COVID Safe Plan Framework

Overarching Principles

- Adopted from the National Safe Workplace Principles
- Broad Campus wide approach in addition to sector based government guidance

Includes:

- Physical distancing, hygiene and PPE
- Vulnerable staff / students
- Cleaning
- Physical infrastructure principles
- Monitoring, tracing and enforcement
- Preventative health measures

COVID Safe Plan Framework

Overarching *Risk Reduction* Principles

- Adopted from National COVID-19 Safe Workplace Principles
- Broad campus wide approach.
- Overarching principles form the core component of each asset area's COVID Risk Management Plan. Where the overarching principles cannot be achieved, further specific controls must be implemented in line with specific asset-based risks. The COVID Risk Management Plan must be reviewed on a regular basis.

Physical Distancing

Ensure there are 4 square metres per person and maintain a physical distance of at least 1.5 metres from others where possible. Where not possible, a COVID19 Risk Management Plan must address infection risk control.

Hygiene and PPE

Ensure there are adequate and accessible facilities to achieve good hygiene and that they are in good working order, are clean and are otherwise safe. Soap and water should be encouraged for hand hygiene and prioritized over hand sanitisers, and when hands are visibly soiled and alcohol-based hand rub at other times. Alcohol-based (60% or greater) hand sanitisers to be available in appropriate locations such as entries and exits to buildings if there are limited hand washing facilities.

Personal protective equipment (PPE) such as face masks should be used where physical distancing or other overarching risk reduction principles are compromised. PPE use is to be based on an approved COVID19 Risk Management Plan. Sanitiser, PPE and other hygiene consumables directly associated with COVID risk management are to be approved through USQ Safety.

Vulnerable Staff / Students

Vulnerable staff and students include Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic medical conditions, people 65 years and older with one or more chronic medical conditions, people 70 years and older and people with compromised immune systems or a diagnosed chronic medical condition. Consideration of the characteristics and features of the asset area, and nature of work/activities undertaken by vulnerable staff and students must be included in the COVID Risk Management Plan. Privacy and confidentiality for individual plans must be maintained.

Cleaning

Frequently touched surfaces such as work surfaces and equipment should be cleaned frequently using USQ Safety approved cleaning solutions/methods for all asset areas proportional to work and study area load. This will form part of the asset area's tailored COVID19 Risk Management Plan.

Physical Infrastructure Principles

Where possible, fresh air ventilation to enclosed spaces should be increased.

Monitoring, Tracing and Enforcement

USQ asks all staff, students and visitors to download the COVIDSafe App. If a person starts to display COVID-19 symptoms whilst on campus, they must immediately leave campus, isolate in accordance with QLD guidelines and notify their supervisor.

Preventative Health Measures

USQ encourages all staff, students and visitors to receive current flu vaccinations. (Note: Up to date flu vaccinations are mandatory for staff & students attending nursing placements). Staff, students, visitors, contractors, tenants and guests must not attend campus if they feel unwell.

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Covid-19 Signage Package

Building Entrance
(USQCOV01)

Size: 297mm x 420mm

Vinyl on
Aluminium Composite
Panel

Lift Entrance
(USQCOV02)

Size: 210mm x 297mm

Vinyl on
Corflute

Room Entrance
(USQCOV03)

Size: 210mm x 297mm

Vinyl on
Corflute

Capacity needed.

Floor Signage
(USQCOV04)

Size: 400mm Dia

Non-Slip, suitable for
hard flooring and short
pile carpeting.

ENTRY ONLY / **EXIT ONLY**	**Entry/Exit** (USQCOV05) Size: 210mm x 297mm Vinyl on Corflute Option: Self Adhesive/Poster
	Workstation/Chair Covers (USQCOV06) Size: 500(w) x 500(l) x 600(d)mm

COVID Safe Return to Campus of Learning and Teaching Activities

The following guidance has been developed to support the planning for learning and teaching activities returning to campus. These general principles are to be read in conjunction with the COVID Safe Plan Framework.

General Principles

1. The University's primary concern continues to be the **health and safety of our staff and students** as the timeframes and approach to enable a safe return to campus for all, are finalised and implemented. Our planning will take into account both the potential for a second wave of infection and the associated impact of transitioning learning and teaching activities back off campus, by actioning all reasonable precautions to guard against the risk of transmission of COVID-19 among the University community.

2. We will actively learn from and incorporate changes to our practices based on our experiences of working and learning from home during the COVID crisis.

3. The University will take a staged approach to returning to on-campus learning and teaching activities to provide opportunity to assess the impact of larger groups and gatherings and to enable us to respond appropriately. Where there is a return to campus:
   a. staff and students will share responsibility for the safe use of University facilities, with each person taking personal responsibility for abiding by social distancing protocols and personal hygiene practices and supporting cleaning protocols as detailed in the applicable Asset Specific Risk Management Plan and/or as otherwise instructed.
   b. staff and students should download and use the SafeZone app to check in and out, until week 1 of Semester 2.
   c. plans will consider alternative arrangements for vulnerable students, rosters to stagger student participation and flow controls to minimise physical contact.
   d. the maximum combined number of staff and students in individual University facilities must not exceed the maximum number of people allowed to gather indoors as stipulated by the Federal Government.

4. The return to campus priority is to provide catch up activities for students who had practical course components deferred in Semester 1, 2020 courses. These activities, which are required to allow timely student progression into Semester 2 courses and for some students, program completion, **commence on campus from 15 June, 2020**.

