

Staff FAQ – Virtual Town Hall Session 9 March

STAFF	
Questions	Answers
<p>Has extra cleaning occurred in the Macquarie Gym? Children from MUSEC School (Kindergarten to Year 6) attend the gym and some have reduced immunity and are vulnerable to respiratory infections.</p>	<p>Cleaning of the Macquarie University Sport and Aquatic Centre (MUSAC) is undertaken by the University contract cleaners. As a precautionary measure the University has engaged additional cleaners on campus solely focused on hygienic cleaning of high traffic areas and touch points in a number of venues on campus, including MUSAC.</p> <p>Further to the current and additional cleaning measures, MUSAC staff have:</p> <ul style="list-style-type: none"> • Increased provision of hand sanitizers and disinfectant wipes throughout the centre • Increased frequency of water quality testing of the 25m and 50m pools • Increased routine disinfecting of the Health Club equipment • Cleaned and disinfected the Gymnastics Hall <p>MUSAC staff continue to monitor the Centre daily and escalate any cleaning and hygiene related concerns to Property.</p>
<p>If I see a student in my class that looks unwell what is my responsibility as a member of staff? What if a student raises a concern about another student in class?</p>	<p>It is important for staff to remind students of sensible precautionary measures. These are that if you are feeling unwell with fever, cough, sore throat runny nose or other symptoms of a respiratory infection please do not attend campus. These symptoms are common to many respiratory viruses and the common cold not just COVID-19. If they are unwell with these symptoms it is best to advise them to recover at home. Please also continue to follow good hygiene practices of hand washing</p>

	and use of hand sanitiser. NSW Health website also contains useful information.
Should the staff be allowed to work from home if they can provide same level of services as they were providing on campus?	Working from home advice will be provided to staff if the situation warrants it. Our business continuity plan covers working from home provision for a range of scenarios.
What work are we doing to ensure work from home options are available? e.g. can we set up VoIP phone via O365 teams quickly so we can move some frontline services to work from home?	We have several existing services which already enable remote working. We are exploring a range of IT contingencies as part of our business continuity planning processes.
Will the graduation ceremony be called off? with the current travel ban, should students make preparation to be able to attend their graduation in April?	No. There are currently no plans to cancel graduation or other events in line with NSW Health guidance. This advice is subject to change as the situation and advice from Government and NSW Health evolves.
Are there any plans being put in place for working from home arrangements? If we have got these symptoms and we need to isolate, will we be able to work from home, or this decision made at the discretion of our line manager?	Working from home advice will be provided to staff if the situation warrants it. Our business continuity plan covers working from home provision for a range of scenarios.
Are you worried about the rate of undetected cases? Given the proportion of people attending, and the cases identified around the area in close proximity, it seems likely that there would already be cases at the university.	The current advice from NSW Health is that Australia does not currently have evidence of significant community transmission.
Can you advise about planning events for large groups of people for later this month and in April?	<p>The Australian Government have advised that if significant community transmission of COVID-19 is occurring social distancing measures such as cancellation of public gatherings will be considered.</p> <p>However, Australia does not currently have evidence of significant transmission currently, therefore cancellation of Macquarie University Events at this time would not be proportionate nor particularly effective. University events continue to operate as normal and cancellation for attendance at events are considered in line with our existing policies.</p>

	<p>Furthermore, the Australian Government has advised that individuals who are unwell with a cough or fever, or other respiratory symptoms should not attend public events or gatherings. This is particularly so for people who have recently travelled from overseas. A list of high risk countries for COVID-19 can be found here.</p>
<p>Other students use our facilities along with vulnerable members of our community (elderly, children etc). Considering positive cases have been detected on our doorstep, what steps are being taken for spaces like the gym, library etc?</p>	<p>Additional signage has been placed in the Macquarie University Sport and Aquatic Centre (MUSAC) and Library to remind people of preventative hygiene practices. Additional cleaning in high traffic areas has also been increased as a precautionary measure.</p> <p>Further to the current and additional cleaning measures, MUSAC staff have:</p> <ul style="list-style-type: none"> • Increased provision of hand sanitizers and disinfectant wipes throughout the centre • Increased frequency of water quality testing of the 25m and 50m pools • Increased routine disinfecting of the Health Club equipment • Cleaned and disinfected the Gymnastics Hall <p>MUSAC staff continue to monitor the Centre daily and escalate any cleaning and hygiene related concerns to Property.</p>
<p>How will people know if they have been in close contact with an infected case on campus? What should I do if I see someone with typical symptoms of COVID-19 (and known to have close contact with confirmed case) on campus? Who should I contact? What are the quarantine procedures on campus?</p>	<p>There is no need to notify us if you see somebody unwell on campus. If you are feeling unwell with fever, cough, sore throat, runny nose or other symptoms of respiratory infection please do not attend campus. These symptoms are common to many respiratory viruses and the common cold not just COVID-19. If you are unwell with these symptoms it is best to recover at home and follow advice provided by NSW Health.</p>

