.

The university manager/supervisor responsible for the presence of these people on university premises must ensure they comply. Managers/supervisors can fulfil this responsibility by specifying in writing the measures contractors etc. must implement whilst on campus, or by requiring them to submit appropriate documentation outlining how they will comply with requirements (e.g. HIRAC, Safe Work Method Statement, etc.).

7. INCIDENT AND EMERGENCY MANAGEMENT

7.1. PLANNING

When preparing their TTC Plans, Heads of Schools and Directors must consider provisions for incidents and emergencies, as outlined in the *Incident and Emergency Management Procedure* and the *First Aid Services Procedure*. This includes ensuring that:

- adequate numbers of University First-Aiders are on campus and first-aid kits are correctly stocked;
- Area Warden and Deputy arrangements are in place; and
- Local Emergency Instructions are up to date and correctly displayed.

7.2. RESPONSE

The response to any incident and emergency arising on university premises or in the context of university activities must take place in accordance with the *Incident and Emergency Management Procedure* (see also *appendix 3*). Refer to *appendix 4* for specific information on providing first aid during the pandemic.

7.3. 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 HR COVID-19 Hotline on (03) 5122 6300 between 8.30am–5.00pm (leave a message after hours). To report a positive test result after hours, call the university's Emergency phone number on 1800 333 732.

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 contract tracing. The university will assist as requested. Note that *privacy legislation* governs the sharing of personal information regarding COVID-19.

Refer to *appendix 3* for further details.

8. FURTHER INFORMATION

Australian Health Protection Principal Committee (AHPPC)

Federation University Australia's response to the coronavirus

Federation 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*
- *Masks*
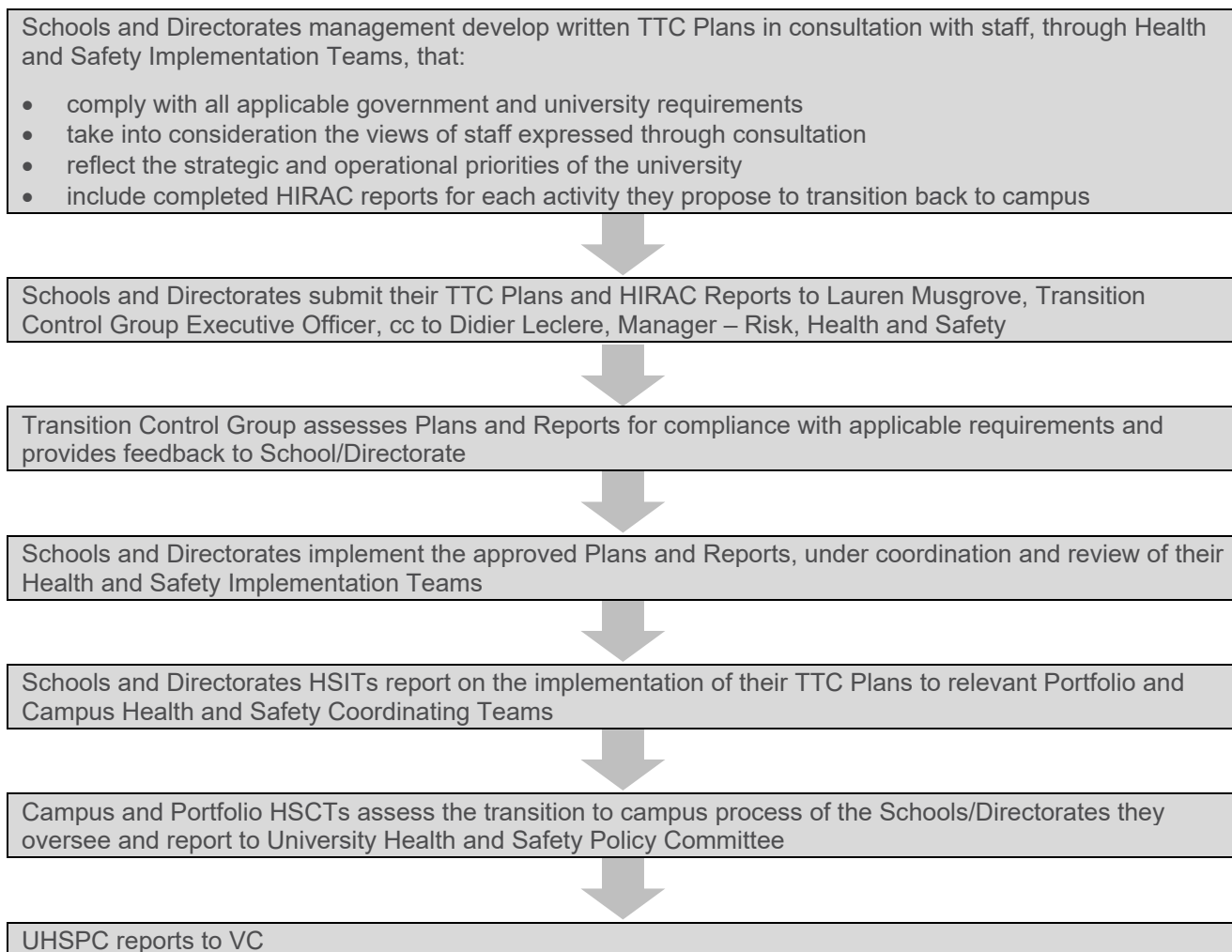- *Vulnerable workers*