5. Staff required to be on campus to deliver, support the delivery of learning and teaching activities, or support students engaged in these learning and teaching activities, should be on campus for the period required to prepare for and deliver these activities. Exceptions to this approach must be approved by the Executive Dean/Director as applicable.

Semester 2, 2020

6. There **will not be any on-campus lectures** in Semester 2, 2020.

7. There **will not be any paper-based invigilated examinations** in Semester 2, 2020. If absolutely necessary, exceptions may be granted if endorsed by the Executive Dean or Acting Director, USQ College and approved by the Deputy Vice-Chancellor (Academic).

8. Semester 2 courses
   a. that have **mandatory on-campus** components required for course completion (e.g. practical classes, residential schools, laboratories, studios), **may commence from 13 July 2020 (week 1),** subject to the completion and approval of associated risk management plans by the relevant Executive Dean.
   b. with **non-mandatory on-campus** components (e.g. tutorials and workshops) **will commence from 20 July 2020 (week 2),** subject to the completion and approval of associated risk management plans by the relevant Executive Dean.
   c. Other Semester 2 courses with an on-campus offering that can continue to be undertaken in online mode without impacting on course completion or program progression **may continue in online mode only** in Semester 2, 2020, when approved by the Executive Dean on the recommendation of the relevant Head of School.

9. Placements will be managed in conjunction with placement providers and cohorts will be advised individually.

10. More information on the staged return to campus dates for staff will be determined by Vice-Chancellor's Executive on **24 June 2020** and shared with the Senior Leadership Group later that week

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COVID Safe Cleaning and Hygiene Services

Asset Specific *Risk Reduction*

All Standing Offer Arrangement (SOA) Contractors must complete and supply to the University a COVIDSafe Risk Management Plan prior to returning to any USQ campus to undertake contracted service delivery activities.

Overarching principles for physical distancing, hygiene and personal protective equipment (PPE), vulnerable staff and students, cleaning, physical infrastructure principles, monitoring and tracing and preventative health measures must form the basis of the Risk Management Plan (RMP). Exceptions to overarching principles must be addressed with detailed controls in the RMP. Specific controls may be guided by the following to assist with COVIDSafe planning.

**This guideline must be read in conjunction with the Queensland road map to easing restrictions and align with approved use of USQ assets and continuation of on campus SOA service delivery requirements.

Campus Start-up Requirements

SOA contractor management to consider alternative working arrangements for vulnerable contract staff.

Consider implementing staff rosters to stagger contract staff hours on campus.

Standard cleaning contract requirements to be implemented to support identified campus start-up activities.

Increased touch point cleaning scope to be implemented in support of staged campus staff and student load. This includes but is not limited to:

- teaching, laboratory and office spaces
- identified supporting amenities to the above.

Supporting Safe Work Method Statements (SWMS) for contractors working in a COVIDSafe environment to be supplied to USQ in support of on campus contract requirements, and specialist sanitary cleaning requirements.

Cleaning contractors to ensure daily replenishment of pandemic cleaning supplies to identified areas of on campus activity.

Personal Hygiene

Contractor management must conduct a COVIDSafe briefing for cleaning contractors. Include as a minimum:

- reminder to stay home if unwell
- regular hand washing
- physical distancing
- coughing/sneezing into elbow or tissue which must be immediately discarded.

If contractors have been in close contact with someone who is a confirmed case of COVID-19 they must self-quarantine for 14 days from last contact with the confirmed case. If contractors or visitors become unwell during that period, they should see a doctor immediately and notify USQ.

Personal Protective Equipment

Personal PPE to align with SOA service delivery SWMS requirements.

Confirmed Case of COVID-19

Asset Specific *Risk Reduction* Guidance

Prepared with reference to Queensland Health guidelines and Work Health and Safety Queensland.

Residential Colleges confirmed case of COVID-19 (resident)

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Refer to the USQ Residential Colleges Isolation Protocol

Confirmed Case of COVID-19 (staff, students or contractors)

↓

Follow Queensland Health self-isolation instructions. **Do not attend campus**

↓

Notify USQ supervisor or manager + USQ Safety Team

Close contact with a confirmed case of COVID-19 (staff, students, contractors or visitors)

↓

Self-quarantine for 14 days. If <u>unwell</u>, contact a doctor or national coronavirus hotline on 1800 020 080

Self-isolate for 14 days **without** any symptoms - return to USQ campus only after clearance from your health care provider and approval from supervisor/manager