<p>What is the VC/University doing to support staff who are immune-compromised if an outbreak on campus does occur?</p>	<p>Any staff with specific medical conditions should talk to their supervisor about their work arrangement and continue to follow medical advice as appropriate.</p>
<p>In the event there is a close down and staff return only for someone to pick up the virus again, will the University continue to keep shutting down?</p>	<p>We will act on the advice of the Government and NSW Health in all cases. NSW Health has advised that we should continue normal operations and be vigilant in accordance with prior advice on our website. Please reference Macquarie's Coronavirus Website for the latest information.</p>
<p>How long should staff remain off campus while experiencing any cold symptoms? Are staff encouraged to work from home while experiencing cold symptoms? How long can this arrangement be used?</p>	<p>Staff should not attend campus if they are feeling unwell with fever, cough, sore throat, runny nose or other symptoms of respiratory infection. These symptoms are common to many respiratory viruses and the common cold not just COVID-19. If you are unwell with these symptoms, it is best to recover at home. If staff are unwell, they should be using their sick leave to recover.</p>
<p>Some of us travel by public transport, isn't it better for us to work from home, given the risk of the virus?</p>	<p>Working from home advice will be provided to staff if the situation warrants it. Our business continuity plan covers working from home provision for a range of scenarios.</p>
<p>Is there a flu vaccination this year for staff and when does it commence?</p>	<p>Yes. Flu vaccination events usually commence April/May following guidance from the National Immunisation Program.</p>
<p>For Travel ban, do we have any prediction how long it will be applied? What about any course/unit that involves travelling overseas, such as "Study Tour to China or "Study Tour to India"?</p>	<p>The situation is evolving, and we continue to review our guidance on a regular basis. Please reference Macquarie's Coronavirus Website for the latest information.</p>
<p>If there is a campus closure, will ALL staff work from home or just the essential staff required? Will staff continue to be paid if there is a campus closure?</p>	<p>Working from home advice will be provided to staff if the situation warrants it. Our business continuity plan covers working from home provision for a range of scenarios. Staff who are working from home will continue to be paid.</p>
<p>Is there any disinfection plan at Banksia cottage?</p>	<p>Banksia cottage continues to have outstanding hygiene procedures. NSW Health has not advised that any separate disinfection plans are required at this stage.</p>

<p>Some businesses have implemented new policies that require the cleaning of stairwells and elevators every 2 hours. Is this part of the new strategy for cleaning high-impact campus areas?</p>	<p>We have also taken steps as a precautionary measure to increase our campus cleaning activities which will focus on high traffic areas such as Macquarie Theatre, Lotus Theatre and The Forum, as well as other teaching spaces and other areas of high traffic.</p>
<p>The VC mentioned that campus cleaning in high-traffic areas has been ramped up recently. Does this specifically include lecterns? Since I assume these aren't being cleaned in between each lecture, can the university make available disinfectant spray and paper towels (or disinfectant wipes) at lecterns so that convenors can clean these ourselves before using?</p>	<p>High traffic areas are the current focus of our increased cleaning activities. This includes facilities at 14 Easter Road, Graduation Marquee, 12 Wally's Walk atrium, 9 Wally's Walk and 10 Macquarie Walk, as well as food and café outlets.</p> <p>Additional work by cleaning staff also include regular toilet cleaning and replenishment of consumables. Maintaining shared public spaces, including regular cleaning of tables and emptying of bins as well as cleaning of tables and other touch points in classrooms and theatres when not in use, will also continue.</p> <p>Subject to availability, the University will source disinfectant wipes for each lectern throughout campus.</p>
<p>The University has made it clear it is in close contact the NSW Health in respect the reaction to COVID19. Is the University willing to make decisions above and beyond the advice of NSW Health in order to protect the University community?</p>	<p>The health and safety of the University community is paramount. While we are following Government and NSW Health advice, we have instigated some University specific policies, specifically around travel and cleaning which we feel are proportionate.</p> <p>Please reference Macquarie's Coronavirus Website for the latest information.</p>
<p>Will we be moving to more online teaching (and communication) over the next few weeks and if so, what does the University have planned regarding resourcing this appropriately?</p>	<p>Macquarie is planning a staged and proportionate response.</p> <p>We are planning a three staged approach: Stage 1 - continuation of current measures for travel-impacted students and existing campus-based face-to-face delivery augmented by social distancing measures.</p>

	<p>Stage 2 - cessation of large class activities and continuation of small-class activities with enhanced social distancing measures (what this means to be determined by student numbers and the space in which a teaching activity is conducted)</p> <p>Stage 3 - cessation of all on-campus teaching.</p> <p>We are finalising the necessary contingencies for each of these steps and these will be communicated if/when required.</p>
<p>If overseas projects have to be cancelled due to the travel ban and insurance does not cover student expenses, how does the university propose compensating students for out of pocket expenses?</p>	<p>The University will consider the reimbursements of reasonable costs on case by case basis.</p>
<p>If the campus is closed when final exams would usually run, and these are exams that cannot be completed remotely, what potential alternate arrangements would we make for those enrolled students?</p>	<p>At this stage and under advice from the Australian Health Principal Committee chaired by the Australian Chief Medical Officer, all campus activities are proceeding, and you should continue your studies with the assumption your exam will take place in the exam period.</p> <p>Pushing the exam period back is an option currently receiving active consideration in our contingency planning, but we are also examining other ways do invigilate exams online. If there are any changes you will be notified.</p>
<p>If the Uni shutdown, does PhD students especially for international students can get extension as this will definitely influence our project? How about the PhD student scholarship? will continue or stop if school shutdown?</p>	<p>In the event of a campus closure:</p> <ul style="list-style-type: none"> • The provisions required if a shutdown was ordered are being finalised. • It is hoped that candidates would be able to continue to work in some capacity in the event of a short closure.