WorkSafe Queensland

WorkSafe Victoria

World Health Organization

Also:

COVID-19, 24-hour hotline (Victoria) 1800 675 398 – (Queensland) 13 43 25 84

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

APPENDIX 1: Outline of Transition to Campus Process

Schools and Directorates management develop written TTC Plans in consultation with staff, through Health and Safety Implementation Teams, that:

- comply with all applicable government and university requirements
- take into consideration the views of staff expressed through consultation
- reflect the strategic and operational priorities of the university
- include completed HIRAC reports for each activity they propose to transition back to campus

Schools and Directorates submit their TTC Plans and HIRAC Reports to Lauren Musgrove, Transition Control Group Executive Officer, cc to Didier Leclere, Manager – Risk, Health and Safety

Transition Control Group assesses Plans and Reports for compliance with applicable requirements and provides feedback to School/Directorate

Schools and Directorates implement the approved Plans and Reports, under coordination and review of their Health and Safety Implementation Teams

Schools and Directorates HSITs report on the implementation of their TTC Plans to relevant Portfolio and Campus Health and Safety Coordinating Teams

Campus and Portfolio HSCTs assess the transition to campus process of the Schools/Directorates they oversee and report to University Health and Safety Policy Committee

UHSPC reports to VC

APPENDIX 2: Safe Return of Heavy and/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 use the HIRAC process to identify, assess and control risks.

HIRAC Guidelines

HIRAC Report

Employees planning to transition back to campus must lodge a request through the ITS Service Desk Portal prior to their return. Requests are approved by the employee's line manager in accordance with the priorities and timetables outlined in their School's/Directorate's approved TTC Plan.

APPENDIX 3: COVID-19 Case Management

This appendix does not apply to student residences as FedLiving have developed protocols addressing their specific circumstances.

ON-CAMPUS INCIDENT

Immediate Management on Campus

If a member of the university community displays or reports symptoms consistent with COVID-19 infection (see definition in **section** *3*) whilst on campus, maintain physical distance and determine whether the symptoms are severe enough to call an ambulance (respiratory difficulties). See also *appendix 4* for first-aid instructions.

If the symptoms do not warrant calling an ambulance, instruct the affected person to go home immediately and call the National Coronavirus Hotline for advice on 1800 020 080. Tell them they must not return to campus until symptoms have disappeared and they should seek medical assistance as required.

If the person does not have independent means of transport, instruct them to go outside and call their emergency contact to organise transport. If they do not have a phone, offer to call on their behalf but do not hand your phone over to them. Advise them not to use public transport.

Ensure the person waits outside to be picked up and that they have safely left the campus.

Follow-Up and Reporting

Remove everybody from the area where the affected person was located, and prevent re-entry. Call Facilities Services for a deep cleaning and disinfection of the areas they have visited and the objects they may have handled.

Report the incident as soon as practicable to the COVID-19 HR Hotline on (03) 5122 6300 between 8.30am–5.00pm. Leave a message after hours.

Once the cleaning and disinfection have been performed, staff and students may resume normal activities.

OFF-CAMPUS REPORT

Between 8.30am–5.00pm on weekdays, call the COVID-19 HR hotline on (03) 5122 6300 if a member of the university community makes contact from outside the campus and reports either that they are suffering from symptoms consistent with COVID-19 infection (see definition in **section** *3*) or that they have received a confirmed diagnosis of COVID-19.

Outside these hours, call:

- the HR Hotline for suspected cases and negative COVID-19 test results (leave a message)
- the Emergency phone number 1800 333 732 to report a confirmed diagnosis of COVID-19.

