

2020

COVIDSafe Return to Campus Guide

VERSION 4



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Introduction

After the implementation of COVID-19 restrictions in April the University has developed a 3 stage roadmap to returning staff, students, accommodation, teaching and research to campus from the 1st of July. This plan acknowledges the governments planned easing of restrictions and links the effects of this to on campus services, retail outlets and recreational activities.

Within this plan faculties and directorates will be slowly phased back to the workplace. This measured process ensures that occupancy on campus is contained and increased at manageable levels to ensure controls and support structures are able to respond adequately.

This guide has been developed to support this phased process by assisting managers and their delegate's by providing them with structured guidance and information on the University's expectations before staff are phased back into the workplace. This resource will also cover a variety of situations managers and Return to Campus Coordinators will encounter as staff are transitioned back to campus. The overall objective of this guide is to ensure that the return to campus process is a seamless and well managed process that promotes and manages the safety of all staff.

This guidelines will be revised based upon federal and state regulations and public health guidance. Ultimately, each school and department will develop local plans and protocols using the themes of this document to carry out staff planning, research, educational, and teaching activities moving forward.

The Overarching Return to Campus Principles

The following are the principles that govern the return to campus of staff:

1. Always practice good hygiene
2. Ensure social distancing at all times
3. Stay at home if you are sick
4. Protect others and the most vulnerable

Staff should be trained in these principles and they should be monitored by supervisors and managers at all times. Breaches of these principles should be notified immediately to the University Work Health and Safety (WHS) team on whs@une.edu.au.

Return to Campus Coordinators Role

To manage and facilitate the return to work process managers should consider who will undertake the role of the Return to Campus Coordinator. This person will complete the required return to campus documentation and will be the main point of communication for the return to campus process for your workplace. This person should:

- Have a good understanding of the workplace;
- Understand how each space with the workplace is used and by whom;
- Be able to apply space management guidelines to produce a recommendation;
- Be familiar with risk assessments and controls to mitigate risk;
- Be able to communicate and consult on changes required to the workplace as a result of COVID-19 to a range of stakeholders;

Once the Return to Campus Coordinator has been nominated please email these details to returntocampus@une.edu.au.

The Return to Campus Process

In line with the University's COVIDSafe Plan the following process has been designed to manage the return of staff in a structured manner to ensure the workplace is structured in line with the return to campus principles and that staff are aware of the key part they play in the return to campus process.



Key Aspects of this process are as follows:

1. Attending a return to campus information session – if you chose to attend this session you will be provided with information regarding how to complete the required return to campus documentation as well as being provided with the details of the support structures available to you as transition staff back to campus.
2. Download this guide – The responsible manager and the Return to Campus Coordinator should download this guide and start to familiarise themselves with its detail.
3. Review the University's COVIDSafe Plan and complete the return to campus risk assessment – the Return to Campus Coordinator should review the responsibilities for faculties and departments under the COVIDSafe plan and develop actions. They should then complete the work place specific risk assessment. This risk assessment is specific to your work place and is seen as additional to the controls listed in the University's COVIDSafe Plan detailed in this document.
4. Define a return to campus plan – After the risk assessment is completed a workplace specific return to campus plan should be developed in consultation with staff. By working your way through this guide you will be able to progressively build a COVIDSafe return to campus plan. An example of the suggested contents for a COVIDSafe return to work plan are contained in appendix 1.
5. Complete the online induction – before all employees are returned to work they must complete a COVIDSafe induction. UNE WHS will need a **list of all staff and email addresses sent to whs@une.edu.au** to distribute an email link to undertake the induction. Please include HDR candidates.
6. Once all documentation is completed it should be submitted to returntocampus@une.edu.au. Any work plans or adjusted occupancy details should be submitted for review prior to your allocated groups start date.

COVID-19 Description

To assist with risk assessments and controls a description of the COVID-19 virus is contained below.

Symptoms

Symptoms of COVID-19 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 as¹:

- Fever
- Respiratory symptoms
 - o coughing
 - o sore throat
 - o 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 cough or sneeze.
- 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 no existing immunity in our community. This means that COVID-19 could spread widely and quickly.

