

# COVIDSAFE PLAN

Version 8

**The University of New England's Safety Plan to  
Support campus operations in the presence of  
COVID-19**



## Contents

<b>Introduction .....</b>	<b>2</b>
<b>Reference Documents .....</b>	<b>2</b>
<b>Failure to Comply .....</b>	<b>2</b>
<b>UNE COVID Safe Governance Framework .....</b>	<b>4</b>
<b>Controlled Access Return to Campus Framework .....</b>	<b>5</b>
<b>Risk Level Response to COVID Restrictions .....</b>	<b>6</b>
<b>Understanding COVID-19 .....</b>	<b>7</b>
<b>Legal Framework .....</b>	<b>9</b>
<b>COVIDSafe Roles and Responsibilities .....</b>	<b>10</b>
<b>Area Specific COVIDSafe Risk Assessment and Adherence to Current Return to Campus Framework Phase .....</b>	<b>12</b>
<b>UNE's Response to the changing COVID-19 environment.....</b>	<b>15</b>
<b>COVID-19 Positive Notification Process.....</b>	<b>16</b>
<b>Return to Campus COVIDSafe Checklist .....</b>	<b>16</b>
<b>General UNE COVIDSafe Risks and Applicable Controls.....</b>	<b>17</b>
<b>Appendix 1 – Business Continuity Plan (Business Impact Analysis) Template.....</b>	<b>21</b>
<b>Appendix 2 - Return to Campus COVIDSafe Plan Checklist .....</b>	<b>22</b>

# Introduction

The University of New England's (UNE) COVIDSafe Plan details the overarching framework for a safe and structured management of all site activities in the presence of varying levels of COVID-19 transmission and infection risk.

The COVIDSafe Plan establishes the governance and control structures for the University's planned approach to ensuring the safety of staff, students and the general community. This plan is informed and directed by the Australian Government's four-step National Plan for a COVIDSafe Australia.

This plan is designed to support the work plans of faculties and directorates, as well as those of the University wide strategies of teaching and learning, research, accommodation and all onsiteservices.

This document also details the essential requirements of UNE's response to ensure site safety and mitigate the risk of health consequences due to COVID-19 for University stakeholders, and it specifically details the required shared responsibilities for safety controls.

UNE relies upon the advice and directives from National Cabinet, SafeWork Australia, SafeWork NSW, NSW Government and NSW Health as the most authoritative sources of information when considering the measures to be taken in returning to and undertaking on site activities. These government guidelines and NSW Public Health Orders have provided the basis for the development of this COVIDSafe Plan.

Please note this plan is subject to change, according to variations to Government requirements, timeframes, emerging trends and information or rates of community transmission, hospitalisations and vaccination into the future.

## Reference Documents

Safe Work Australia

- <https://covid19.swa.gov.au/covid-19-information-workplace>
- s

NSW Safe Work

- <https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus>

NSW Government

- <https://www.nsw.gov.au/covid-19>

Australian Government ComCare

- <https://www.comcare.gov.au/safe-healthy-work/prevent-harm/coronavirus>

Australian Government National plan

- <https://www.australia.gov.au/national-plan>

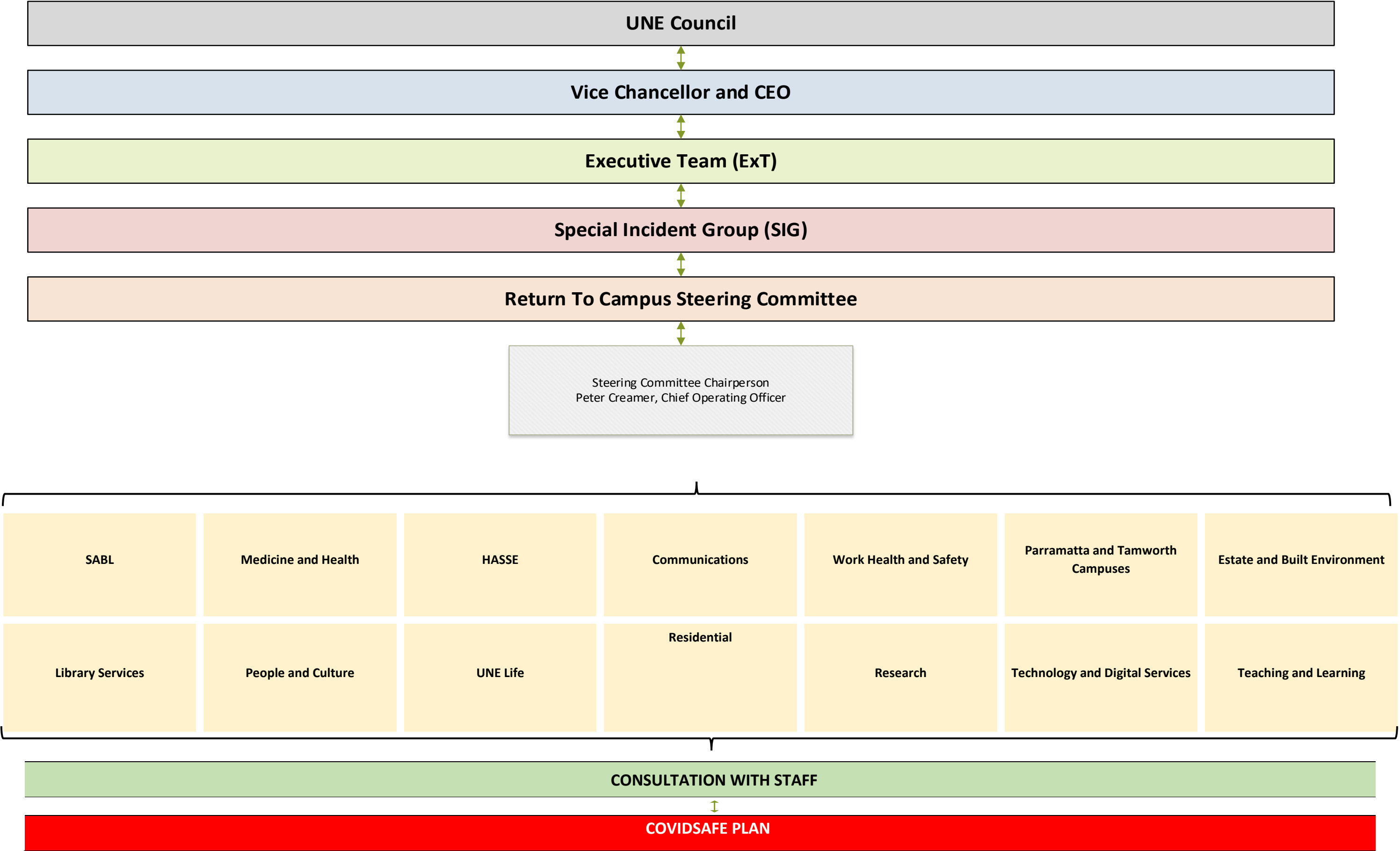
US Centre for Disease Control – Guidance to Higher Education Institutions