The university will follow up 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.

APPENDIX 4: First Aid in COVID-19 Context

This appendix applies to registered *University First Aiders*.

In relation to the provision of first aid to any casualty, the usual precautions for infection control apply. In particular, you need to wear a surgical facemask, eye protection and gloves (which are all part of the standard content of university first aid kits).

The exact protocols for dealing with a casualty suspected of coronavirus infection are:

- Keep minimum 1.5 metre away from person if possible. Make sure the person stays on location to avoid spreading possible infection.
- Fit surgical gloves on your hands, mask on your face and shield/glasses over your eyes. Give the other facemask to affected person and instruct them to fit it over their nose and mouth.
- If the person has trouble breathing, call **000** for ambulance assistance.
- In case the casualty is unresponsive and not breathing, begin CPR and send any nearby person to fetch the nearest *EAD*. First aiders are entitled to perform compression-only resuscitation if they are unable or unwilling to provide mouth-to-mouth. (This is consistent with protocols that pre-date the pandemic.) Compression-only CPR is an effective means of rendering assistance to an unresponsive, non-breathing casualty.
- If the symptoms are not severe, instruct the person to go home immediately, remain there until symptoms resolve, and seek medical assistance as required. Tell them to call the National Coronavirus Hotline for advice on 1800 020 080.
- If the person does not have independent means to go home, instruct them to call their emergency contact to organise transport. If they do not have a phone, offer to call on their behalf but do not hand your phone over to them.
- Ensure the person has safely left the campus.
- Once person has left or been removed from campus (i.e. by ambulance, next of kin, etc.), isolate the area where they were located until cleaning has been performed (see below). Remove items of PPE, double-bag them and wash your hands thoroughly. Dispose of bags through the medical waste stream (seek medical centre advice). Avoid touching any item that came into contact with the patient.
- Contact Security on:
    - Ballarat Campuses - extension 6333 or call 5327 6333
    - Berwick Campus - extension 28555 or call 5122 8555
    - Gippsland Campus - extension 26662 or call 5122 6662
      (Security will organise for Facilities Services to clean/disinfect the area and will look after internal reporting requirements).
    - At the Wimmera and Brisbane campuses, call the Campus Director.

APPENDIX 5: COVIDSafe HIRAC Report

School/Directorate: Click here to enter text.

Completed by: Enter your name.   Date: Click here to enter a date.

Developed in consultation with: List here the names of all staff consulted, including the Health and Safety Representative if applicable

Description of proposed activity covered by this HIRAC: Provide a detailed description of the proposed activity, including the locations(s)/campus(es).

This form **must** be read in conjunction with Federation University's *COVIDSafe Plan*. *Click here* to have access to the Word version of this template.

The Transition-to-Campus process must be conducted in consultation with the staff members affected by the transition and their Health and Safety Representative(s).

It comprises two parts: the checklist below and a blank HIRAC table at the end. Whenever an item in the checklist applies to the proposed activity, cross-reference its number in the HIRAC table and provide relevant details.

GENERAL REQUIREMENTS (applicable to all proposed activities)

1. Is the proposed resumption of this activity on-campus consistent with the **strategic and operational priorities** of the university and your School/Directorate?	☐ YES ☐ NO ☐ N/A
2. Have relevant staff completed the formal approval process implemented through the **ITS Service Desk Portal** to allow staff back on campus?	☐ YES ☐ NO ☐ N/A
3. Have your considered the specific risks associated with the **return of office equipment and furniture**?	☐ YES ☐ NO ☐ N/A
4. Have you notified staff that their transition to campus will only be authorised once they have completed the "COVID-19 Induction – transitioning back to campus" online module, following HIRAC approval? (List the names of all staff involved in the activity in the HIRAC table at the end)	☐ YES ☐ NO ☐ N/A
5. Have you considered the need to coordinate your transition to campus process with **other Schools or Directorates**?	☐ YES ☐ NO ☐ N/A
6. Have you considered the **individual circumstances** of staff and other members of the university community who may face challenges in relation to the COVID-19 pandemic, such as being a member of a group at-risk, suffering from health conditions, family circumstances, etc.? (Contact HR if any concern applies)	☐ YES ☐ NO ☐ N/A
7. Have you developed and implemented **environmental cleaning and disinfection programs** for the areas and equipment you control?	☐ YES ☐ NO ☐ N/A

