COVIDSafe Signage Protocol

*Be Risk Aware, Be COVIDSafe*

**Purpose**

This document sets out the steps required to install signage across the University to comply with the NSW Government COVID-19 restrictions on Gathering and Movement (*Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 3) 2020*).

To assist staff to return to the workplace safely and efficiently, appropriate signage indicating the maximum number of people per room must be in place.

**Space requirements**

The University must ensure there are a minimum of 4 square metres of space for each person (including staff members) on the premises, within buildings, rooms, laboratories, offices, etc.

Additionally, as set out in the University’s *Return to Campus Plan* and the *COVIDSafe plan*, physical distancing measures must be observed keeping a distance of at least 1.5 metres between people.

Property Division maintains a central database of floorplans and has provided each Faculty/Portfolio with the maximum capacity for each space based on the ‘minimum 4 square metres’ guideline.

Property, in conjunction with the COVID-19 Co-ordinator, have also developed standard signage to ensure consistent messaging across the University.

**Protocols**

The following protocols apply to all parts of the University and its controlled entities:

1. Responsibility for determining the maximum number of people permitted (*Permitted Capacity*) in each space rests with the Faculty/Portfolio Executive Group member.

2. Property will provide each Faculty/Portfolio with a floorplan assessment showing the theoretical number of people in each space (classroom, meeting room, teaching space, laboratory, etc) that would be allowed simply using the Government’s ‘4 square metres’ guideline.

3. Each Faculty/Portfolio is to undertake room specific assessment to determine whether the theoretical capacity determined under 2) needs to be reduced for other reasons (such as the layout of the room, space occupied by furniture or equipment etc), having regard to the general requirement to maintain social distancing of 1.5 metres at all times.

4. The Permitted Capacity for each space is the lesser of the capacities determined under 2) and 3) above.

5. Each Faculty/Portfolio must ensure that signage is clearly displayed for each space showing the permitted capacity, using only the suite of standard templates (available via the MQ website).

6. For assessment of kitchens, offices, open plan areas and other similar spaces, Work Health and Safety is available to provide assistance, if required. Email your request to: *whs@mq.edu.au*.

7. Submit signs to Faculty/Portfolio Executive Group member (or delegate) for sign off and approval.

Approved by Executive Group 3 June 2020
8. Locally print and install signs on all entries to room.

9. Meetings or lessons held in shared closed spaces must be limited to no more than 2 hours.

* Signs not included in the approved suite of templates must not be used.

Requests for signage variations
All requests for variation of the template design should be sent by email to the COVIDSafe Coordinator – Grant Whitehorn (COVIDSafe@mq.edu.au).

Compliance
Faculty/Portfolio Work Health & Safety Advisors will be regularly walking through buildings on campus to ensure compliance with this process.

Each Executive Group member will be responsible for the implementation of this process, documentation of approvals and ensuring compliance with approved signage and people limits within Faculty / Portfolio spaces.

Be Risk aware, be COVIDSafe
Please note that due to the regular changes in advice from State and Federal Governments, including NSW Health, this guidance will be reviewed and modified as required.

Useful information and resources about COVID-19, including our COVIDSafe Plan and Return to Campus Plan, can be found on the Macquarie University website Coronavirus page: https://www.mq.edu.au/about/coronavirus-faqs

Please ensure that you stay up to date with the latest changes or contact the COVIDSafe Coordinator (COVIDSafe@mq.edu.au) for updates on Government Guidelines, Public Health Orders, physical distancing, events and gatherings, hygiene practices, notifications or other COVIDSafe requirements.