- <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

## Failure to Comply

All staff, students, contractors and visitors must comply with the UNE COVID-19 protocols contained or referenced within this document to ensure that workplaces remain a safe environment. If staff, students, contractors or visitors are unsure of any of the protocols contained or referenced within this document, they should seek clarification from their supervisor. Clarification of any technical aspect(s) of health and safety principles can be referred to the relevant forum in the Governance Framework.

Deliberate failure to comply with any aspects of this COVIDSafe plan will be deemed a breach of the University's [Code of Conduct](#) and [Student Behavioural Misconduct Rules](#). For individuals who believe they cannot comply with aspects of the COVIDSafe plan they should raise these concerns with their supervisor or their People and Culture Business Partner.



# Controlled Access Return to Campus Framework

In line with Public Health Orders and COVID-19 community management strategies, the University has developed a dynamic [phased framework](#) to safely allow movement between different levels of onsite access. This framework acknowledges that transitions between phases are dependent on the easing or tightening of restrictions, subject to NSW Government decisions, and the risks associated with each phase. The framework recognises our place-based mode of working.

The phases range, in order of decreasing risk, from “Stay at home order” – “Return Phase 1” – “Return Phase 2” – “Return Phase 3”. Each phase defines the level of risk, whom and under what circumstances campus may be accessed as well as other considerations.

Public Health orders or community requirements may be subject to change due to the levels of risk, rates of vaccination, rates of hospitalisation and community transmission of COVID-19. Therefore flexibility in the UNE phased framework must be allowed for. UNE may be required to move from Phase 2 back to Phase 1 or adopt a transitional approach to moving between phases if Public Health Orders and community transmission require a temporary response. Effects of this on campus services, retail outlets and recreational activities may be different to teaching and learning activities for example.

This phased framework is governed by the following overarching principles which support this COVIDSafe Plan:

## Guiding Principles

1. Compliance with the Public Health Orders and community management requirements as a minimum
2. Consider and take into account available data such as: rate of community transmission, community vaccination rates, UNE specific vaccination rate, local hospitalisations, access to and roll out of vaccination boosters
3. Account NSW Health and Safework NSW guidance for ventilation considerations, site loading, contracts and place based considerations
4. Access to and use of appropriate PPE (masks, face shields where appropriate)
5. Specific activities to be risk assessed using UNE’s overarching institution COVID-19 risk assessment as a framework
6. Activity should align with School and Directorate Business Continuity Plans (Business Impact Assessments)
7. Appropriate mandatory training and induction
8. Access to screening test capability (Rapid Antigen Testing)
9. Approval as defined in roles and responsibilities section of this document
10. Acknowledgement of each individuals responsibility to have a ‘personal safety plan’

Specific guiding principles applicable for each framework phase are contained in the corresponding Campus Risk Level Response documents. These documents are central to the development of plans,

risk assessments and Business Continuity Plans (Business Impact Analysis) for Schools/ Faculties/ Directorates as set out under the Roles and Responsibilities section.

## Risk Level Response to COVID Restrictions

To support the Return to Campus framework, place-based working and UNE COVID Safe Plan, the following risk level responses and associated campus controlled access responses have been designed to assist in managing the return of staff and execution of operations in a structured manner.

The level of risk, and associated colour, refer to the risk levels in the [Return to Campus framework](#).

Specific guiding principles applicable for each framework phase are contained in the corresponding Campus Risk Level Response document. These documents are central to the development of plans, risk assessments and Business Continuity Plans (Business Impact Analysis) for Schools/ Faculties/ Directorates as set out under the Roles and Responsibilities section.

Risk Level Responses for each phase of the Return to Campus Framework can be found on the [SafetyHub](#).

Interim transitional settings may apply subject to the fluid nature of changes in health orders, community transmission and variation in vaccination rates. Interim arrangements are communicated from the Special Incident Group (SIG) for dissemination and action through the Senior Leadership Group.

# Understanding COVID-19

COVID-19<sup>1</sup> (SARS-CoV-2) is a contagious viral infection that generally causes respiratory illness in humans. Presentation can range from no symptoms (asymptomatic) to severe illness with potentially life-threatening complications.

## Symptoms

Symptoms of COVID-19 variants (Delta and Omicron) can range from mild illness to pneumonia. Some people will recover easily, and others may get very sick very quickly. People with coronavirus may experience symptoms such as<sup>1</sup>:

- Fever
- Respiratory symptoms
  - coughing
  - sore throat
  - shortness of breath

Other symptoms can include runny nose, headache, muscle or joint pains, nausea, diarrhoea, vomiting, loss of sense of smell, altered sense of taste, loss of appetite and fatigue.