Self-isolate for 14 days **with** symptoms - do not attend campus. Contact a doctor or national coronavirus hotline on 1800 020 080
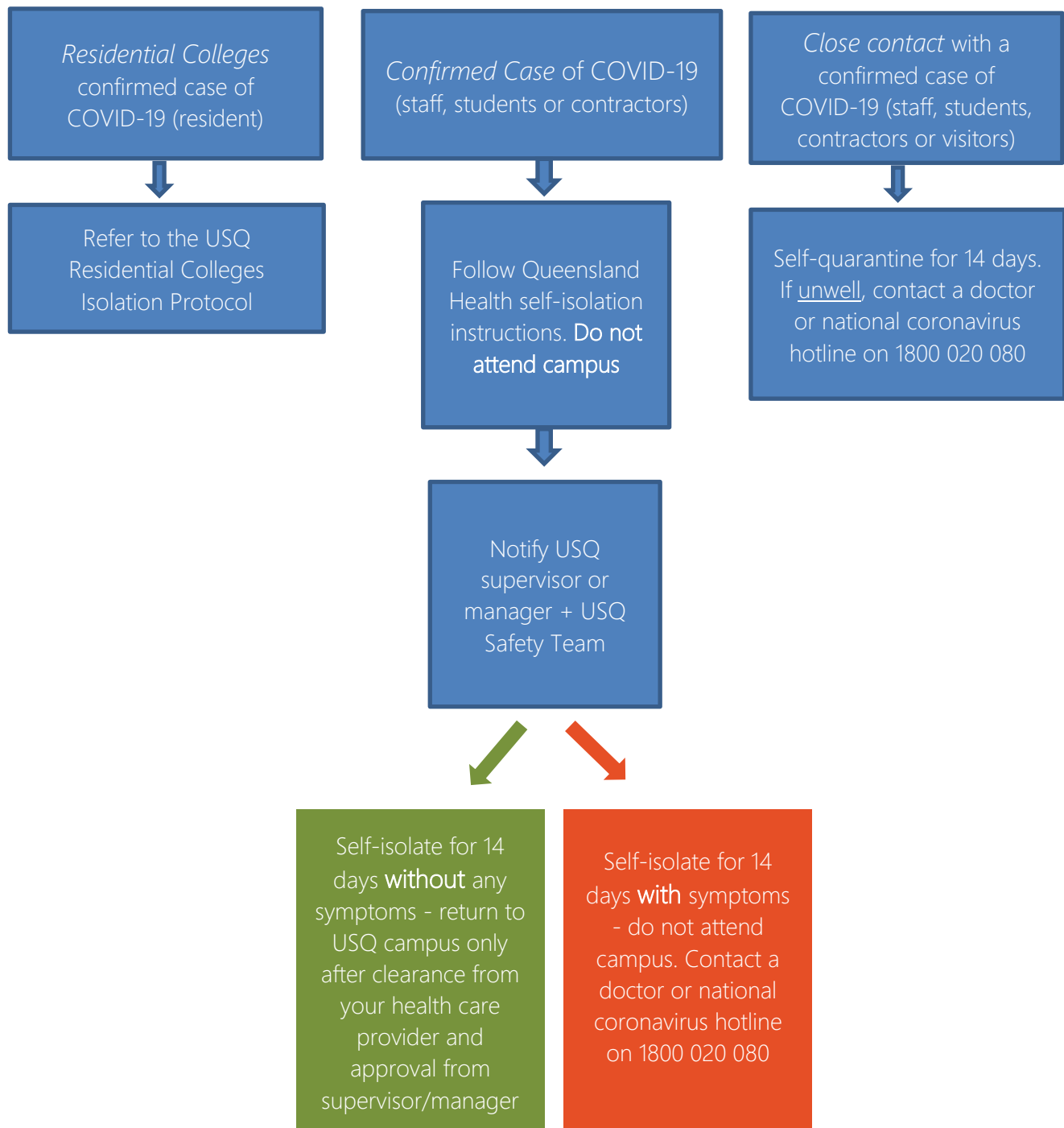
Figure 1. Process flow for confirmed case of COVID-19.
To be read in conjunction with the guidance note attached.

Confirmed Case of COVID-19

Asset Specific *Risk Reduction* Guidance

Prepared with reference to Queensland Health guidelines and Work Health and Safety Queensland.

Confirmed Case of COVID-19

If staff, students or contractors need to self-isolate at the direction of Queensland Health, they must notify their USQ supervisor or manager and follow self-isolation instructions. They must not attend any USQ campus. Supervisors and managers should assist in making appropriate work or study arrangements for students and staff who need to self-isolate.

Contact USQ Human Resources for further information about providing alternative work or leave arrangements for staff.

Queensland Health self-isolation directives should be used as evidence for COVID-19 leave or alternative work/study arrangements.

If staff, students or contractors have self-isolated on Queensland Health advice for 14 days without any symptoms, they may return to USQ campus only upon clearance from their health care provider and approval from their supervisor/manager. Students or staff who are engaged with industries such as aged or health care may require medical certificates prior to returning to those workplaces.

If staff, students or contractors inform their supervisor or manager of a confirmed case of COVID-19, the supervisor or manager must inform USQ Safety as soon as possible.

Residential Colleges

The USQ Residential Colleges Isolation Protocol outlines all the of the actions to be required in the event of a confirmed case of a resident or visitor.

Close Contact

If staff, students, contractors or visitors have been in *close contact* with someone who is a confirmed case of COVID-19 they must self-quarantine for 14 days from last contact with the confirmed case. If staff, students, contractors or visitors become unwell during that period, they should contact a doctor immediately.

Close contacts are those who have had face-to-face contact in any setting with a confirmed or probable case for more than 15 minutes in total over the course of a week. It also includes people who have shared an enclosed space with a confirmed or probable case for more than two hours. This contact period is counted from 48 hours before the start of the person's symptoms.

Contract Tracing and Cleaning

To assist with targeting defined potential COVID-19 contact areas for cleaning and reducing university wide exposure risk, it is recommended that non-essential rooms are locked at USQ, until required for approved activities as restrictions ease. Facilities Management must be notified of approved area access requirements.

In the event USQ is notified of a confirmed case of COVID-19 by Queensland Health, Facilities Management will assist with contact tracing and facilitate Queensland Health instructions for COVID-19 cleaning and any other directives as appropriate.

Media Engagement

In the event of a confirmed case of COVID-19 is important that all staff adhere to USQ's Media and Communication Policy. Contact Director (Media and Communications).

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Cafés, Catering and Bookshops

Asset Specific *Risk Reduction*

All asset specific areas must complete a Risk Management Plan in the USQ Safety Risk Management System prior to returning to any USQ campus or activities.