	<ul style="list-style-type: none"> • We will grant extensions to candidature time limits for candidates who are significantly impacted by a shutdown, particularly for MRes students, and would acknowledge the impact of a halt in process. • Scholarship extensions would need to be explored on a case by case basis. • Leave provisions in the wake of a shutdown would be aligned with arrangements for staff.
<p>In the case of a shutdown, higher degree students with limited time for their studies would lose time, and international students especially regarding visas. Will we get this time extended?</p>	<p>Current disruptions due to the travel bans:</p> <ul style="list-style-type: none"> • All scholarship holders have access to paid 'sick leave' provisions (up to 84 days) to deal with situations beyond their control preventing them from carrying out research. This effectively extends their candidature and tenure of scholarship, and we are already doing this case by case. • Any leave of absence taken (paid or not) will extend the candidature time limit • Any international candidate who has a change in their enrolment details (i.e. an extension of candidature) would see their CoE updated automatically and then candidates would need to apply for visa extensions. However, candidates on research visas generally have visas that are longer than the course length by 8 or 9 months, so it if it is an extension of under three months the need for an extension may not apply. • We will work with all candidates on a case by case basis. <p>In the event of a campus closure:</p>

	<ul style="list-style-type: none"> • The provisions required if a shutdown was ordered are being finalised. • It is hoped that candidates would be able to continue to work in some capacity in the event of a short closure. • We will grant extensions to candidature time limits for candidates who are significantly impacted by a shutdown, particularly for MRes students, and would acknowledge the impact of a halt in process. • Scholarship extensions would need to be explored on a case by case basis. <p>Leave provisions in the wake of a shutdown would be aligned with arrangements for staff.</p>
<p>In the event a student submits a special consideration based on them being too afraid to come to campus due to fears around infection risk in an exam room, should they be approved?</p>	<p>The advice from NSW Health is that we should continue normal operations and be vigilant in accordance with prior advice on our website. Students that are well should be attending campus and continuing their study.</p>
<p>Kevin what advice can you give to students who were scheduled to do PACE placements in high risk environments (eg. aged care facilities) where these placements have been cancelled. What alternative arrangements will be put in place for these students and how should staff be dealing with these situations?</p>	<p>PACE is preparing a contingency plan for impacted units. They are currently finalising advice for students regarding PACE and other Work Integrated Learning internships.</p> <p>Whether off-campus activities continue or are suspended could be dependent upon decisions made by the Third Party and/or Government advice to the University and general community.</p>
<p>Only just joined - so this may have been asked. Should we modify assessments and classes to make them online so we can ensure we don't disadvantage students who are in self-isolation but not unwell? And will there be a process in terms of standards and quality committee approvals to expedite that process? If we have experience and ability to do so, can we choose to change to online delivery now?</p>	<p>You may get Special Consideration requests for at-risk students who can no longer attend the University or students who have been directed to self-isolate. You should make reasonable efforts to permit such impacted students to continue their studies within your unit. In some cases, this might involve postponing activities until such time as they are able to return to campus.</p>

	There is no need to enact changes at this time, but you should be thinking about what impacts any of the three Learning & Teaching stages may have on the delivery of your unit/course.
What are the plans for practical classes?	<p>Many activities that you might think could not be offered online actually are and there are many examples of such deployments in the SOTL literature. This said, unless such literature provides a quick and easy to deploy solution this is not the time to try and deliver a major innovation.</p> <p>Campus based learning activities or assessments that cannot be completed online would need to be rescheduled subsequent to a campus re-opening. How this would be achieved is currently under investigation.</p>
Will Census date impact students impacted by the travel ban who are currently studying units remotely?	As previously communicated to impacted students, we have extended the Census Date to 3 April giving you more time to consider S1 enrolment options.
Dear Vice President Gower. Thank you for updating the university community on the plans to support casual staff in the event that the Campus is closed temporarily. It is great to hear. Could you please let us know what you would advise casual teaching staff to do in this period while we are taking precautionary measures? Should casual teaching staff be advised to not teach if they exhibit symptoms of COVID-19, such as a runny nose.	Any staff or students that are feeling unwell with fever, cough, sore throat runny nose or other symptoms of respiratory infection should not attend campus. These symptoms are common to many respiratory viruses and the common cold not just COVID-19. If you are unwell with these symptoms it is best to recover at home.
During the shutdown if that happens, would there be complimentary leave available if a staff has no annual day or personal sick day leave left.	In the case of a shut down many staff will be able to work from home, which will be the default arrangement. In the case where this is not possible, or not appropriate (e.g. a staff member is sick) the University has a range of leave entitlements available including sick leave and carers leave. The University will consider special leave if required and on a case by case basis
Just for clarification. Does a Casual employee still get 2 weeks of pay if the University is closing down and they are not able to work from home due to the nature of work?	Yes. In the eventuality that the University is required to close for a period, some of our casual staff will be able to continue to work from home. For those casual staff who cannot work from home, or where we cannot rearrange shifts, the University has decided