Who is most at risk

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

- Travellers who have recently been overseas.
- Those who have been in close contact with someone who has been diagnosed with COVID-19
- People in group residential settings

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
- People with a disability

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

University's COVIDSafe Plan

The University's COVIDSafe Plan details the overarching framework for a safe and structured return to campus activities.

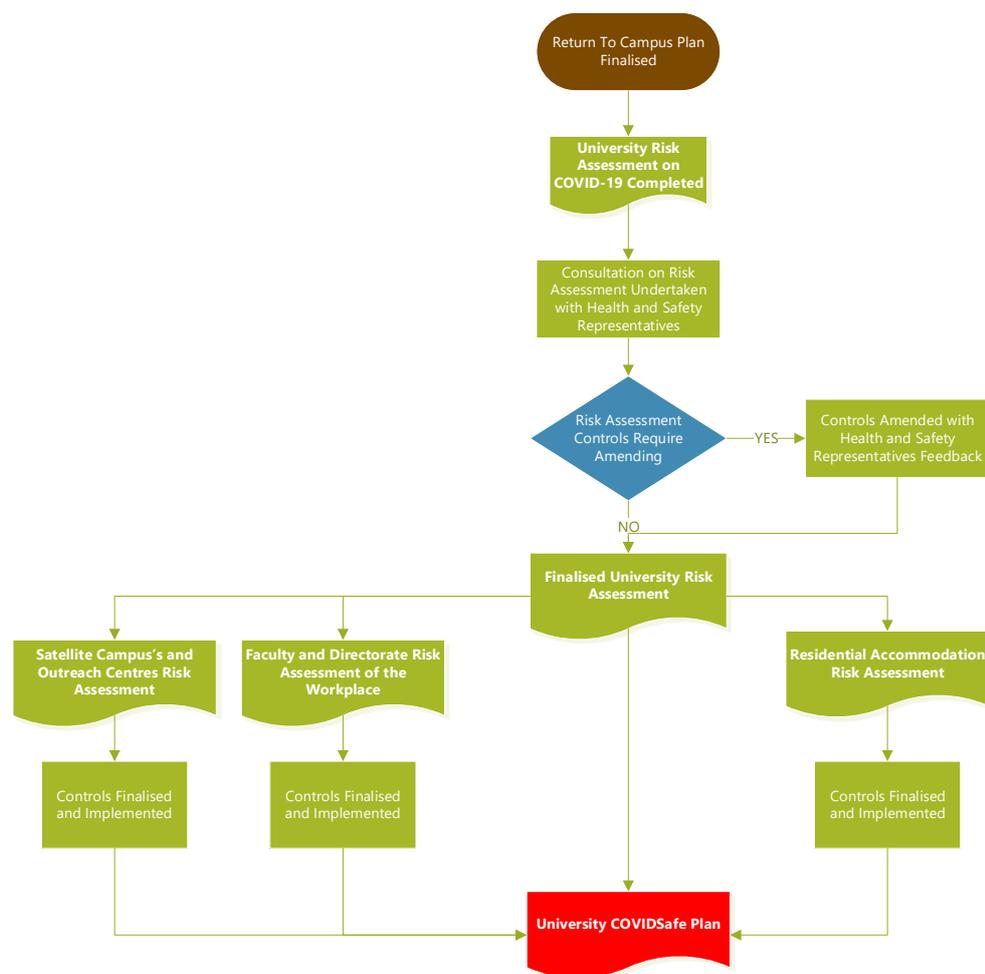
The COVIDSafe Plan establishes the governance and control structures for the University's planned approach to ensuring the safety of staff, students and the general community. This plan is informed and directed by activities and restrictions detailed in the Australian Government's 3 Step Framework for a COVIDSafe Australia.

This plan is designed to support the return to campus plans of faculties and directorates, as well as those of the University wide strategies of teaching and learning, research, accommodation and on campus retail services.

This document also details the essential requirements and standards for UNE's response to risk mitigating the health consequences of COVID-19 for University stakeholders, and it specifically details the required shared responsibilities for safety controls as people return to campus.

This plan can be downloaded [here](#). This document provides a clear representation of responsibilities of faculty's and directorates to support the overall COVID Safe Plan for the University. If you have any questions in regards to this please email returntocampus@une.edu.au.