## How it spreads

The virus can spread from person to person through:

- Close contact with an infectious person (including in the 48 hours before they had [symptoms](#)).
- Contact with droplets from an infected person's breath.
- Touching objects or surfaces (like doorknobs or tables) that have droplets from an infected person, and then touching your mouth or face.

COVID-19 is a new disease, so there is limited existing immunity in our community. This means that without adequate control measures, COVID-19 spreads widely and quickly. This has proven to be an issue with new variants brought about by mutations of the virus. The most effective control measure currently available is vaccination, with effective use of community (physical distancing) and personal (wearing of masks, hygiene) support measures.

## Who is most at risk

In Australia, the people most at risk of getting the virus are:

- People operating in close proximity environments
- Those who have been in close contact with someone who has been diagnosed with COVID-19
- People in group residential settings, high density social events, and similar.

People who are, or are more likely to be, at higher risk of serious illness if they get the virus are:

- Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic medical conditions.
- People 65 years and older with chronic medical conditions
- People 70 years and older
- People with chronic conditions or compromised immune systems
- People in aged care facilities

---

<sup>1</sup> <https://www.healthdirect.gov.au/coronavirus>



- Unvaccinated persons

### **Variants of the COVID-19 virus**

Like any virus, COVID-19 has the capacity to mutate and create a new viral strain. These new strains may cause changes to the health response and controls due to how the virus is transmitted.

To date in Australia, the Delta strain is the most concerning because:

- Spreads faster than early forms of the SARS-CoV-2 virus
- Easily transmitted as a result of close physical proximity
- Associated with infections in workplace and high-density housing settings
- Data suggests Delta causes more severe illness, and increased number of hospitalisations in unvaccinated persons
- Fully vaccinated people can still spread the virus to others. However, vaccinated people appear to be infectious for a shorter period, and have a much lower chance of developing severe illness
- The greatest risk of transmission is among unvaccinated people who are much more likely to contract, and therefore transmit the virus.
- 
- In December 2021 the Omicron variant has become the main strain due to the following:
  - More contagious than Delta due to more easily transmitted as a result of close contact
  - More mild disease at least in younger populations<sup>2</sup>
  - Easing of restriction mandated by Public Health Orders

### **Vaccination and Booster Shots**

Approved therapeutic [vaccines](#) and boosters are available to the eligible population on a voluntary basis. Vaccination is free to everyone in Australia, regardless of Medicare or visa status.

UNE strongly recommends its workers, students and visitors give careful consideration to protecting themselves, their families and the wider community against COVID-19 by getting vaccinated. For people who are aged 18 years and over and the second dose of COVID-19 vaccine was delivered more than six months ago – booster vaccinations are recommended to strengthen the immune system and against serious illness from COVID-19.

### **Testing for COVID-19**

Testing for COVID – 19 can include Polymerase Chain Reaction (PCR) testing or Rapid Antigen Testing (RAT). NSW Health now accepts either test to be a valid positive test result.

NSW Health accepts either PCR or RAT tests as a positive result. RAT tests can also be self-administrated and require the same isolation requirement as a PCR result.

UNE provides RAT tests for staff, students and visitors to reduce the probability of transmission into the workforce. More information is available [here](#).

UNE may request testing of people who attend our premises and activities where it is determined through risk assessment that the conditions may constitute a higher risk of transmission. As a guide this may include:

- Close proximity working/learning/research
- Prolonged duration working, research or learning where other controls cannot be fully maintained
- Roles that have frequent/prolonged exposure to contact with other people

---

<sup>2</sup> <https://www.health.gov.au/health-alerts/covid-19/symptoms-and-variants/omicron>

- Where this provides an additional control to minimise potential transmission (eg. during outbreak management/ vaccination levels are lower and there is community transmission.
- People returning from areas that have active community cases of COVID-19 and lower vaccination rates.

## Legal Framework

It is the responsibility of UNE to identify and comply with relevant legislation and regulations, including related to work, health and safety. The University must fulfil its legal responsibilities in relation to infection control by adopting standard and transmission-based precautions including in accordance with NSW Public Health Orders. COVID -19 is a notifiable condition under the Australian National Notifiable Diseases Surveillance System (NNDSS). This means that in all Australian states and territories, either the medical officer requesting the test and/or the laboratory performing the test, are responsible for notifying the relevant jurisdictional public health authority of the case of COVID-19, as per local legislative requirements.

The University must also fulfil its legal responsibilities in relation to work health and safety as prescribed by the Work Health and Safety Act 2011 (NSW)<sup>3</sup>. Accordingly The University is adopting clear health and safety requirements in relation to hazard management to identify the hazards, assess their risks and implement effective control measures to prevent illness occurring to any individual staff and students while conducting University activities.

COVID-19 arising through work is a notifiable incident to NSW Safe Work as its regulator.<sup>4</sup>

Requirements under NSW Public Health Orders are now changing with transition from a COVID suppression to a community-managed approach. Changes in conditions and requirements will now be triggered by publicly reported vaccination rates for NSW state.

UNE has developed a transition roadmap with a focus on developing post COVID ways of working that accords with our Future Fit values (*open, inquiring, exceptional and make a difference*)

- Reflects place-based variations in WHS protocols and requirements.
- Puts *Public, Community and Individual* safety at the core of our practice.
- Ensures the safety and well-being of our staff and students.
- Recognises both the significance of, and responsibilities which come with personal choice(s).

Some elements of the UNE transition plan are non-negotiable and governed by NSW Health Orders.