This guidance forms the core components of a café's COVID Plan as outlined by WorkSafe Qld. A COVIDSafe Checklist is available for reference. Bookshop/cafes without dine-in will not need comply with all requirements however will benefit from guidance around physical distancing in retail and cleaning schedule/hygiene.

COVID-19 controls are to be regularly reviewed to ensure that they are consistent with WorkSafe Qld guidance.

Café Reopening

Check the condition of equipment and facilities are fully functioning, such as gas, electricity, toilets, and hand-washing facilities.

Ensure food and beverages stored are not contaminated or out of date.

Ensure staff are trained in new requirements within two weeks of re-opening and ensure food handling training is up to date. COVIDSafe training programs are available through TAFE Qld or from an approved industry organisation.

Cleaning Schedule/Hygiene

Display COVID-19 risk signs and posters throughout the shop and at entry points to instruct customers not to enter the shop if they are unwell or have COVID-19 symptoms. The sign should state that businesses have the right to refuse service and must insist that anyone with these symptoms leaves the premises.

Direct staff to stay at home if they are sick and leave campus immediately if they become unwell. Staff are to be tested for COVID-19 if they have any symptoms of acute respiratory disease (cough, sore throat, shortness of breath) or a fever or history of fever. They must remain in isolation at home until they are confirmed negative for COVID-19.

Consult with staff on COVID-19 measures and provide staff with training, including changes to work tasks and practices and appropriate cleaning and disinfection practices at work.

Develop a cleaning schedule which addresses regular cleaning of 'high touch points' in a COVID-19 context.

Record Keeping for Cafes (dine-in) and Catering

Contact information must be kept for customers, staff and any contractors for a period of at least 28 days. This must include name, address and mobile phone number of a person at each table. Records must be stored confidentially and only be used for the purposes of tracing COVID-19 infections.

Physical Distancing in Retail

Maximise the distancing between staff to minimise contact time.

Review tasks and processes that usually require close interaction to identify ways to increase physical distancing. For example, assign workers to specific workstations to minimise the need to access other spaces and cross over.

Consider perspex around counters involving high volume interactions with customers.

Place floor markings and tables at 1.5 metres distance between persons for queues and seating. Consider removing seats for waiting areas and when offering take-away only.

Provide contactless payments or ordering and payment online if possible.

Where practical, direct delivery drivers or other contractors visiting the premises to minimise physical interaction with staff.

For cafes specifically:

- Restrict numbers within the café to maximum permissible limits (i.e. maximum of 10 people at a physical distance of 4 square metres per person).

- If possible, ensure front of house workers can collect food without entering food preparation areas for cafes.

- Limit walk-in appointments and client interaction at the counter via online or phone bookings.

- Set up separate exit and entry points and separate order and collection points to minimise contact.

- Ensure menus are laminated and sanitised after each use or use general non-contact signage to display the menu. For takeaway services place menus outside the venue.

- Remove communal water stations or condiments.

COVIDSafe Checklist for Cafes and Catering

A signed copy of the Worksafe QLD COVIDSafe checklist is to be displayed at each café.

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Clinics

Asset Specific *Risk Reduction*

All asset specific areas must complete a Risk Management Plan in the USQ Safety Risk Management System prior to returning to any USQ campus or activities.

Overarching principles for physical distancing, hygiene and PPE, vulnerable staff and students, cleaning, physical infrastructure principles, monitoring and tracing and preventative health measures must form the basis of the Risk Management Plan (RMP). Exceptions to overarching principles must be addressed with detailed controls in the RMP. Specific controls may be guided by the following to assist with COVIDSafe planning.

Face-to-Face Activities

Consider rosters for learning/work to physically distance by space and time. Consider a self-service supervised rostering method to sustain the concept of personal responsibility around COVIDSafe learning.

Consider place markers to visually conceptualise physical distancing at 1.5m if appropriate.

Clients

Protocols to protect the health of vulnerable clients must be in place to minimise transmission risk (e.g. telehealth options or surgical masks if physical distancing is not practicable during treatment).

Where possible implement 'no touch' protocols (e.g. hand shaking).

Ensure that a COVID-19 symptoms, exposure and travel survey is conducted with patients prior to visiting campus when confirming appointments and before treatment.

Should contact within 1.5m be required, consider additional controls such as temperature surveys or further protective equipment.

Consider:

- utilising external waiting areas to enhance physical distancing where internal spaces are limited.

- physically distancing clients and students using barriers such as tables or desks if appropriate.

- contactless payment methods.

- requesting clients bring their own towels and water bottles.

- using disposable bedding on treatment tables.

- requesting clients use their own smart devices to view their exercise programs and record their own progress.

- requesting students bring their own smart devices to record client notes.

Equipment Hot Spots

High use equipment (e.g. exercise equipment) may create potential 'hot spots' where physical distancing is challenged. Consider repositioning grouped equipment, and/or controlling access flow around equipment to minimise cross over.

Consider restricting access to various equipment items where they cannot be repositioned to maintain physical distancing (i.e. restrict one treadmill in a group of two which are closely positioned).

Cleaning and Hygiene Schedule

Clinics are to develop a cleaning schedule that encourages students and staff to create a COVIDSafe learning environment. The schedule should address the following minimum aspects:

- cleaning of high touch points, testing devices, exercise equipment as appropriate to load of students/clients and frequency of contact. This may include cleaning equipment between uses.

- the removal of non-essential patient items such as magazines and toys.

- the removal of shared utensils, plates and mugs/glasses.

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General Office, Meeting and Amenity Spaces

Asset Specific *Risk Reduction*

All asset specific areas must complete a Risk Management Plan in the USQ Safety Risk Management System prior to returning to any USQ campus or activities.