	<p>that it will continue to pay casual staff for their rostered shifts for a period of up to two weeks. If the University is required to close for longer than two weeks, we will review the situation accordingly.</p>
<p>Some thoughts on how this will affect scholarships durations for PhD and MRes students: If any of the students or academics have children whose schools have closed, what type of leave will be available?</p>	<p>Current disruptions due to the travel bans:</p> <ul style="list-style-type: none"> • All scholarship holders have access to paid 'sick leave' provisions (up to 84 days) to deal with situations beyond their control preventing them from carrying out research. This effectively extends their candidature and tenure of scholarship, and we are already doing this case by case. • Any leave of absence taken (paid or not) will extend the candidature time limit • Any international candidate who has a change in their enrolment details (i.e. an extension of candidature) would see their CoE updated automatically and then candidates would need to apply for visa extensions. However, candidates on research visas generally have visas that are longer than the course length by 8 or 9 months, so it if it is an extension of under three months the need for an extension may not apply. • We will work with all candidates on a case by case basis.
<p>The local students now do not want to come on campus - they want to do online - how will this be addressed? What about burn out for full time staff burn out - EAP will not help</p>	<p>The advice from NSW Health is that we should continue normal operations and be vigilant in accordance with prior advice on our website. Students that are well should be attending campus and continuing their study.</p>
<p>Will the University delay / stall any staff change management processes until after this situation is resolved?</p>	<p>The University currently continues to operate as normal. We do not anticipate any delay with any existing programs of work.</p>

<p>Dear Vice Chancellor. Thank you for organising the Town Hall. Other large organisations have started to provide more free-standing hand sanitiser stations. Would it be reasonable to make hand sanitiser available for lecture theatres, particularly when there may not be public toilets close by?</p>	<p>Hand sanitisers have been installed around campus. Replenishment of hygiene consumables will continue as normal. While we are not able to make consumables in every single facility that exists across campus, hand sanitiser is widely available on campus. Normal hand washing procedures with soap is also an effective preventative measure.</p>
<p>Are additional IT strengthening measures being put in place to increase the reliability and capacity of our IT infrastructure to allow for a very increased number of people to work remotely/from home? Will there be extra on demand it support to assist with the increase in work from home difficulties? What if technical issues prevent you from working from home?</p>	<p>Any campus closure that results in staff working from home has two main cohorts:</p> <ol style="list-style-type: none"> 1. Academic staff Academic staff will be utilising solutions published by the working group established in Learning and Teaching, DVCA. Emphasis will be on lecture recordings etc with online tutorials utilising defined remote technology types. Learning and Teaching Technology staff in DVC-A and Central IT staff (Service Desk) will field calls from staff having difficulty with utilising the tools made available to teach and conduct tutorials remotely. Calls will be answered by staff in remote locations (if necessary) and Onehelp tickets will be used as the primary call logging systems so that surge demand for support services may be dealt with in an efficient and orderly manner. <p>Access to internal systems will be via the same methods employed today including login via single sign on (OKTA) and VPN access where needed. Both of these technologies have been confirmed as being robust and sized appropriately for our level of users. Many staff already use these technologies to access Macquarie's systems today.</p> 2. Professional Staff Access to internal systems will be via the same methods employed today including login via single sign on (OKTA) and VPN access where needed. Both of these technologies have been

confirmed as being robust and sized appropriately for our level of users.

Many staff already use these technologies to access Macquarie's systems today. The service desk will continue to service calls to the IT Service Desk. Calls will be answered by staff in remote locations and Onehelp tickets will be used as the primary call logging systems so that surge demand for support services may be dealt with in an efficient and orderly manner. Calls that need resolution by other parts of IT will be routed to these groups as per standard processes.

For both user cohorts, should surge demand for the service desk exceed the available number of staff, processes are in place to increase the number of agents taking calls through the use of an existing pool of casual staff to manage the overflow.

Staff are responsible for their own internet connections and home PC and should check to see that their internet connections and home PC are working and can access the Macquarie applications necessary before any work from home arrangements are invoked.

<p>If a staff member is travelling overseas in the next few weeks for personal/holiday purpose to a destination where there are confirmed coronavirus cases: Should the staff member adopt a 14-day self-isolation upon return to Australia?; Can they work from home during that 14 days, or do they have to use their leave? Should a staff travelling overseas in the next few weeks for personal/holiday purpose to a destination where there are confirmed coronavirus cases self-isolate for 14 days?</p>	<p>Staff undertaking personal travel should refer to the Smart Traveller website for the latest information. NSW Health website also contains useful information.</p>
<p>If there were to be an 'outbreak' at the MQ Hospital how would it effect the running of the campus?</p>	<p>We would be guided by advice received by NSW Health.</p>
<p>Is there provision at the GP clinic at Macquarie Hospital to undertake COVID 19 testing for staff and students?</p>	<p>Testing for COVID-19 is being coordinated by NSW Health. Macquarie Hospital is not currently conducting tests for COVID-19.</p>
<p>Once the ban is lifted, are there plans to build our University's resiliency to these types of unplanned situations? It is now very obvious that we are very dependent on the Chinese market and it is now our single point of failure. Building resiliency would be important to be able to remain sustainable.</p>	<p>The University deliberately put into place a diversification policy for international student recruitment and we remain confident in our ability to remain resilient to international events.</p>
<p>Regarding the travel ban, are we allowed to use grant money to spend money on travel for after the April 4 period?</p>	<p>The situation is evolving, and we continue to review our guidance on a regular basis. As at 10 March, international travel planned or booked prior to 18 April 2020 should be cancelled or postponed. Domestic travel can proceed as normal at this stage. Please reference Macquarie University's Coronavirus website for the latest information.</p>
<p>Some of our student/staff bathrooms do not have warm water, nor are the hand dryers functioning very well. Is this a concern and is there an intention to check and ensure all our current bathroom facilities are functioning appropriately?</p>	<p>All amenities are checked on a regular basis and any equipment not working is repaired or replaced as quickly as possible.</p>
<p>The travel ban is not consistent with NSW or federal government recommendations. The government recommendations are based on individual countries rather than an overall recommendation to not travel internationally. Can you please comment why the University has applied the ban to all international travel?</p>	<p>The health and safety of our students and staff is paramount and cannot be assured if regular travel continues in this rapidly evolving situation.</p>
<p>What if a coughing student declines to go home? There are many coughing and sneezing colleagues, hopefully with a common cold. If they do not take responsibility for going</p>	<p>Staff should advise students that if you are feeling unwell with fever, cough, sore throat, runny nose or other symptoms of</p>