The development of the University's COVIDSafe Plan and the key role of local risk controls in supporting this plan is displayed below:



COVIDSafe Practices

After reviewing the responsibilities of faculty's and directorates contained in the University's COVIDSafe Plan managers and Return to Campus Coordinators should be considering formalising local rules stemming from the workplace risk assessment to increase the strength of COVIDSafe controls such as:

- Limit food handling and sharing of food in the workplace.
- Eat lunch at the desk or outside rather than in the lunchrooms.
- Regularly clean workstations.
- Meetings can still take place where physical distancing can occur. Consider the room size in advance of meetings.
- Holding meetings via video conferencing (zoom) or conference call with people within the office.
- Weather permitting, also consider alternative arrangements for large meetings or gatherings such as smaller repeat meetings (e.g. for staff updates) or meeting outside.
- Developing local cleaning rosters to supplement COVID cleaning schedules.
- If your department has a public access service desk it might be necessary risk access to this area and if this not possible then a log book of people accessing this area will need to be utilised.
- Ensuring enough Fire Wardens and First Aid Officers are available in the workplace at all times.

Return to Campus COVIDSafe Checklist

To assist the Return to Campus Coordinator in ensuring that the local COVIDSafe Plan has been fully considered there is a COVIDSafe checklist attached in appendix 2. This checklist can be used as return to campus plans are being developed or as an overall check after return to campus plans have been finalised.

COVID Positive Guidelines

To assist you in responding to a potential COVID-19 positive, the University' positives guidelines can be found on Safety Hub (<https://www.une.edu.au/safety>). Please ensure staff and supervisors are aware of their responsibilities under this guideline.

Rosters and Distributed Working Models

As mentioned the University is phasing staff in over a period of time in manageable numbers to support and ensure COVIDSafe controls are robust enough to handle demand. Once you have completed the required documentation, implemented your local workplace controls and your groups access date has arrived you may start to welcome staff back to campus. Before this point, and as part of your return to campus plan, you should have developed a distributed working model roster.

It is the University's expectation that where practical a distributed working model is utilised to safeguard department core functions and ensure that in event of a virus outbreak that direct contact is minimised between staff. Return to Campus Coordinators and managers should consider the following arrangements:

- A & B teams with like team members split across both teams. Team A would work from home when team B works from campus and vice versa. You may even wish to have more than two teams to provide an increase layer of protection. Due to the requirement to move IT equipment from campus to home it is the University's preference that if this model is used than one team would stay on campus for an extended period i.e. a month, before transitioning off, or one team works full time at home and one team full time from campus.
- Vulnerable individuals work from home long term, those without predisposed health issues work from campus.
- Individuals with poor home working environments work from campus and those who are comfortable working from home do so.
- Teams are progressively phased back to campus by priority over a fixed period whilst restrictions are eased.

Due to social distancing effects on the occupancy levels of the workplace, especially in open plan office environments, it is forecast that a distributed working model will also be essential to ensure teams can safely work from campus.

Social Distancing

Social distancing means separating staff and students from each other and other people as much as possible in all places, including halls of residence. **All work on campus must be able to meet the following conditions:**

- Do not enter the campus if you are sick.
- Can each occupant of any space maintain 1.5m distance from other individuals in the space.
- Circulation around the space, movement within the space, particularly between desks and in traffic areas – these should also allow for 1.5m social distancing, please note this measure is only applicable when congregating in an area and momentary breaches in this measure may be required, such as passing someone in a corridor.
- Assess data points, fixed desks, power outlets, amenity, other work health and safety issues.
- Assess person per area at 1 person per 4m².

To ensure a safe return to the workplace, each work area is responsible for ensuring physical distancing practices are adopted. It is each faculty's and directorates responsibility to assess their spaces, this may include:

- Arranging the work area to accommodate physical distancing of 1.5m between people and workstations.
- Open plan office environments will require 4m² of floor space per person and accommodate physical distancing of 1.5m between people and workstations.
- In an enclosed space (e.g. lecture theatre, tutorial room) have no more than 1 person per 4m² of floor space on average and fewer than the current government regulations prescribe under the current restrictions.