Overarching principles for physical distancing, hygiene and PPE, vulnerable staff and students, cleaning, physical infrastructure principles, monitoring and tracing and preventative health measures must form the basis of the Risk Management Plan (RMP). Exceptions to overarching principles must be addressed with detailed controls in the RMP. Specific controls may be guided by the following to assist with COVIDSafe planning.

Physical Distancing

For shared workspaces and meeting rooms where room loading permits, observe physical distancing by repositioning desks and seating.

Where room loading does exceed capacity of shared workspaces, consider implementing a self-service roster to stagger the number of staff and students in the space.

Where appropriate, encourage work from home arrangements.

For communal meeting, lunch or break rooms, remove seating in excess of room loading capacity and physically distance remaining seats and tables.

Where possible and practicable, avoid face to face meetings in favour of online options. If face to face meetings are required, consider minimising participants to critical contributors.

Stagger staff breaks as appropriate to workplace agreements.

Encourage the use of stairs where possible and limit the use of elevators, e.g. maximum of two persons physical distanced within the space.

Discourage physical contact such as hand shaking.

Personal Protective Equipment

Personal protective equipment such as surgical face masks should only be considered where there is an expectation of *sustained* activity of within physical distancing limits (1.5m). Current advice is that surgical face masks in the community are only helpful in preventing people who have COVID-19 from spreading it to others and are not currently recommended for healthy members of the public to prevent COVID-19.

Cleaning Schedule

Facilities specifically designed for communal use will require all users of the facilities to conduct regular self-service cleaning after use, in addition to Facilities Management cleaning schedules (refer to specific signage in these areas).

To ensure effective cleaning of keyboards, phones and computer mice, appropriate cleaning wipes must be provided in addition to specific signage addressing the use of provided wipes and the prohibited use of hand sanitiser on electrical items.

High touch points (such as the desk surface) at workstations and reception areas should be physically cleaned with a simple detergent solution daily by the user in addition to Facilities Management cleaning schedules.

Promote regular hand washing rather than just sanitising.

Encourage staff to bring cutlery and similar items from home, with the view of returning these items to home at the end of the day.

Where communal kitchen items such as cutlery and crockery are used, encourage direct loading into dishwashers. Ensure that dishwasher settings reach at least 60 degrees.

Remove magazines or other social items which may be shared.

Equipment Hot Spots

High use equipment (e.g. photocopiers/scanners) may create potential 'hot spots' where physical distancing is challenged. Consider repositioning grouped equipment if practicable and/or discourage the need for printed materials.

USQ

General Teaching Spaces

Asset Specific *Risk Reduction*

All asset specific areas must complete a Risk Management Plan in the USQ Safety Risk Management System prior to returning to any USQ campus or activities.

Overarching principles for physical distancing, hygiene and PPE, vulnerable staff and students, cleaning, physical infrastructure principles, monitoring and tracing and preventative health measures must form the basis of the Risk Management Plan (RMP). Exceptions to overarching principles must be addressed with detailed controls in the RMP. Specific controls may be guided by the following to assist with COVIDSafe planning.

**This guideline must be read in conjunction with the Queensland road map to easing restrictions and align with USQ approved use of general teaching spaces.

Face-to-face Learning

Consider alternative arrangements for vulnerable students. Where possible, deliver online or streamed learning.

Consider implementing rosters to stagger student participation.

Consider implementing general teaching space flow controls to minimise physical contact when crossing pathways (i.e. one-way options).

Consider applying place markers to seats, removing seats or restricting seating to achieve physical distancing. If not practicable, students are to be instructed to physically distance when choosing a seat.

Ensure that lecturers and staff are physically distanced from students in front rows.

For large lecture settings, there should be no more than 1 person per 4 square metres.

For small tutorials, practical classes and lessons, more than 1 person per 4 square metres may be permitted, provided that 1.5m physical distancing is still observed. This must be assessed on a case by case basis.

Personal hygiene

Conduct a COVIDSafe briefing for students. Include as a minimum:

- reminder to stay home if unwell
- regular hand washing
- physical distancing
- coughing/sneezing into elbow or tissue which must be immediately discarded.

Personal Protective Equipment

Personal protective equipment such as surgical face masks should only be considered where there is an expectation of *sustained* activity of within physical distancing limits (1.5m). Current advice is that surgical face masks in the community are only helpful in preventing people who have COVID-19 from spreading it to others and are not currently recommended for healthy members of the public to prevent COVID-19.

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Inter-Campus Shuttle Bus and Fleet

Asset Specific *Risk Reduction*

All asset specific areas must complete a Risk Management Plan in the USQ Safety Risk Management System prior to returning to any USQ campus or activities.

Overarching principles for physical distancing, hygiene and PPE, vulnerable staff and students, cleaning, physical infrastructure principles, monitoring and tracing and preventative health measures must form the basis of the Risk Management Plan (RMP). Exceptions to overarching principles must be addressed with detailed controls in the RMP. Specific controls may be guided by the following to assist with COVIDSafe planning.

Physical Distancing

Fleet

- Restrict passenger load to single person travel for single cab vehicles, two people maximum (driver front and passenger rear) for 5 seat vehicles.

- For trips greater than 15 min, air conditioning should be set to external flow rather than recirculation or windows open for duration of trip.

Inter-Campus Shuttle Bus

- Increase external air circulation in buses if possible.

- Keeping first row of seats clear to minimise exposure to the driver.

- Provide signage on entry regarding COVIDSafe measures.