<p>home, who should tell them to? If they aren't tested, should they come back when symptoms disappear (only a few days) or self-quarantine.</p>	<p>respiratory infection to not attend campus. These symptoms are common to many respiratory viruses and the common cold not just COVID-19. If students or staff are unwell with these symptoms it is best to recover at home.</p>
<p>What medical support is available to staff and students in the event they present with Covid-19 like symptoms?</p>	<p>Our advice is that if you are feeling unwell you should seek advice from your health professional. Check the NSW Health website for further advice.</p>
<p>Would it be possible to setup a kiosk somewhere easily accessed on campus, to get checked for temperatures?</p>	<p>We're not currently considering this provision.</p>
<p>Can you provide guidance about domestic travel, and whether it is likely that will also be cancelled, and fieldwork or fieldtrips arrangements for both research and L&T</p>	<p>Domestic travel is not at this stage impacted by the University's travel ban. Please continue to check our website for updates.</p>
<p>If we have to field questions from staff or students that need a quick response, who can we ask? Is there a central number or point of contact who can either answer or direct our questions to the right people?</p>	<p>The first point of contact for queries is our COVID-19 website which has the most up-to-date information. In the event that the epidemic escalates, the website will be updated with relevant information.</p>
<p>I am a course convenor/lecturer with a pre-existing condition (eg I am immunosuppressed) or am a member of a high-risk group. My unit is currently taught in both campus and online attendance modes. To avoid a risk to my health can I convert my unit to online mode only and move all students from campus to online attendance mode?</p>	<p>Please speak to your Head of Department in the first instance who can escalate the matter to your Executive Dean.</p>
<p>What happens with regard to MUIC and the ELC who have intensive delivery modes outside the Session timetable?</p>	<p>In the event of a closure coinciding with a MUIC or ELC study period, it is most likely that we would have no choice but to instigate a suspension of study until such time as the University re-opened. Offering an online version of a small number of units might be a possibility; but, due to the short study periods and the delivery design, this could not be implemented within a current study period. If a campus closure was ongoing, any online unit offerings would need to be planned for in a subsequent study period.</p>

<p>Should we modify assessment and classes to make them online so we can ensure we don't disadvantage students who are in self-isolation but not unwell?</p>	<p>You may get Special Consideration requests for at-risk students who can no longer attend the university or students who have been directed to self-isolate. You should make reasonable efforts to permit such impacted students to continue their studies within your unit. In some cases, this might involve postponing activities until such time as they are able to return to campus.</p>
<p>What if my learning activities build knowledge/abilities required for later in the unit and for a student to be unable to complete them poses a significant impact on their learning?</p>	<p>Such questions will need to be considered on a case by case, student by student basis. Consider what types of alternative learning activities could still meet the learning outcomes. Examine similar units to yours that are offered online. Could the learning activity be delayed with other supporting activities/materials in the interim? Ultimately, however, a suspension of enrolment may be required for the impacted student(s) and we will need to explore ways for them to restart their engagement with the unit at a later date.</p>
<p>What happens to the PAL program?</p>	<p>The program continues in its current form at this time. The consequences for PAL of any new advice from the Australian Health Principal Committee are being investigated but it is assumed that much of the program could still be delivered online or via other means of remote communication.</p>
<p>Are there any plans to change teaching venues?</p>	<p>There are currently no plans to re-allocate classes to different rooms.</p>
<p>What are the University's plan for resourcing any further changes made to units and unit delivery?</p>	<p>We are still examining what the resource requirements for teaching and learning would be in response to the various scenarios being considered. The work we completed on the 151 units (A & B Lists) required for travel ban-impacted students does not provide many insights for future work given the peculiar issues we had to deal with in that case (eg the firewall issues). It is the case that unit convenors will need to complete a range of activities and institutional efforts at this stage are focussed on</p>