8.	Describe in the table at the end of this form the steps taken to ensure the practical implementation of **physical distancing rules** in all the areas and activities covered by this HIRAC:	
9.	Have you addressed the restrictions applicable to **public gatherings**, including queues?	☐ YES ☐ NO ☐ N/A
10.	Have you addressed the provision and use of **personal protective equipment (PPE)**, as applicable to the specific conditions and activities you are proposing to resume on campus?	☐ YES ☐ NO ☐ N/A
11.	Have you included in the delivery of the proposed activity **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.	☐ YES ☐ NO ☐ N/A
12.	Will all participants in the activity be encouraged to download and use the *COVIDSafe* app?	☐ YES ☐ NO ☐ N/A

ACTIVITY-SPECIFIC REQUIREMENTS

GENERAL ACTIVITIES OF STAFF AND STUDENTS

13. If the proposed activity takes place in **public-facing areas**, confirm you have addressed the points below:	
a. the provision and use of appropriate hand hygiene products in each public/counter area	☐ YES ☐ NO ☐ N/A
b. signage for good personal hygiene practice	☐ YES ☐ NO ☐ N/A
c. effective measures to support physical distancing rules (e.g. barriers, floor markings, and signage	☐ YES ☐ NO ☐ N/A
d. the development of a local program of environmental cleaning and disinfection	☐ YES ☐ NO ☐ N/A
e. the elimination or minimisation of interactions requiring shared contact with objects (paper forms, pens, cash, tactile displays and touch screens, etc.)	☐ YES ☐ NO ☐ N/A
f. (depending on the results of consultation with staff) the possible provision of clear shields between staff and students/customers ("sneeze guards")	☐ YES ☐ NO ☐ N/A
14. Have you implemented appropriate **physical distancing measures** in **multi-occupancy offices** (shared or open plan)? These may include staggered hours or rosters	☐ YES ☐ NO ☐ N/A
15. Have you eliminated or minimised **hot-desking** until further notice? If you cannot eliminate hot-desking, confirm that you have:	☐ YES ☐ NO ☐ N/A

a. developed, implemented and adequately resourced the environmental cleaning and disinfection programs required for the prevention of cross-infection between users		☐ YES ☐ NO ☐ N/A
b. implemented measures to ensure compliance with physical distancing rules, which may include staggered hours or rosters		☐ YES ☐ NO ☐ N/A
16. Confirm only **essential business** meetings will take place (via video conferencing or phone, large venues, or outside)		☐ YES ☐ NO ☐ N/A
17. If the proposed activity takes place in a **library**, have you/will you:		
a. adjust the layout of the library space to enable physical distancing (e.g. limit number to access, limit chairs/tables, install screens, etc.?		☐ YES ☐ NO ☐ N/A
b. promote self-service access (e.g. checking out/in books) and the use of electronic resources rather than hardcopy?		☐ YES ☐ NO ☐ N/A
18. For use of **computer labs**, have you/will you:		
a. provide appropriate hand hygiene and cleaning products with signage to promote pre-use and post-use cleaning?		☐ YES ☐ NO ☐ N/A
b. maintain physical distancing measures already implemented (online booking system, reduction on the numbers of computers used at any one time, etc.)?		☐ YES ☐ NO ☐ N/A
19. For shared **lunchrooms, kitchens and common areas**, have you/will you		
a. promote physical distancing through signage and layout, with local users taking responsibility for the cleaning requirements applicable to equipment and implements?		☐ YES ☐ NO ☐ N/A
b. prohibit food preparation, as well as the use of shared crockery and cutlery?		☐ YES ☐ NO ☐ N/A
c. prohibit the sharing of cakes, dips, nibbles and snacks?		☐ YES ☐ NO ☐ N/A
20. If the proposed activity includes **work-related travel** within Australia (including travel between campuses, student excursions and fieldwork), confirm such travel will comply with good hygiene practices and physical distancing rules		☐ YES ☐ NO ☐ N/A
21. If the proposed activity includes the wearing of items of **PPE**, have you implemented systems and resources to ensure they will not be shared between different users?		☐ YES ☐ NO ☐ N/A