- Consider restricting access to alternate seating to achieve 1.5m physical distancing requirements with the view to revising restrictions as demand increases for bus services. Public transport guidelines relax physical distancing by encouraging 'a gap' between passengers which could be considered in future planning with increased demand.

- Passenger pick up points must encourage physical distancing. Consider place markers at 1.5m.

Cleaning Schedule

Fleet

- Passenger load limits, air conditioning requirements (i.e. external circulation) and cleaning instructions should be added to the booking confirmation email.

- Cleaning instructions must include 'high touch points' such as the steering wheel, gear stick, indicators, radio knobs, door handles and air conditioning controls.

- Cleaning of 'high touch points' to be completed between trips by booked driver in addition to the regular cleaning schedule. Cleaning wipes (or equivalent) and laminated instructions within the vehicle should be provided to guide cleaning.

Inter-Campus Shuttle Bus

- 'High touch points' are to be wiped down with cleaning wipes after each trip by the driver.

- Driver should hand sanitise prior to loading luggage and immediately after unloading luggage.

USQ

Laboratories (Computer)

Asset Specific *Risk Reduction*

All asset specific areas must complete a Risk Management Plan on the USQ Safety Risk Management System prior to returning to USQ campus or activities.

Overarching principles for physical distancing, hygiene and PPE, vulnerable staff and students, cleaning, physical infrastructure principles, monitoring and tracing and preventative health measures must form the basis of the Risk Management Plan (RMP). Exceptions to overarching principles must be addressed with detailed controls in the RMP. Specific controls may be guided by the following to assist with COVIDSafe planning.

Physical Distancing

To achieving physical distancing requirements, consider restricting access to every second computer. Where room loading permits and demand for computer stations increases, physical distancing may be managed through the installation of perspex screens between stations.

Cleaning Schedule

Facilities specifically designed for communal use will require regular self-service cleaning between users, in addition to Facilities Management cleaning schedules.   To ensure effective cleaning of keyboards, cleaning wipes appropriate for use on keyboards must be provided, in addition to specific signage addressing the use of provided wipes and the prohibited use of hand sanitiser on electrical items.

Personal Protective Equipment

Personal protective equipment such as surgical face masks should only be considered where there is an expectation of *sustained* activity of within physical distancing limits (1.5m). Current advice is that surgical face masks in the community are only helpful in preventing people who have COVID-19 from spreading it to others and are not currently recommended for healthy members of the public to prevent COVID-19.

Laboratories (Technical)

Asset Specific *Risk Reduction*

All asset specific areas must complete a Risk Management Plan on the USQ Safety Risk Management System prior to returning to any USQ Campus' or activities.

Overarching principles for physical distancing, hygiene and PPE, vulnerable staff and students, cleaning, physical infrastructure principles, monitoring, tracing and enforcement must form the basis of the Risk Management Plan (RMP). Exceptions to overarching principles must be addressed with detailed controls in the RMP. Specific controls may be guided by the following to assist with COVIDSafe planning.

Face-to-face Learning and Research Activities

Consider rosters for learning/work to physically distance by space and time. Consider a self-service supervised rostering method to sustain concept of personal responsibility around COVIDSafe learning.

Consider place markers to visually conceptualise physical distancing at 1.5m.

Consider implementing laboratory flow controls to minimise physical contact when crossing pathways (i.e. one-way options).

Conduct COVIDSafe RMP briefing for participants entering and leaving laboratories where applicable (i.e. group classes).

For small tutorials, practical classes and lessons, more than 1 person per 4 square metres may be permitted, provided that 1.5m physical distancing is still observed. This must be assessed on a case by case basis.

Equipment Hot Spots

High use equipment may create potential 'hot spots' where physical distancing is challenged. Consider repositioning grouped equipment, rostering access to equipment and/or controlling access flow around equipment to minimise cross over.

Consider access to alternative existing laboratory equipment where practicable and appropriate to improve physical distancing (i.e. shared laboratories).

Consider Perspex shielding in 'hot spots' to distance workers where practicable and appropriate.

Personal Protective Equipment

Personal protective equipment such as P2 face masks or water resistant surgical face masks should only be considered where there is an expectation of *sustained* activity of within physical distancing limits (1.5m). Current advice is that surgical face masks in the community are only helpful in preventing people who have COVID-19 from spreading it to others and are not currently recommended for healthy members of the public to prevent COVID-19.

In Research spaces, laboratory examination gloves should be worn at all times, and changed as required while specific research areas may require gloves to be worn under safety gloves.

Laboratory Coats and Safety Glasses

To avoid cross contamination, Laboratory coats and safety glasses are for individual personal use only and not to be shared. Any personal PPE that remain at the University are to be stored in sealed and labelled containers or bags to prevent cross contamination. Laboratory coats and glasses should be accompanied by COVIDSafe instructions regarding use and storage to this effect.

Cleaning Schedule

Laboratories are to create a cleaning schedule that encourages students and staff to create a COVIDSafe environment. The schedule should address the following minimum aspects:

- Cleaning of high touch points and areas within classes/sessions/activities and between classes/sessions/activities. Must be proportional to the load of students or users and frequency of contact.

- Cleaning of laboratory work bench/space before starting activities, and after finishing activities, with approved disinfectants.

- Regular laboratory coat cleaning. This could be achieved by commercial cleaning or ensuring that washing water temperature reaches 60 degrees Celsius or higher. Lab coats are not to be washed domestically.

- Regular cleaning of safety glasses as a high touch point, with soap and water or approved disinfectant.