It may be necessary to implement alternative arrangements to accommodate physical distancing such as:

- Relocating teams or parts of teams to alternative nearby work locations e.g. using spare offices, break out areas or meeting rooms; or
- Rotating members of teams to work from home where they cannot be accommodated in the workplace; or
- Staggering start times to reduce congestion within the office or to avoid peak public transport times.

The University is implementing a number of initiatives to assist and support social distancing analysis such as:

- Implementing physical distancing guidelines and signage for all learning, research, work and community spaces on campus.
- Establishing a COVID Assessment team in Facilities Management Services to assess social distancing metrics in areas where a faculty or department cannot make a determination.
- Increasing cleaning on our campuses, including regular disinfection of high-traffic community spaces (including bathrooms and kitchens) and cleaning learning and research spaces in between each activity.
- Increasing hand sanitiser stations across our campuses.
- Provision of stickers and posters to assist in restricting access to areas.

Removing IT Equipment

When removing IT equipment practice safe manual handling and only take equipment that can safely be carried by one person (equipment should not weigh more than 10kg).

- Appropriate steps should be taken to mitigate the WHS risks of removal, including use of trolleys where necessary.
- IT equipment is fragile and can be easily damaged when not handled correctly or appropriately protected during removal.
- All University-funded IT equipment that is relocated must be returned to the original location when the University returns to normal operation.
- Damage to relocated IT equipment will be the responsibility of the faculty/division, noting that the end-user IT equipment is not insured against damage or loss.

Please try to structure your return to work plan to minimise the number of times IT equipment needs to be moved either around the office or off campus. No office furniture other than ergonomic office chairs may be removed from offices.

The University's Responsibility When Returning Faculty's and Directorates to Campus

The University will provide the following support for faculties and directorates when transitioning back to the work:

- Enterprise risk assessment and controls, which forms the basis of the University's COVIDSafe Plan.
- Checking COVIDSafe controls have been implemented.
- Provide staff and student inductions.
- Provide documentation to assist in transition back to campus.
- Increased cleaning schedules and specified COVID cleans throughout the day.

- Posters and signage for hygiene and social distancing requirements.
- Signage for entry points to buildings with COVID-19 signage.
- Sign post lifts and the occupancy restrictions.
- Posters and stickers for restricting access – it will be the responsibility of the faculty or directorate to put these out.
- Identifying COVIDSafe kitchenettes and bathrooms for COVIDSafe cleaning.
- Space assessments only after the faculty or directorate has been unable to effectively assess the space.
- Ensuring on campus retail have COVIDSafe controls in place.
- Facilities Management Services will supply hand sanitiser for the following areas:
 - o Entrance points
 - o Kitchenettes
 - o Teaching spaces including labs
 - o Computer labs

To request more hand sanitiser in these locations please contact ef-maint@une.edu.au.

Faculty's and Directorates Responsibility When Returning to Campus

The expectation of the University is that faculty's and directorates will undertake the following when returning to campus:

- Undertake a risk assessment of all areas utilised by the department. Risk Assessments should be completed in line with [WHS P004 Risk Management Protocol](#) and [WHS OP008 Risk Assessment Procedure](#).
- Review and understand the University's COVIDSafe Plan and implement relevant risk controls defined as the responsibility of faculty's and directorates.
- Ensure controls in common spaces, such as kitchenettes, are adhered to at all times.
- Design and define a return to work plan specific for your area.
- Discuss and agree on work schedules with staff to ensure the work areas do not exceed the physical distancing restrictions.
- Assess social distancing by applying the social distancing guidelines located [here](#) to areas utilised by the department and restrict or alter access to spaces accordingly through signposted poster.
- Make available to staff cleaning wipes, sprays and cloths to allow staff to clean down workstations, computers, phones and equipment.
- Develop meeting protocols to replace face to face group e-meetings, such as ZOOM meetings, as far as practicable.
- Notify WHS and HR if you have any concerns about breaches of COVIDSafe controls.