---

<sup>3</sup> Section 19 of the Act details the primary duty of care to ensure, so far as is reasonably practicable, that the risk to a workers health and safety is managed. *Section 17 Management of risks* requires the elimination of risks as the first option and, where this is not reasonably practicable, to minimise the risks as far as is reasonably practicable. Reasonably practicable is defined in the Act under section 18 as taking into account numerous relevant factors such as: likelihood, degree of harm, knowledge of the risk, availability and suitability of controls and cost. The other key legislative consideration is the duty to consult; this needs to be demonstrated but there are numerous ways to achieve this.

<sup>4</sup> NSW Health - <https://covid.safework.nsw.gov.au/forms/9377> and SafeWork NSW - <https://covid.safework.nsw.gov.au/forms/9377>

<sup>4</sup> NSW Health - <https://covid.safework.nsw.gov.au/forms/9377> and SafeWork NSW - <https://covid.safework.nsw.gov.au/forms/9377>

UNE plans are modelled on ensuring we maximise safety options and create a safe practical return to work model which supports all employees, students, visitors and those using our facilities for approved community functions.

A significant shift in NSW public health management of COVID-19 transmission is now driven by vaccination rates (NSW >70% vaccination) with reduced dependence on

- Restrictions to local government areas,
- Movement throughout NSW and later
- Occupancy/gathering limits and
- PPE to control community transmission.

As a consequence, there is greater reliance on vaccination and understanding of the rate of vaccination in our local community and people who routinely access UNE premises to determine the University's approach to managing risk of COVID-19 transmission.

UNE has undertaken a staff survey and requested [workers](#) and [students](#) register their vaccination status and carry evidence of it in order to:

- Ensure compliance with Public Health Orders requiring the University to take reasonable steps to make sure an unvaccinated person is not on the premises (up until December 15<sup>th</sup> 2021 / NSW vaccination rate reaches 95% - whichever is soonest).
- Guide UNE's approach to managing transmission (on our premises and throughout the course of our activities).

The UNE WHS Consultative Committee and Management Group support continued and periodic administration of the vaccination registration survey to help us appropriately manage transmission risk.

UNE Contractors have been contacted directly to provide information that satisfies these requirements.

## COVIDSafe Roles and Responsibilities

Faculties and Directorates with approved staff, contractors or researchers working from campus are responsible for monitoring the adherence of their staff to the University's COVIDSafe Plan and the relevant phase of the Return to Campus Framework.

### **Deans, Associate Deans, Directors and Associate Directors**

The primary responsibility of managing prevention of COVID-19 outbreaks lies with Deans and Directors, within their responsibilities of oversight for their operating areas. An outbreak is defined as one or more cases of COVID-19 being confirmed. Deans and Directors are required to:

- Comply with government regulations and the specifics of this COVIDSafe Plan (including completion of relevant inductions).
- Confirm that Health and Safety Protocols for COVID-19 are planned for, implemented and followed.
- Risk assess and develop controls to specific risks within the workplace using UNE developed overarching documentation and information.
- Develop, approve and monitor adherence to the University's COVID Safe Plan and the relevant phase of the Return to Campus Framework

- Develop **local business continuity plans** (business impact analysis) to safe guard each business unit's ability to continue to deliver services at acceptable levels following an actual or potential COVID-19 positive presentation on campus. To assist in this process a business continuity impact analysis template has been developed (see appendix 1).
- Ensure that the consequences of non-compliance to COVID-19 protocols are enforced.
- Where possible ensure any near miss or confirmed incidents are reported via Skytrust for case management. A reporting protocol from [Skytrust](#) is in place to notify the relevant authorities including and University Executive Group.
- Effective, timely and clear transmission of UNE received communications and documentation related to UNE's COVID-19 response
- Develop workplace specific communications in response to the point above as needed

### **COVID Marshalls, UNE Life and UNE staff**

To ensure a safe environment for UNE's community, University COVID marshalls and authorised staff may request information to ensure adherence to Public Health Orders, the COVID Safe Plan; WHS risk assessments and Return to Campus Framework. This may include information about vaccination status, mask exemptions, testing, symptoms whether a person has recently travelled or been in contact with a confirmed case of Covid-19 or case locations.

### **Individual Workers(staff and contractors)/Students**

Every individual is responsible for maintaining their own health and safety, and that of their colleagues across the University. Each individual is required to:

- Comply with government regulations and the specifics of this COVIDSafe Plan
- Not attend work if they are feeling unwell
- Undertake a COVID-19 test if requested to ensure safe attendance on UNE premises
- Ensure compliance physical distancing and hygiene is maintained
- Report a confirmed COVID-19 diagnosis to UNE in accordance with regulatory requirements of Public Health Orders and Safe Work NSW - if UNE premises have been accessed
- Report any near miss or confirmed incidents via Skytrust
- Report instances of lack of compliance with this plan
- Engage with UNE communication channels including [emergency communication channels](#) to stay up to date with information provided

### **Support Responsibilities of the University**

The University has the overall responsibility to provide a safe workplace for staff and students. To support this COVIDSafe Plan the University will:

- Provide a general COVIDSafe Return to Campus Framework with associated risk level responses for the University in consultation with Health and Safety Representatives.
- Provide overarching [generic risk assessments](#)
- Develop the COVIDSafe plan.
- Develop and provide general COVID-19 response information, communications and documentation on relevant web platforms and [UNESafe app](#).
- Provide support structures to the return to campus process.

## Area Specific COVIDSafe Risk Assessment and Adherence to Current Return to Campus Framework Phase

Risk management is essential to controlling and managing the effects of COVID-19 on the University. To facilitate this the University is committed to conducting risk assessments on the potential effects of COVID-19 in the following circumstances:

- When changes are made to work practices, procedures or the work environment.
- When the University increases operations following a period of reduced operations.
- When the University introduces workers back into the workplace following the cessation of working from home or stand-down arrangements
- When the University is responding to workplace incidents (e.g. where a worker has tested positive to COVID-19).
- When the University is responding to concerns raised by workers, health and safety representatives, or others at the workplace.