- The flammability hazard of specific cleaning agents and sanitisers as appropriate to the laboratory environment.

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Libraries

Asset Specific *Risk Reduction*

All asset specific areas must complete a Risk Management Plan on the USQ Safety Risk Management System prior to returning to any USQ campus or activities.

Overarching principles for physical distancing, hygiene and PPE, vulnerable staff and students, cleaning, physical infrastructure principles, monitoring and tracing and preventative health measures must form the basis of the Risk Management Plan (RMP). Exceptions to overarching principles must be addressed with detailed controls in the RMP. Specific controls may be guided by the following to assist with COVIDSafe planning.

Personal protective equipment such as surgical face masks should only be considered where there is an expectation of *sustained* activity of within physical distancing limits (1.5m). Current advice is that surgical face masks in the community are only helpful in preventing people who have COVID-19 from spreading it to others and are not currently recommended for healthy members of the public to prevent COVID-19.

Physical Distancing

Rearrange furniture and computer facilities. Where this is not possible, restrict access to some computers or furniture to increase the distance between them.

Place markers to visualise physical isolation by space. Where possible, implement flow controls to minimise physical contact (i.e. one-way options, separate entry and exit points).

Limit the number of people in the Library spaces to maintain 4 square metres per person.

Where required, set up a safe queuing space by marking 1.5 metres on the ground.

Consider the use of Perspex screens at service points where face to face interaction is required.

Where possible, maintain the use of online support options and access to the collections online.

Quarantining and Sanitising Collections

Create a quarantine area for all handled items from the collection. If this is not possible then items should be placed in a bag for the duration of the quarantine period.

For paper based products, leave books untouched in the quarantine area for 72 hours prior to handling and recirculating.

For DVDs or other materials with plastic covers, wipe these items with alcohol based wipes.

Sanitising Objects and Surfaces

Provide hand sanitiser in a prominent area of the Library for staff, students and visitors to use.

Clean and disinfect computer equipment regularly (i.e. after use). To ensure effective cleaning of keyboards, keyboard covers (e.g. silicone mats) should be considered to enhance infection control and protect equipment.

Avoid the sharing of close contact equipment such as headphones and headsets.

Clean and disinfect hard, high touch surfaces such as enquiry desks and study booths at least once per day.

Safe Handling of Physical Materials

Wear gloves when moving collections into quarantine and remove them immediately afterwards. Wash hands thoroughly after removing the gloves.

Encourage the use of self-check machines for physical item loans.

Consider implementing a "click and collect" and postage service for students and staff to reduce time spent within the Library.

COVID19 and RMP Training

The RMP must be shared in a training context and regularly monitored for effectiveness.

USQ

Residential Colleges

Asset Specific *Risk Reduction*

All asset specific areas must complete a Risk Management Plan in the USQ Safety Risk Management System prior to returning to any USQ campus or activities.

Personal protective equipment such as surgical face masks should only be considered where there is an expectation of *sustained* activity of within physical distancing limits (1.5m). Current advice is that surgical face masks in the community are only helpful in preventing people who have COVID-19 from spreading it to others and are not currently recommended for healthy members of the public to prevent COVID-19.

Staff Work Areas

Rearrange work stations to comply with the 1.5m spacing.

Limit the number of people in the work spaces to maintain 4 square metres per person.

In reception areas, place markers to visualise physical distancing by space. Where possible, implement flow controls to minimise physical contact (i.e. one-way options, separate entry and exit points).

Where required, set up a safe queuing space by marking 1.5 metres on the ground.

Consider the use of perspex screens at service points where face to face interaction is required.

Where possible, maintain the use of online and phone based support options.

Catering

Where possible, provide self-catering or takeaway meal services.

If utilising dining halls, consider staggering meal times to limit the number of people occupying the space at any one time.

If self service facilities are in use, encourage residents to place all dirty plates and cutlery directly into a dishwasher to minimise handling. Where this is not available, encourage residents to immediately wash up their items.

COVID19 and RMP Training

The RMP must be shared in a training context and regularly monitored for effectiveness.

Residential Facilities

Avoid the sharing of facilities where practicable. If shared, implement additional cleaning and hygiene measures i.e. no personal items to be left in shared areas. Place markers in common areas to visualise physical distancing. Rearrange furniture to maximise the space within these areas.
Limit the number of people in common areas, bathrooms and dining areas to maintain 4 square metres per person.

Where possible, store items such as books, games, DVDs, pool cues and balls behind reception areas to limit handling. Ensure items are cleaned upon their return. Where not possible, provide cleaning wipes for residents to wipe down items and facilities before use. Visitor numbers and gatherings to be managed in accordance with the current Queensland Health home confinement, movement and gathering direction.

Protocols to manage the health of vulnerable and immune compromised residents are to be in place to minimise transmission risk.

Hygiene and Cleaning

Inform residents of the hygiene standards that are expected when utilising common areas i.e. cleaning up after themselves, washing their hands or using sanitiser when they enter or exit an area.

Clean and disinfect high touch surfaces at least once per day.

Provide hand sanitiser in areas such as reception, entries, exits and common areas for staff, students and visitors to use.

USQ

Sport and Recreation

Asset Specific *Risk Reduction*

All asset specific areas must complete a Risk Management Plan in the USQ Safety Risk Management System prior to returning to any USQ campus or activities.

This guidance forms the core components of the Queensland Government sport, fitness and recreation return to play readiness checklist. The COVIDSafe Checklist is available for reference and must be read in conjunction with this guideline. COVID-19 controls are to be regularly reviewed to ensure that they are consistent with Queensland Government guidance.