TEACHING AND LEARNING

22. Online access to content must continue for **large lectures**. If the proposed activity includes face-to-face teaching, confirm the following conditions have been/will be met:	
a. an appropriate environmental cleaning and disinfection program is in place	☐ YES ☐ NO ☐ N/A
b. physical distancing (including the $4m^2$ rule) can be maintained	☐ YES ☐ NO ☐ N/A
c. the total number of participants complies with the number of people allowed by Commonwealth and State governments	☐ YES ☐ NO ☐ N/A
23. If using **indoor teaching venues**, have you/will you put in place systems and resources to:	
a. ensure participants comply with all physical distancing and hygiene requirements?	☐ YES ☐ NO ☐ N/A
b. instruct participants to use hand sanitiser or equivalent provided at or near venue entrances?	☐ YES ☐ NO ☐ N/A
c. consider the opportunity for increased ventilation by opening windows where possible?	☐ YES ☐ NO ☐ N/A
24. If using **laboratories and specialist learning spaces**, confirm the following conditions have been/will be met:	
a. physical distancing controls have been established and are effectively enforced	☐ YES ☐ NO ☐ N/A
b. relevant Personal Protective Equipment (PPE) is available and used (but not shared)	☐ YES ☐ NO ☐ N/A
c. appropriate cleaning programs have been implement and they include the regular disinfection of frequently touched surfaces, such as benches, tools, instruments, equipment, etc.	☐ YES ☐ NO ☐ N/A
d. ventilation is increased by opening windows where possible	☐ YES ☐ NO ☐ N/A
25. If the activity includes **field-based activities**, confirm that it will proceed in line with appropriate university and host organisation risk assessments and in compliance with physical distancing rules	☐ YES ☐ NO ☐ N/A
26. For **outdoor learning**, including excursions, confirm it will 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	☐ YES ☐ NO ☐ N/A
27. For clinical and other **placements**, confirm the following points:	
a. they are taking place subject to the necessary risk assessments and to discussions with clinical supervisors and facilities	☐ YES ☐ NO ☐ N/A

b. 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	☐ YES ☐ NO ☐ N/A

28. For **studio-based activities**, have you/will you put in place systems and resources 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:

a. staggering access times to facilitate activity	☐ YES ☐ NO ☐ N/A
b. minimising the number of participants	☐ YES ☐ NO ☐ N/A
c. modifying choreography, selection of plays, game rules, etc. to allow compliance with physical distancing rules	☐ YES ☐ NO ☐ N/A
d. adopting alternative arrangements to physical proximity, such as use of technology (e.g. video conferencing)	☐ YES ☐ NO ☐ N/A

29. For **teaching/clinical/commercial activities** involving human participants, have you/will you put in place systems and resources to:

a. minimise the number of participants and consider how interactions may be completed without physical contact (e.g. via videoconference)?	☐ YES ☐ NO ☐ N/A
b. advise human participants who belong to a vulnerable group or who are unwell not to participate until further notice?	☐ YES ☐ NO ☐ N/A
c. establish and maintain suitable environmental cleaning and disinfection programs of the area/equipment/facility before and after interacting with individual participants?	☐ YES ☐ NO ☐ N/A
d. provide the necessary cleaning products, hand hygiene products, items of PPE, etc.?	☐ YES ☐ NO ☐ N/A
e. implement suitable waste disposal programs?	☐ YES ☐ NO ☐ N/A

30. Confirm **exams and assessments** are held online or remotely as far as practicable
Where on-campus exams or assessments are essential, confirm you have/will ensure that:

	☐ YES ☐ NO ☐ N/A
a. maximum allowed number of people are taken into consideration as part of their planning	☐ YES ☐ NO ☐ N/A
b. exam and assessment venues are set up to allow compliance with physical distancing rules	☐ YES ☐ NO ☐ N/A
c. hand hygiene products are available at entry points	☐ YES ☐ NO ☐ N/A
d. 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	☐ YES ☐ NO ☐ N/A

RESEARCH

31. For **research activities**, confirm the following points have been/will be met:

a. 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)	☐ YES ☐ NO ☐ N/A
b. there are sufficient technical support staff and core facilities staff	☐ YES ☐ NO ☐ N/A
c. inductions of new research team members will continue	☐ YES ☐ NO ☐ N/A
d. essential meetings will be held via video conferencing or phone, in large venues that allow physical distancing, or outside in the open air	☐ YES ☐ NO ☐ N/A
e. suitable environmental cleaning and disinfection programs have been established and will be maintained for the area/equipment/facility before and after use	☐ YES ☐ NO ☐ N/A
f. the necessary cleaning products, hand hygiene products, items of PPE, etc. have been provided	☐ YES ☐ NO ☐ N/A
g. suitable waste disposal programs have been implement	☐ YES ☐ NO ☐ N/A