In line with these commitments the University is utilising **the following process under this COVIDSafe Plan** to control the potential health effects for staff, students, contractors and visitors posed by COVID-19 when on campus:

- General overarching risk assessment – risk assessing the general health risk posed by COVID-19 and implementing UNE wide risk controls such as vaccination rate data, access to screening tests (Rapid Antigen testing), cleaning schedules, hygiene facilities, ventilation requirements, PPE use (masks), room or space occupancy and signage that will be implemented as a standard across the University
- Workplace specific risk assessment – this will be under the responsibility and surveillance of the Deans and Directors and will address specific risks in the workplace as governed by UNE's overarching Return to Campus Framework Phase and Risk Level response requirements ([generic risk assessments](#) can be used to supplement the General UNE COVIDSafe risks and applicable controls below)
- [Appropriate training and Induction](#) – this will be under the responsibility and surveillance of the Deans and Directors. All staff, students, contractors and visitors shall have completed the applicable online course within the last 3 months
- Business continuity plans (business impact analysis) - this will be under the responsibility and surveillance of the Deans and Directors. The goal is to safe guard each business unit's ability to continue to deliver services at acceptable levels following an actual or potential COVID-19 positive presentation on campus or outbreak that affects an individual's access to campus (see appendix 1 for template).

These processes involve considering what could happen if someone is exposed to COVID-19 and the likelihood of it happening. By performing these assessments the University will be able to determine:

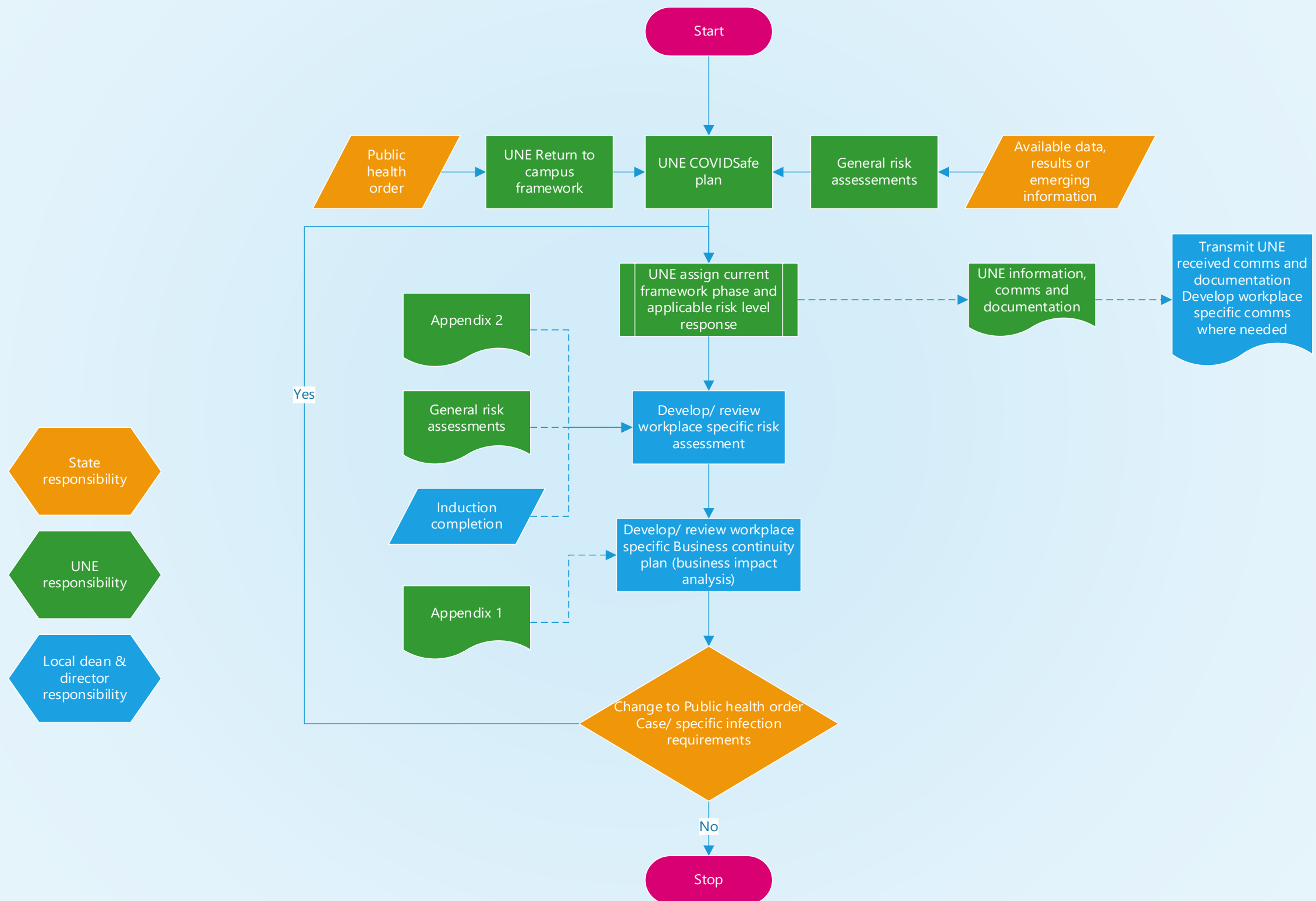
- How severe a risk is
- Whether any existing control measures are effective
- What action you should take to control the risk, and
- How urgently the action needs to be taken.
- The capacity to function if staff/students contract COVID

These risk assessments will be reviewed periodically as the operating environment changes or COVID-19 Return to Campus Framework Phase changes (for example, in response to changes in COVID-19

cases or changes to public health orders) or when new information on workplace risks associated with COVID-19 becomes available.

This will also include the periodic review of control measures implemented to ensure their ongoing appropriateness and effectiveness based on the latest information. Risk Assessments shall be completed in line with [WHS P004 Risk Management Protocol](#) and [WHS OP008 Risk Assessment Procedure](#).

The above process and the development of local business continuity plans across the University is shown in the following flow chart:



## UNE's Response to the changing COVID-19 environment

Since the WHO declared COVID-19 a pandemic on 11 March 2020, there has been a consistent and constant evolution of the situation. This has been due to the changing nature of the virus, government and state responses, and technology and data developments. In all probability this is unlikely to change in the foreseeable future.

UNE acknowledges this constantly changing landscape can cause fatigue and anxiety. It is important to understand that there is much that UNE cannot control directly. However relevant, timely, accurate and clear access to information for staff, students, contractors and visitors can serve to minimise disruption and uncertainty.

To ensure accurate information and the best outcomes for UNE, communication is managed in the following ways.

**NSW Govt.** and **NSW Health** websites are monitored regularly to ensure adherence to health advice and current restrictions.

**Public Health Advice** is followed in relation to announcements of case locations that are considered

- Close contact locations, casual contact locations (NSW)
- Affected areas, places of concern and high concern (interstate)
- Areas that go into stay-at-home restrictions

All participants must follow official UNE direction concerning [additional requirements](#) in addition to public health advice noting that conditions can change quickly and require an immediate response.

NSW Health Maps displaying case locations and numbers; and vaccination rates can be located [here](#).

UNE will issue communications for guidance on participation taking a risk based approach regarding including case locations and vaccination rates of geographical areas.

Flexible alternative work and study arrangements can be supported for students and staff where physical attendance is not deemed appropriate.

Current information is displayed on [UNE Covid Safe Campus](#) website and [Safety Hub](#), with updates communicated through channels including VC Communique, Senior Leadership members, UNE Official, [UNESafe app](#), faculty and directorate and student channels.

Communication and Consultation is ongoing and undertaken at regular intervals via

- WHS Consultation Committees and their work groups and HSR's
- Special Incident Group (SIG)
- Big SIG (Extended Faculty and Directorate Staff)
- CovART – COVID Academic Response Team
- RRT – Research Response Team



- Return to Campus Committee
- CHECK in Surveys and
- Advice from employee organisations

## COVID-19 Positive Notification Process

The University has developed a notification process for managing a suspected or confirmed positive case of COVID-19 amongst staff and students. This procedure forms part of the University's COVID-19 response. [COVID-19 Positive and Close Contact Process](#) can be found on [Safety Hub](#). All staff, students and visitors must be aware of their responsibilities under this procedure and act accordingly.

## Return to Campus COVIDSafe Checklist

To assist the Deans and Directors in ensuring that the local COVIDSafe Risk Assessment and adherence to the current Return to Campus Framework Phase has been fully considered, there is a COVID Safe checklist attached in Appendix 2.

## General UNE COVIDSafe Risks and Applicable Controls

Risks	COVIDSafe Controls & Mitigations
<p>Lack of staff knowledge of COVID-19</p> <ul style="list-style-type: none"> <li>Potential to increase occurrence and spread infection.</li> </ul>	1. <a href="#">UNE COVIDSafe Campus</a> webpage provides information on the virus for staff
	2. COVID-19 information signage placed at entry to buildings and in amenities
	3. Mandatory UNE WHS which includes and updated <a href="#">COVID-19 induction</a> for all staff, students, contractors and visitors completed from September 2021 on
	4. <a href="#">UNE COVIDSafe Campus</a> documentation and procedures
	5. COVIDSafe webpage available on <a href="#">SafetyHub</a>
<p>Returning staff and students to campus</p> <ul style="list-style-type: none"> <li>Potential to create spreading/transmission situations amongst staff and students.</li> <li>Potential to seed community transmission.</li> </ul>	1. Defined return to campus framework with phased approach in line with public health requirements – <a href="#">COVID-19 Return to Campus Resources</a>
	2. HDR campus access process to be implemented
	3. COVIDSafe return to campus document for staff
	4. Mandatory <a href="#">COVID-19/ blended WHS induction</a> completed from September 2021 on
	5. Faculties and directorates to conduct workplace specific risk assessment or adopt the COVID Safe Campus generic risk assessment
	6. COVIDSafe checklist developed to assist faculties and directorates in ensuring controls are present
	7. Campus doors to remain locked to prevent unauthorised access to buildings
	8. Public facing service desks to implement sign in and sign out procedures
	9. Visitors to campus to be discouraged. Necessary controls must implemented and approved by those supervising site access.
	10. Approved voluntary COVID-19 vaccines available. UNE supports vaccination as a primary control to mitigate against the risk of serious illness from COVID-19.
	11. UNE request for workers and students to register their <a href="#">vaccination status on request</a> in order to: <ul style="list-style-type: none"> <li>a. Guide UNE's approach to managing transmission (on our premises and throughout the course of our activities) based on W,H,S risk assessments.</li> <li>b. UNE Contractors have been contacted directly to provide information that satisfies these requirements.</li> </ul>
	12. <a href="#">Screening tests (Rapid Antigen Testing)</a> at an appropriate frequency and aligned to activities assessed as increased risk of transmission.
	13. Develop Business Continuity Plans (Business Impact Assessments)
Lack of physical distancing	1. Use of masks when and where appropriate or in response to public health requirements/UNE risk assessment