Activities Reboot

Visit www.covid19.qld.gov.au and the relevant City Council website to confirm play can commence in accordance with recommended levels and scheduled activities to minimise contact between groups.

Check the condition of equipment and facilities to ensure full function.

Ensure staff and volunteers (coaches, officials, sports medicine, equipment/ ground and administrative personnel) have been consulted, informed and trained and ensure participants have been informed about the conditions/restrictions of re-starting sport and recreation activities.

Volunteers

Maximise the physical distance between volunteers/workers and participants by reviewing tasks and processes.

Limit volunteers/workers in close contact with others by assigning volunteers to specific areas to minimise cross over.

Establish sports medicine/first aid protocols that limit exposure (refer to Sports Medicine Australia SMA support during COVID-19).

Postpone or cancel non-essential face-to-face gatherings, meetings and training and consider teleconferencing/online meeting capabilities.

Cleaning and Hygiene Schedule

Promote good hygiene by encouraging frequent cleaning of hands with soap and water and/or hand sanitiser.

Reduce the sharing of equipment and tools and establish cleaning protocols or restrict use of shared equipment (e.g. balls).

Establish a protocol for laundering bibs and jerseys.

Close or limit use of communal facilities such as change-rooms, showers, gyms.

Implement cleaning protocols for the communal facilities if open. Clean frequently touched areas and surfaces at least hourly during use with detergent or disinfectant.

Physical Distancing

Place signs at entry points to instruct participants and visitors not to enter the venue/facility if they are unwell or have COVID-19 symptoms. The sign should state that your organisation has the right to refuse service and must insist that anyone with these symptoms leaves the premises.

Use signage and communicate separate entry and exit points (drop off/point up points) and separate participation space areas to minimise contact and maintain the required physical distancing.

Ensure physical distancing by placing floor markings or signs to identify 1.5 metres distance between persons for queues and waiting areas if applicable, and consider using physical barriers (where practical) in high volume interaction areas.

Remove seating or space seating at least 1.5 metres apart if applicable.

Provide contactless payments or ordering and payment online.

Promoting Healthy Play

Maintain a record of people in attendance for the activity, for a period of at least 28 days.

Where possible, avoid changing participants between groups to limit cross over and exposure.

Promote BYO water bottle.

Consider restricting access to various equipment items where they cannot be repositioned to maintain physical distancing (i.e. restrict one treadmill in a group of two which are closely positioned).

Food and Beverage Services

If providing food and beverage services, refer to the COVID Safe Checklist for dining at Restaurants and Cafes and the USQ COVID Safe Plan Specific Guidelines for Cafes, Catering and Bookshops.

USQ

usq.edu.au

Visual Arts

Asset Specific *Risk Reduction*

All asset specific areas must complete a Risk Management Plan in the USQ Safety Risk Management System prior to returning to any USQ campus or activities.

Overarching principles for physical distancing, hygiene and PPE, vulnerable staff and students, cleaning, physical infrastructure principles, monitoring and tracing and preventative health measures must form the basis of the Risk Management Plan (RMP). Exceptions to overarching principles must be addressed with detailed controls in the RMP. Specific controls may be guided by the following to assist with COVIDSafe planning.

Studio and Workshops

Consider rosters for learning/work to physically distance by space and time where current spaces will not permit typical student loads. A self-service supervised rostering method is recommended to sustain the concept of personal responsibility around COVIDSafe learning.

Consider place markers to visually conceptualise physical distancing at 1.5m for activities or group work.

Consider implementing art space and workshop flow controls to minimise physical contact when crossing pathways (i.e. one-way options) where applicable.

Ensure sharing of resources is minimised unless required for learning.

Conduct COVIDSafe RMP briefing for participants entering and leaving spaces where applicable (i.e. group classes).

For small tutorials, practical classes and lessons, more than 1 person per 4 square metres may be permitted, provided that 1.5m physical distancing is still observed. This must be assessed on a case by case basis.

Art Smocks, Aprons and Protective Equipment

Sharing of art smocks, aprons and protective equipment (e.g. safety glasses, respirators) is to be avoided to prevent cross contamination.

Art smocks, aprons and protective equipment are to be assigned to individual students/staff for their personal use and are to remain at the University and be stored in sealed containers or bags to prevent cross contamination.

Art smocks, aprons and protective equipment should be accompanied by COVIDSafe instructions and an agreement regarding use and storage to this effect.

Equipment and Clean-Up Hot Spots

High use equipment and clean-up stations may create potential 'hot spots' where physical distancing is challenged. Consider repositioning grouped equipment, providing access to alternative clean-up stations, rostering access to equipment and/or controlling access flow around equipment to minimise cross over.

Cleaning and Hygiene Schedule

A cleaning schedule that encourages students and staff to create a COVIDSafe learning environment should be created. The schedule should address the following minimum aspects:

- ensuring all students/staff wash and sanitise hands prior to and after classes

- cleaning of high touch points, shared resources and equipment within classes/sessions and between classes/sessions as appropriate. Must be proportional to the load of students and frequency of contact.

- Cleaning of art smocks/aprons and protective equipment. Fabric smocks and aprons cleaning could be achieved by commercial cleaning or ensuring that washing water temperature reaches 60 degrees Celsius or higher.

Personal Protective Equipment

Personal protective equipment such as surgical face masks should only be considered where there is an expectation of *sustained* activity of within physical distancing limits (1.5m). Current advice is that surgical face masks in the community are only helpful in preventing people who have COVID-19 from spreading it to others and are not currently recommended for healthy members of the public to prevent COVID-19.