What to do if a Staff Member Appears Unwell

When returning to campus everyone is responsible for protecting their own health as well as the health and safety of others. Where a staff member is displaying COVID-19 symptoms, supervisors should respectfully and in an appropriate private setting, talk to the staff member about their health. It is reasonable to ask them for an explanation for their symptoms e.g. asthma or hay-fever. If the supervisor remains concerned that the staff member is unwell and displaying COVID-19 symptoms, they should encourage the staff member to go home and not to return until they are fit

to do so. The staff member is required to apply for sick leave. If the staff member refuses please contact your HR Business Partner for further advice

Campus Restricted Access

To reduce risk and promote contact tracing the campus buildings with electronic card swipe security will continue to remain secured for staff access only. When assessing your return to campus plan and working arrangements please ensure that all staff working from campus have an employee card and that they external access to the building/s they need to access to complete their roles. If they do not have cards they can access an application from the UNE Campus Safety Centre below the 'Stro' between 9:00am and 5:00pm Monday to Friday. Please note staff will be required to produce a COVIDSafe induction certificate when applying for a new staff card.

Student study access will be maintained to the following areas*:

- ITD **ELab and Espace** – 24 hours - 7 Days a week
- Dixon Library **level 2** – from the 1st of July – 7:00am to 7:00pm 7 days a week

Access will also be maintained for Medicine and Health students to:

- Tablelands Clinical School and
- Pat O'Shane Building

*this list will be reviewed regularly and adjusted as restrictions ease and staff return to campus.

Key locked buildings are in the process of being changed to electronic swipe access. If your building is phased in before it has been converted to electronic access and not all staff have external door access please inform FMS on ef-maint@une.edu.au. FMS will work with you to develop a secure access process.

Higher Degree Research Candidates (HDR) Access

When assessing staff working space, the working spaces of HDR's should also be assessed for compliance with social distancing guidelines. Please report any breaches of the social distancing regulations to the HDR candidate's supervisor. HDR candidates that require access to the campus should contact their supervisor to obtain the required approvals and to undertake a mandatory induction to campus. HDR access is being assessed on a case by case basis and is prioritised in line with the Research Response Groups return to campus process.

COVIDSafe Control Checking

Seven days before your groups start date the WHS and FMS team will perform a COVIDSafe review of the workplace to ensure that all controls from the University's COVIDSafe Plan have been implemented. To support you in the transition back to campus this control check will be performed periodically after your groups access date to ensure safety controls are present and working effectively. If any issues are noted with any controls the Return to Campus Coordinator will be notified.

Suggested Specific Guidance for Teaching

Starting or resuming any teaching activities will need to be approved by the Academic Response Group.

Use of laboratory and specialist learning spaces

- For each lab and learning and teaching space, physical distancing should be implemented which allows teaching to continue within guidelines. This should include managing access to equipment and workspaces.
- Each lab and specialist learning space should review cleaning protocols and ensure high touch surfaces, such as benches, door handles, etc. are regularly disinfected.
- Each lab and specialist teaching space should ensure relevant Personal Protective Equipment (PPE) is used, where appropriate, to avoid contamination and for personal protection.
- Each lab and specialist teaching space should ensure appropriate waste disposal methods are available taking into consideration of the COVID-19 risk (e.g. participants dispose of their own PPE).

Principles for physical distancing while attending group study, practical or problem-based learning (PBL) sessions:

- Practise reasonable physical distancing wherever possible, avoiding unnecessary close contact with others attempting to keep a distance of at least 1.5m between people.
- Ensure impeccable personal hygiene practices.
- Where physical distancing is not reasonably practicable, other strategies to mitigate the risk must be implemented.
- Reduce opportunities for direct transmission e.g. sharing items, unnecessary touching.

Clinical / human participant

- Active research on human participants should only be conducted with the approval of the Research Response Group.
- Participants in a vulnerable risk group or who are unwell should generally be advised not to participate until further notice.
- Clients and staff should maintain physical distancing requirements where possible.
- Where physical distancing is not reasonably practicable, other strategies to mitigate the risk must be implemented.
- Cleaning and disinfecting protocols should be developed for communal equipment and areas.
- Minimise the number of participants and consider how interactions may be completed without physical contact (e.g. via videoconference).
- Management strategies for waiting/reception spaces, access and egress must also be considered.

Suggested Specific Guidance for Research

Starting or resuming any research projects will need to be approved by the Research Response Group.