Risks	COVIDSafe Controls & Mitigations
<ul style="list-style-type: none"> <li>Loading on campus/buildings exceeds safe spatial limits</li> <li>Staff/students fail to comply with safe distancing</li> <li>Staff/students do not use PPE and comply with guidelines for safety</li> </ul>	2. Ensure spaces and activities are setup to ensure 1.5m separation of people where this can be achieved
	3. Provide assistance with assessing physical distancing requirements if no clear determination is obvious
	4. Distributed working models to be utilised to manage space occupancy – hot desking to be avoided
	5. Work plans should include staggered start times and virtual format meetings as a preferred alternative to face to face
	6. Lab occupancy and utilisation plans to be developed in line with physical distancing regulations
	7. Analysis of occupancy for large bookable spaces
	8. Physical distancing information signage placed throughout buildings; screens and barriers where practicable
<p>Ventilation</p> <ul style="list-style-type: none"> <li>Low atmospheric exchange rates create safety risk and promote transmission</li> </ul>	1. Ensure windows and external doors are open where possible to maximise ventilation with fresh air
	2. Limit oscillation fan use in shared spaces
	3. Limit the use of recirculated air HVAC systems – please contact EBE if you are unsure if your building HVAC system is recirculated. Report HVAC repairs and maintenance issues immediately to ef-maint@une.edu.au
	4. EBE - performing regular scheduled preventative maintenance to building HVAC systems
	5. Remote monitoring of ventilation levels and system performance in key locations
	6. Increased outside air intake from HVAC systems
	7. Provision of 24 hour 7 days a week on call HVAC mechanics on campus providing reactive maintenance to HVAC systems
	8. Monitor and re-assess building ventilation load capacity as required
<p>Hygienic practices</p> <ul style="list-style-type: none"> <li>Transmission occurs in contact with infected sites</li> <li>Transmission occurs via viral loading in shared spaces</li> </ul>	1. COVIDSafe cleaning schedules implemented throughout the day
	2. COVIDSafe amenities to identified for targeted day time cleaning with locations and schedules to be advertised
	3. Hand sanitiser stations placed at entry points to buildings, kitchenettes, teaching spaces and computer labs
	4. Workplace cleaning schedules and rosters to be considered and implemented
	5. Bathrooms to be well stocked with hand soap and paper towel

Risks	COVIDSafe Controls & Mitigations
	6. Signage placed throughout buildings encouraging hygienic practices
Process for handling COVID-19 positive presentations <ul style="list-style-type: none"> <li>Infections not reported due to handling of COVID-19 positive presentations</li> <li>Perceived discrimination limits engagement with active reporting processes</li> </ul>	1. COVID-19 positive notification process developed for staff and students
	2. Flow chart for Safe Work notification and ECO activation developed if an instance of COVID-19 is detected
	3. Contact tracing methods confirmed
	4. Local business continuity plans (business impact analysis) completed
College occupancy rates <ul style="list-style-type: none"> <li>College occupancy rates promote transmission</li> <li>College engagements promote transmission/infection risks</li> </ul>	1. Colleges occupancy increased in a staged and control fashion
	2. College specific risk assessments and COVID Safe Plan completed
	3. Mandatory <a href="#">college induction</a> to be utilised before accommodation can be booked
	4. College specific COVIDSafe controls developed for hygiene and physical distancing
	5. COVIDSafe policy and procedure developed to manage student behaviour
	6. Approved voluntary COVID-19 vaccines available. UNE strongly encourages this be given careful consideration
	7. UNE request for workers and students to register their vaccination status on request in order to: <ul style="list-style-type: none"> <li>Guide UNE's approach to managing transmission (on our premises and throughout the course of our activities) based on WHS risk assessment.</li> </ul>
	8. UNE Contractors have been contacted directly to provide information that satisfies these requirements.
	9. Screening tests (Rapid Antigen Testing) at an appropriate frequency
Building amenities pose a risk of transmission	1. COVIDSafe cleaning schedule developed to target selected kitchenettes and bathrooms per building
	2. Kitchenette usage signage placed in all kitchenettes
	3. Cleaning schedules to be developed for staff cleaning of kitchenettes
On campus retail outlets and sport create potential for transmission /infection	1. On campus retail and sporting activities will be linked with the Government staged easing in restrictions
	2. Retail outlets and sports specific risk assessments and COVIDSafe plans developed
Vulnerable staff and students are at a higher risk because of proximity issues associated with UNE operations	1. Staff and students to work or study from home
	2. Approved voluntary COVID-19 vaccines available. UNE strongly encourages this be given careful consideration
	3. Screening tests (Rapid Antigen Testing) at an appropriate frequency

Risks	COVIDSafe Controls & Mitigations
Travel and fleet usage creates potential for community acquired infection/transmission	1. Travel system to reflect current government restrictions on travel
	2. Fleet car usage policy to be developed to ensure safe travel
	3. Fleet cars to be cleaned between usages
Contractors visiting campus who do not comply with UNE COVID Safe Plans create potential for community acquired infection/transmission	1. Mandatory contractors COVIDSafe induction to be implemented before contractors can attend campus
	2. Contractors to submit their COVID-19 documentation
	3. UNE request for workers and students to register their vaccination status on request in order to: <ul style="list-style-type: none"> <li>• Guide UNE's approach to managing transmission (on our premises and throughout the course of our activities), based on WHS risk assessment</li> </ul>
	4. UNE Contractors have been contacted directly to provide information that satisfies these requirements
UNE's place-based, distributed model of working creates issues for managing emergencies in a coherent manner	5. Screening tests (Rapid Antigen Testing) at an appropriate frequency
	1. With distributed working models a process must be in place to ensure fire wardens and first aids on campus at all times
UNE Researchers operate within multiple frameworks which creates potential conflict of priorities and breach of safe work practices	2. Local business continuity plans (business impact analysis) completed
	1. COVIDSafe principles for research lab and field work to implemented
	2. Research activities to be linked to the governments framework for restrictions
	3. COVIDSafe principles for human participant research developed
Associated health risks resulting from COVID-19	COVIDSafe Control
Staff/student wellbeing is adversely affected by COVID, COVID controls and related issues	1. Provide employee assistance program and student wellbeing solutions combined with flexible working and studying arrangements to alleviate potential anxiety
Information uncertainty and changing priorities creates uncertainty and confusion for those in our community	1. Timely, accurate and clear access to information through VC Communique; Senior Leadership Team Communication Packs; Website management – COVID Safe Campus Pages and Safety Hub

## Appendix 1 – Business Continuity Plan (Business Impact Analysis) Template

Development of Business Continuity Plans (Business Impact Analysis) is subject to the requirements as set out in the template available on the [SafetyHub](#).