	preparing a range of materials to assist colleagues in making the required changes.
If we have experience and ability to do so can we change to online delivery now?	There is no need to enact changes at this time, however you should be thinking about what impacts any of the three Learning & Teaching stages may have on the delivery of your unit/course.
Should we be preparing for online delivery for S2?	Thinking about how you could make changes to your unit for online delivery is sufficient at this time.
What will happen to exchange programs, Study Abroad, PACE International etc in Session 1 or 2?	All prospective student travel is suspended through S1 and the mid-year break. Further advice on the ending or extension of the suspension to Session 2 will be conveyed to impacted students when a decision is made.
What's the overall University plan for responding to this crisis from a learning and teaching perspective?	<p>Macquarie University is planning a staged and proportionate response.</p> <p>We are planning a three staged approach:</p> <p>Stage 1 - continuation of current measures for travel-impacted students and existing campus-based face-to-face delivery augmented by social distancing measures.</p> <p>Stage 2 - cessation of large class activities and continuation of small-class activities with enhanced social distancing measures (what this means to be determined by student numbers and the space in which a teaching activity is conducted).</p> <p>Stage 3 - cessation of all on-campus teaching.</p> <p>We are finalising the necessary contingencies for each of these steps and these will be communicated if/when required.</p>
Is it possible that a total campus shut down would see units suspended rather than everything moving to online?	<p>This is a possible scenario, although in the first instance our aim would be to work with academic staff to examine what aspects of a specific unit could be delivered online.</p> <p>We are modelling suspension scenarios and how they would impact on future teaching sessions.</p>
What is the plan for teaching individual units if the University campus has to close down?	We are not able to guarantee that all units will be able to move (or be capable of moving) to online delivery.

	<p>All current units that offer an external and/or OUA study mode would move their campus-based students to online delivery. All current units being taught online due to travel-ban affected students (A and B list units) would move their campus-based students to this online version.</p> <p>Those units which do not currently have an online mode will be triaged by a central Learning & Teaching team to determine their viability for online delivery.</p> <p>Some units may only be capable of offering partial delivery (e.g. they can do some activities but cannot offer labs) and so the required campus-based activities would need to be rescheduled subsequent to a campus re-opening.</p>
<p>Should I be doing something in my units right now? Changing my lectures/tutorials etc?</p>	<p>There is no need to enact changes at this time, however you should be thinking about what impacts any of the three Learning & Teaching stages may have on the delivery of your unit/course. If you do not already have it in place, make sure you have completed relevant working from home documentation and submitted it to your supervisor.</p> <p>MQ IT can assist you with preparations for remote working. Visit this webpage on remote working for further information including the minimum systems requirements for your home computer or other device.</p> <p>https://staff.mq.edu.au/support/technology/remote-working-tools</p>
<p>Do L&T have enough staff to support all units being delivered online? What support will I get to deliver my face-to-face unit if I have to deliver this online?</p>	<p>In the event of a campus closure the 1863 units we are currently teaching would be impacted to some degree.</p> <p>Much of the capacity of our learning designers and academic developers (both central and Faculty) is currently committed to the online solution for the units impacted by the travel bans. Put simply, while a range of solutions are being investigated there will still be limited capacity and we will not have the ability to</p>

	<p>provide one-on-one support for every unit convenor in every instance.</p> <p>The DVCA portfolio is also preparing in assistance with MQ IT a range of materials that will assist you in preparing your own unit for full or partial online delivery.</p> <p>Of the 1863 units we are teaching this session, 492 are either exclusively online or taught in both campus and external/OUA mode (the largest proportion of these being in the Faculty of Arts). Of these units 149 have infrequent attendance requirements (such as weekend intensives) and 17 are offered online but require a student to visit campus for an examination.</p> <p>Of the existing face-to-face units another 151 were converted to online delivery for students impacted by the travel bans and students in the campus version could be enrolled in the online version.</p> <p>For fully online units there should be no disruption. For units offered in both campus and external mode actual impact will be minimal and the technical work will be mostly moving the campus cohort to fully online and advising them of the required changes in approach and requirements.</p> <p>A further 164 units are taught in intensive block mode which suggests these classes could be suspended in the event of a campus closure.</p> <p>Four units are being taught this Session in campus mode offshore.</p>
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<p>Who will approve necessary changes I need to make to my learning activities and assessments?</p>	<p>Executive Deans will delegate their Governance authority under Executive Action to Heads of Department or Course Directors to endorse any required changes in learning activities and assessments (with the exception of capstone and PACE) for units normally approved by Faculty Boards.</p> <p>The Chair of Academic Senate or their delegates will exercise their Governance authority under Executive Action to endorse any required changes in learning activities and assessments for capstone and PACE units normally approved by Academic Senate.</p>
<p>If we cancel large class teaching but keep other teaching going, how will that be done?</p>	<p>We are finalising what support the University would be able to provide for you to record and share lectures recorded either on campus or at home.</p>
<p>Will I be able to live-stream lectures to my students from home?</p>	<p>MQ IT and the DVCA Portfolio are examining possibilities and will advise you when we have an enterprise solution.</p>
<p>What if my students do not have access to a suitable device to engage with online teaching?</p>	<p>It is very unlikely that any student has a device that does not meet minimum requirements for engaging with the LMS. Many units (eg COMP1000) also advise students on further and more specific requirements for participation. This said, MQ IT is finalising a document that sets out the minimum systems requirements for student devices. This will be shared with Faculties to record any further unit or course specific information which may be required as the result of a transition to fully online delivery.</p>
<p>What about other learning activities which can't be done online like labs?</p>	<p>Many activities that you might think could not be offered online actually are and there are many examples of such deployments in</p>

	<p>the SOTL literature. This said, unless such literature provides a quick and easy way to deploy a solution this is not the time to try and deliver a major innovation.</p> <p>Campus-based learning activities or assessments that cannot be completed online would need to be rescheduled subsequent to campus re-opening. How this would be achieved is currently under investigation.</p>
<p>What about PACE activities, internships or the like where students are going off-campus?</p>	<p>PACE is preparing a contingency plan for impacted units.</p> <p>Whether off-campus activities continue or are suspended could be dependent upon decisions made by the Third Party and/or Government advice to the University and general community.</p>
<p>My unit has an assessment task of an essay that relies on in-depth research using books in the library. What do I do if the library is forced to close?</p>	<p>The Library will not be in a position to dramatically increase its copying of reading materials for units. Much of its work would focus on materials required for weekly learning activity preparation rather than assessment tasks.</p> <p>Consider identifying other digital/online sources in the library's collection or beyond; consider, if time permits, changing the requirements of the task; if necessary and unavoidable consider suspending the task till the library/campus reopens.</p> <p>The Library has a large online collection which should be suitable for most assessment tasks, but many e-books only allow 1-3 users access concurrently. Unit convenors should therefore not proscribe set texts without consulting the Library.</p> <p>We must be very careful that any responses do not contravene our copyright responsibilities and these circumstances do not justify failing to adhere to the law.</p>

	<p>Separate communications will come from the Library with regard to its services as required.</p> <p>The Library does not charge fines for overdue loans, but loan periods will be extended in the event of a campus closure.</p>
<p>How would we get students back on track quickly if there is a disruption?</p>	<p>Given the fluidity of the situation, we are unable to finalise a response at this stage. It may be the case that we have to reconceptualise the 2020 academic year. Other possible options include:</p> <ul style="list-style-type: none"> • Utilisation of MUIC's study period 3 (which commences on 30 May), to regain any time lost by a session 1 disruption. • MUIC offers a range of first year units, which may be available to commencing students. • Increasing offerings for Session 3.
<p>I have an off-campus excursion in my unit this semester. Should I cancel?</p>	<p>At this stage no. A third party (eg busline or host) may advise you of a cancellation of their service. If the University adopts a uniform approach to this issue you will be notified.</p>
<p>I feel I am being unfairly discriminated against/harassed because of my ethnicity in connection to COVID-19 what should I do?</p>	<p>Macquarie University is committed to fostering a culture of safety and respect for all members of our community. This commitment is reflected in our values of diversity, inclusion and collaboration. Our policies and codes clearly underpin these expectations and stand to reinforce our position of zero tolerance of acts of bullying, discrimination or harassment of any kind.</p> <p>For Staff - If you have been subject to, or witnessed racist behaviour we urge you seek support from:</p> <p>their manager;</p>

	<p>human resources staff; and/or Workplace Equity and Diversity.</p> <p>More information about our Discrimination, Bullying and Harassment Prevention Policy can be found here.</p> <p>More information about raising a complaint can be found here.</p> <p>For students - If you have been subject to, or witnessed racist behaviour we urge you to seek assistance from our Student Wellbeing Service by phoning them on 02 9850 7490 or email wellbeing@mq.edu.au</p>
<p>What will happen if this lasts until the exam period?</p>	<p>We are examining a range of options including expansion of online exam delivery and invigilation. It may however be necessary to delay the exam period until the reopening of the campus.</p>
<p>What about the upcoming graduations?</p>	<p>At this stage and under advice from the Australian Health Principal Committee chaired by the Australian Chief Medical Officer, all campus activities are proceeding. If situation changes you will be notified, and any new plans announced.</p>
<p>What will happen if classes in my unit get suspended for several weeks? How would we get students back on track quickly if there is a disruption? What are the plans for Session 2 if units which are suspended this session or are not completed in time due to a closure? Many S2 units will have S1 pre-reqs.</p>	<p>Given the fluidity of the situation, we are unable to finalise a response at this stage. It may be possible for example to utilise the mid-year break (which includes MUIC's study period 3 which commences on 30 May), to regain any time lost by a session 1 disruption with study in intensive mode.</p> <p>It may be the case that we will have to reconsider and reconfigure the Sessions and Study Periods for the remainder of the year.</p> <p>Increasing offerings for Session 3 may be a solution.</p>

	For some courses and cohorts, the flexible zone may provide a S2 solution.
What should I do about my supervision sessions (e.g. research student meetings)?	<p>At this stage, these supervision sessions should continue as normal with appropriate social distancing measures/hand and respiratory hygiene.</p> <p>In the event of a campus closure, other forms of personal communication may be appropriate. MQ IT is examining possibilities. Phone-based consultations could be a simple solution.</p>
Some students impacted by the travel ban were prevented from enrolling because of suspension or other risk factors in their enrolment. Will the same rule apply?	No. This rule applied because of the peculiar learning challenges this cohort faced. Standard rules will apply.
I am involved in a student mentoring program. What do I do?	<p>The University conducts a wide range of mentoring programs. For the moment these programs should continue unchanged with requisite social distancing/hand and respiratory hygiene.</p> <p>If there is a campus closure such schemes could become even more important for a range of students. Coordinators should ensure these schemes can continue through online communications, phones, FaceTime etc.</p>
Will all student support services be available to students in the event of a shutdown?	Critical function services would be sustained through a shutdown. This would not extend to all student services, but students and staff would be advised in the event of shutdown what services will be able to be accessed remotely.
If a student looks unwell (in a lecture/at the student centre etc.), what should I do? If a student becomes ill in my class what do I do?	<p>Students who appear to be unwell or exhibit any signs such as a fever, cough, shortness of breath, runny nose etc should be asked to go home to recover.</p> <p>To protect yourself and others from infection, good hand and respiratory hygiene is important, including reminding students to:</p>

	<ul style="list-style-type: none"> • wash hands with soap and water or alcohol-based hand sanitiser provided around campus; • covering your nose and mouth with a tissue or flexed elbow when coughing or sneezing; • use social distancing measures; • avoiding contact with anyone who has symptoms of respiratory illness such as a cough, runny nose etc. • reminding students to stay at home if they are unwell; or are presenting with any of the above symptoms. <p>More information can be found here.</p>
<p>I deal with students every day (as a lecturer/at the student centre etc.). What precautions should I take?</p>	<p>To protect yourself and others from infection, good hand and respiratory hygiene is important, including reminding students to be diligent about hygiene:</p> <ul style="list-style-type: none"> • washing hands with soap and water or alcohol-based hand sanitiser provided around campus; • covering your nose and mouth with a tissue or flexed elbow when coughing or sneezing; • use social distancing measures; • avoiding contact with anyone who has symptoms of respiratory illness such as a cough, fatigue, sore throat or headache; • reminding students to stay at home if they are unwell; or are presenting with any of the above symptoms. <p>More information can be found here.</p>
<p>What options do I have if I don't want to come to campus to conduct my classes? Who should I talk to?</p>	<p>The advice from NSW Health is that we should continue normal operations and be vigilant in accordance with prior advice on</p>

	our website. Students that are well should be attending campus and continuing their study.
I am in a high-risk category for exposure to COVID-19. What should I do?	<p>To protect yourself and others from infection, good hand and respiratory hygiene is important, including reminding students to be diligent about hygiene:</p> <ul style="list-style-type: none"> • washing hands with soap and water or alcohol-based hand sanitiser provided around campus; • covering your nose and mouth with a tissue or flexed elbow when coughing or sneezing; • use social distancing measures; • avoiding contact with anyone who has symptoms of respiratory illness such as a cough, fatigue, sore throat or headache; • reminding students to stay at home if they are unwell; or are presenting with any of the above symptoms. <p>More information can be found here.</p>
If I am told to self-isolate will I be paid?	If you are unwell you should take Sick Leave and are not required to work until you recover. If you are well and required to self isolate as a precaution (as determined by a health professional) you should consider working from home and speak to your manager.
Will I have to provide medical proof if I am compelled to self-isolate?	Yes
If my child's childcare centre/school closes will I be able to take carers leave?	Yes
Do I have to conduct any work for the University if I am compelled to self-isolate?	If you are unwell you should take Sick Leave and are not required to work until you recover.
What do I do if a student says they would prefer to not attend campus (they may have an immune system condition for example) or can't attend campus because of carer responsibilities (eg a school shutdown)?	The student would complete a Special Consideration application and where possible the Unit Convenor would attempt to accommodate the request through the assignment of alternate learning activities.

<p>What will happen to casual staff members? Will tutors be paid for example if they get sick with coronavirus?</p>	<p>Our casual workforce plays a vital role in the operation of campus life. In the eventuality that the University is required to close for a period, some of our casual staff will be able to continue to work from home. For those casual staff who cannot work from home, or where we cannot rearrange shifts, the University has decided that it will continue to pay casual staff for their rostered shifts for a period of up to two weeks. If the University is required to close for longer than two weeks, we will review the situation accordingly.</p> <p>Similarly, if a casual staff member is required to self-isolate as determined by their doctor, we will honour their casual shifts for up to two weeks with medical certification. For general illness and absence, normal casual working arrangements will apply.</p>
<p>Will the University compensate me for the use of electricity, depreciation to my computer etc from working at home?</p>	<p>No. Claims from working from home should be made via the ATO in your personal tax return</p>
<p>What do I tell my students?</p>	<p>At this stage please reassure your students that the University has a COVID-19 Taskforce which is working around the clock dealing with the issues presented by COVID-19 and taking advice regularly from NSW Health.</p> <p>Please reference Macquarie University's Coronavirus website for the latest information – this site is updated as and when required so should be checked regularly.</p> <p>We will be in contact via email if there is a change to their circumstances in the wake of any University-wide decisions. Specific consequences for your specific unit can be made through your unit's iLearn site.</p> <p>Institutional messages can be replicated on your iLearn site to help distribute to students who do not always check their</p>

university emails. Again, please direct students to [Macquarie's Coronavirus website](#) at lectures and tutorials for the latest information.

You can share the following Commonwealth Department of Health document which has been specifically created for university staff and students - <https://www.health.gov.au/resources/publications/coronavirus-covid-19-information-for-universities-higher-education-and-vocational-education-facilities>