Supervision / Instruction / Induction (including HDR students)

- Appropriate supervision must be in place for all researchers on-site to ensure that both physical distancing and appropriate health and safety measures are undertaken.
- Inductions should include information on physical distancing and local COVID-19 work plans, either in person or in virtual mode if necessary.
- Consideration of a roster of researchers may be developed, where necessary, to ensure that research can be completed with optimal compliance to physical distancing requirements.
- The requirement for 1.5m separation should be adhered to, to the extent reasonably practicable.
- Student, Supervisor and Trainer must evaluate whether any steps of the training that normally might require being closer than 1.5m can be avoided entirely and substituted by other means. This might include online resources, pre-recorded training video, and/or integrating workflow changes so that the trainer may be able to demonstrate a procedure while student is 1.5m away, then step back while student attempts procedure, providing verbal guidance from a distance.
- A risk management plan is required where strict compliance with physical distancing requirements cannot be met. i.e. other strategies to mitigate the risk must be implemented.
- Cleaning down of desks and training equipment between users and after use should occur at every occasion.

Lab Based

- For each laboratory, physical distancing should be implemented which allows research to continue within guidelines. This should include managing access to equipment and may consider staggered access times to facilitate research.
- Each lab should review cleaning protocols and regularly disinfect high touch surfaces, such as benches, door handles, shared equipment, etc.
- Each lab should ensure relevant PPE is used, where appropriate, to avoid contamination and for personal protection.
- Where there are contractors and other essential visitors, appropriate physical distancing measures should be established and managed as well as utilising record keeping systems of access.
- The process for managing external participants, volunteers and sample collection should be developed in line with physical distancing to the greatest extent possible, as well as utilising record keeping systems of access.

Fieldwork

- Research team leaders should consider how researchers can access the site safely, including determining what form of transport is appropriate to comply with 1.5 metre distancing requirements.
- Activities should comply with physical distancing, wherever possible. A risk management plan is required where physical distancing requirements cannot be achieved.
- The number of participants should be minimised with consideration as to how interactions may be completed without physical contact or staggered over a different period of time.
- Sufficient PPE, disinfectant and cleaning products should be made available in the field.

Suggested Specific Guidance for Students and Staff Shared Spaces

- Hand hygiene facilities and products should be visible, and their use promoted widely.
- Local COVIDSafe Plans must be complied with.
- Physical distancing guidelines and good hygiene practices should be promoted, and staff/students reminded of avoiding physical greetings.
- Cues to encourage physical distancing should be in place for common areas.
- Strategies to avoid queuing should be in place and where necessary establish clear 1.5m separation between people.

Public facing areas

- Physical distance plans should be established for each public facing area. Assess the risk through a risk assessment and determine if the availability of technology (phone, through audio visual) to address enquiries can be used, moving public back from counters via a visual or physical barrier, use of floor decals to assist with suitable queue spacing etc.
- Appropriate hand hygiene products should be in place in each public/counter area.
- Log in and out systems should be used to track visitor entrance and exits

Libraries

- Self-service access (e.g. checking out/in books) should be encouraged.
- Online support services, via digital platforms (e.g. video conferencing, email, etc) should continue where appropriate.
- Use of electronic, rather than hardcopy resources should continue to be promoted
- The layout of the library space, to enable physical distancing should be adjusted where possible (e.g. limit number to access, limit chairs/tables, install screens, etc.).
- Where physical distancing is not possible given the nature of the work process or physical environment, and where this cannot be reasonably modified, consider other options through risk assessment e.g. use of technology (phone, through audio-visual) to address enquiries, moving public back from counters via a visual or physical cue.

Shared office environments and open plan work areas

- Local management plans should be developed to ensure appropriate physical distancing is in place – 1.5m separation. Plans may include staggered hours or rosters (e.g. rotating between working from campus and working from home).
- Shared workspaces (e.g. hot desk) should be minimised where possible. However, if unavoidable, there should have an agreed disinfection protocol between users.

Eating Areas

- Adhere to the physical distancing arrangements, e.g. takeaway only, barricading, marked standing points, no congregating in public areas, use online ordering if available, PayWave rather than cash.