32. For **laboratory-based research**, have you/will you put in place systems and resources to ensure:

a. the implementation of a physical distancing plan that allows research to continue within the rules?	☐ YES ☐ NO ☐ N/A
b. the process for managing external participants, volunteers and sample collection?	☐ YES ☐ NO ☐ N/A
c. staggered access times to facilitate research activities, including access to workspaces, equipment, instruments, chemicals, etc.?	☐ YES ☐ NO ☐ N/A
d. the implementation of adequate environmental cleaning and disinfection programs covering all frequently touched surfaces, such as benches, equipment, instruments, etc.?	☐ YES ☐ NO ☐ N/A
e. the use of relevant PPE?	☐ YES ☐ NO ☐ N/A

33. For **research involving fieldwork**, confirm that the following points have been/will be addressed:

a. safe access to the off-campus site, including determining what form of transport is appropriate and parking availability	☐ YES ☐ NO ☐ N/A
b. the number of participants is minimised	☐ YES ☐ NO ☐ N/A

c. activities comply with physical distancing, with consideration as to how activities are completed without physical contact or staggered over different periods	☐ YES ☐ NO ☐ N/A
d. sufficient PPE, disinfectant and cleaning products is available in the field	☐ YES ☐ NO ☐ N/A
e. emergency response plans must be established in case of incident	☐ YES ☐ NO ☐ N/A
34. For **office-based research**, have you/will you put in place systems and resources to ensure:	
a. physical distancing measures are in place in shared office environments?	☐ YES ☐ NO ☐ N/A
b. shared workspaces (e.g. hot desk) have an agreed cleaning and disinfection program prior to use?	☐ YES ☐ NO ☐ N/A
c. large and long meetings use video conferencing to support physical distancing?	☐ YES ☐ NO ☐ N/A
35. For research activities that include participants who belong to a vulnerable risk group or who are unwell, have you/will you put in place systems to advise them not to participate until further notice?	☐ YES ☐ NO ☐ N/A
36. For research activities that involve **human participants**, confirm that:	
a. appropriate cleaning and disinfecting programs for equipment and areas have been/will be developed and implemented	☐ YES ☐ NO ☐ N/A
b. (where it is not possible to conduct some interactions remotely) that physical distancing rules will be observed	☐ YES ☐ NO ☐ N/A
c. (where physical distancing is not possible) that risk-based strategies have been/will be developed and implemented	☐ YES ☐ NO ☐ N/A

OTHER SERVICES AND ACTIVITIES (i.e. non-teaching, non-research)

37. Confirm the proposed activity does not include **large events**	☐ YES ☐ NO ☐ N/A
38. Confirm **non-essential small events** that would normally be part of the proposed activity have been deferred or cancelled	☐ YES ☐ NO ☐ N/A
39. Confirm that **training workshops and conferences** are conducted online	☐ YES ☐ NO ☐ N/A
40. For **open days and campus tours**, confirm they are held online	☐ YES ☐ NO ☐ N/A
41. For on-campus **art galleries and exhibition spaces**, confirm they operate in line with CMO guidelines for this sector	☐ YES ☐ NO ☐ N/A
42. Confirm you have a process for ensuring **general visitors, student groups and clubs, contractors**, etc. comply with good hygiene practices and physical distancing rules	☐ YES ☐ NO ☐ N/A
43. For on campus **childcare centres, sporting facilities and activities, retail and food outlets**, etc. confirm they will operate in strict compliance with their industry guidelines issued by Commonwealth and State CMOs	☐ YES ☐ NO ☐ N/A
44. For **medical centres** at the Mt Helen and Gippsland campuses, confirm they will operate in strict compliance with their industry guidelines issued by Commonwealth and State CMOs	☐ YES ☐ NO ☐ N/A

INCIDENT AND EMERGENCY MANAGEMENT

45. Have you considered **minimum provisions** for incidents and emergencies, as outlined in the *Incident and Emergency Management Procedure* and the *First Aid Services Procedure*? This includes ensuring that: a. adequate numbers of University First-Aiders are on campus in their School/Directorate and first-aid kits are correctly stocked b. Area Warden and Deputy arrangements are in place c. Local Emergency Instructions are up-to-date and correctly displayed	☐ YES ☐ NO ☐ N/A
46. Confirm you have a procedures in place to inform all activity participants of details of the university's process for **managing and reporting** any suspected or confirmed case of COVID-19 infection	☐ YES ☐ NO ☐ N/A

HIRAC Table (Add rows as necessary)

Item No.	Details of Risk Control Measures Adopted	Completion Date	Staff Member Responsible