This process will identify risks and impacts in relation to critical activities to faculties and directorates and determine basic recovery requirements.

As part of their responsibilities, Deans and Directors shall SAVE this Business Continuity Impact Analysis to **TRIM** container: A21/3419 STRATEGIC MANAGEMENT - IMPLEMENTATION - COVID-19 (COVID 19 CORONAVIRUS) - RETURN TO WORK - SEPTEMBER 2021. Please do not send to EBE or WHS (if you have any issues accessing TRIM – contact: [records@une.edu.au](mailto:records@une.edu.au)).

## Appendix 2 - Return to Campus COVIDSafe Plan Checklist

ACTIVITY/SPACE BEING ASSESSED:	
<b>1 MANAGING RISK</b>	<b>2 INDUCTION, TRAINING &amp; SUPERVISION</b>
<b>HAVE YOU:</b>	<b>HAVE YOU:</b>
<input type="checkbox"/> Reviewed the <b>UNE COVIDSafe Plan</b> ?	<input type="checkbox"/> Completed the relevant <b>WHS General Induction in Sep 2021 or on?</b> (staff, student, residential student, contractor/visitor)
<input type="checkbox"/> Completed a <b>risk assessment and business continuity plan</b> (business impact analysis)?	<input type="checkbox"/> Ensured that your team members have access to UNE SAFE app to keep in touch with emergency notifications and important safety information.
<input type="checkbox"/> Gained written approval from your <b>ExT member</b> for the activities proposed in this plan?	<input type="checkbox"/> <b>Communicated</b> to your staff and leadership team that they must commit to the restrictions advised by the University and keep up to date with any changes? In the case of supervisors, they must monitor behaviour to ensure adherence to the UNE COVID-Safe Plan?
<input type="checkbox"/> Identified any vulnerable team members and considered alternative arrangements for them? Is this documented?	<input type="checkbox"/> <b>Communicated</b> to your staff and leadership team that they must commit to the restrictions advised by the University and keep up to date with any changes? In the case of supervisors, they must monitor behaviour to ensure adherence to the UNE COVID-Safe Plan?
<input type="checkbox"/> Ensured staff/students have registered their <b>vaccination status</b> in ServiceNow?	
<b>3 PHYSICAL DISTANCING</b>	<b>4 MONITORING &amp; SCREENING</b>
<b>HAVE YOU:</b>	<b>HAVE YOU:</b>
<input type="checkbox"/> Conducted a <b>review of the space</b> to determine maximum occupancy and how the space is intended to be used?	<input type="checkbox"/> Implemented a process to ensure that each person has utilised a sanitiser station before entry to the space?
<input type="checkbox"/> Ensured COVID-Safe <b>ventilation</b> guidelines are in place? (contact EBE for advice or maintenance)	<input type="checkbox"/> Ensured people needing <b>screening tests</b> (Rapid Antigen testing) are attending at frequency as required?
<input type="checkbox"/> Allowed for 1.5m distancing per person for the activity/space where reasonably practicable?	<input type="checkbox"/> Implemented a process to maintain a record of all people involved in the activity/space for contact tracing?
<input type="checkbox"/> Developed a plan for the flow of people for the full cycle of the activity, from entry to exit, in consideration of other activities and people in the area or facility?	<input type="checkbox"/> Advised people to stay away if unwell, have been in contact with a person who has COVID-19, have been tested for COVID-19 and/or has been instructed to quarantine or self-isolate?
<input type="checkbox"/> Identified and installed the <b>physical distancing controls</b> such as floor markers, signage and posters?	<input type="checkbox"/> Reviewed and understood <b>the UNE COVID-Positive notification</b> process?
<b>5 MASKS AND HYGIENE</b>	<b>6 CLEANING</b>
<b>HAVE YOU:</b>	<b>HAVE YOU:</b>
<input type="checkbox"/> Ensured hand sanitiser stations and instructions are installed at each entry and exit points in the space?	<input type="checkbox"/> Reviewed the <b>COVIDSafe cleaning plan</b> for this space and communicated any changes?
<input type="checkbox"/> Ensured mask wearing occurs as required? Masks are changed regularly and disposed of appropriately?	<input type="checkbox"/> Provided instruction to people on routine cleaning procedures of touchpoints etc?
<input type="checkbox"/> <b>Ensured posters are displayed</b> in the space?	<input type="checkbox"/> Considered how you will manage COVID hazards from personal belongings, objects, equipment etc?
<input type="checkbox"/> Instructed people to limit contact with others?	
<input type="checkbox"/> Considered controls to minimise risks of infection associated with consumption of food and drink, removed shared cutlery/utensils, controlled access to shared facilities including toilets?	<input type="checkbox"/> Put up <b>posters</b> of cleaning instructions for the space or activity?
<p>Once this checklist is completed, please sign it and have your Supervisor sign it, confirming that this space and your plan complies with the <b>UNE COVID-Safe Plan</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Approved by:</b></p>   <p>Name and Title</p> <p>Date:</p> </div> <div style="width: 45%;"> <p><b>Approved by:</b></p>   <p>Name and Title</p> <p>Date:</p> </div> </div>	