Computer facilities

- Appropriate hand hygiene and cleaning products should be available in all computer labs with signage to promote pre-use and post use cleaning.
- Physical distancing should be implemented e.g. staggering the numbers of computers that are used at any one time (e.g. every second computer).

Lifts

- Please ensure that no more than two people travel in a lift at any one time.
- Encourage staff who can to take the stairs and avoid lift travel.

Appendix 1 – COVIDSafe Return to Work Plan Example Table of Contents

Table of Contents

1. Return to Campus Coordinator details
2. COVIDSafe Plan action responses
3. Risk assessment controls
4. Rosters and working arrangements
5. Office hygiene measures
6. Space restrictions requiring implementation
7. Visitor requirements
8. Meeting procedure
9. Teaching plan for mandatory intensives
10. COVIDSafe checklist
11. Communication process for work plan with staff

Appendix 2 - Return to Campus COVIDSafe Plan Checklist

ACTIVITY/SPACE BEING ASSESSED:	
1 MANAGING RISK HAVE YOU:	2 INDUCTION, TRAINING & SUPERVISION HAVE YOU:
<ul style="list-style-type: none"> <input type="checkbox"/> Reviewed the UNE COVIDSafe Plan? <input type="checkbox"/> Gained written approval from your <u>SET member</u> for the activities proposed in this plan? <input type="checkbox"/> Reviewed and completed the UNE COVIDSafe return to campus risk assessment? <input type="checkbox"/> Identified any vulnerable team members and considered alternative arrangements for them? Is this documented? 	<ul style="list-style-type: none"> <input type="checkbox"/> Completed the <u>Return to Campus Induction</u>? <input type="checkbox"/> Do you understand your responsibilities in returning to campus? If not email returntocampus@une.edu.au. <input type="checkbox"/> Ensured that your team members have completed the <u>Return to Campus Induction</u>? <input type="checkbox"/> Communicated 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? And in the case of supervisors, they must monitor behaviour to ensure adherence to the UNE COVID-Safe Plan?
3 PHYSICAL DISTANCING HAVE YOU:	4 MONITORING & SCREENING HAVE YOU:
<ul style="list-style-type: none"> <input type="checkbox"/> Conducted a review of the space to determine maximum occupancy and how the space is intended to be used? <input type="checkbox"/> Allowed for 4m² and 1.5m distancing per person for the activity/space? <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"/> Identified and installed the <u>physical distancing controls</u> such as floor markers, signage and posters? 	<ul style="list-style-type: none"> <input type="checkbox"/> Implemented a process to ensure that each person has utilised a sanitiser station before entry to the space? <input type="checkbox"/> Established a process to maintain a record of all people involved in the activity/space for contact tracing? <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"/> Reviewed and understood <u>the UNE COVID-Positive process</u>?
5 HANDWASHING AND HYGIENE HAVE YOU:	6 CLEANING HAVE YOU:
<ul style="list-style-type: none"> <input type="checkbox"/> Ensured hand sanitiser stations and instructions are installed at each entry and exit points in the space? <input type="checkbox"/> Investigated if handwashing sinks are required? <input type="checkbox"/> <u>Ensured posters are displayed</u> in the space? <input type="checkbox"/> Instructed people to limit contact with others – no shaking hands, touching objects unless necessary? <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? 	<ul style="list-style-type: none"> <input type="checkbox"/> Reviewed the <u>COVIDSafe cleaning plan</u> for this space and understand your responsibilities in cleaning and disinfecting this space? <input type="checkbox"/> Provided instruction to people on routine cleaning procedures of touchpoints etc? <input type="checkbox"/> Considered how you will manage COVID hazards from personal belongings, objects, equipment etc? <input type="checkbox"/> Reviewed and understood the <u>UNE COVID-Positive clean procedures and notification process</u>? <input type="checkbox"/> Put up <u>posters</u> of cleaning instructions for the space or activity?
Once this checklist is completed, please sign it and have your Supervisor sign it, confirming that this space and your plan complies with the <u>UNE COVID-Safe Plan</u> , and then email it to returntocampus@une.edu.au .	
Approved by:	Approved by:
Name and Title	Name and Title
Date:	Date: