Teaching Space Checklist

Physical Distancing
1. Ensure students queue, enter, and exit the classroom observing 1.5m physical distancing.
2. Classroom layout – do not move chairs or tables unless reconfiguring to allow for 1.5m physical distancing.
3. Ask students to enter the room in an orderly fashion by observing 1.5m physical distancing.
4. Ask students to fill desks from the back of the room first.
5. If possible, leave doors and windows open to maximise ventilation.
6. Ensure any class activities in small groups adhere to 1.5m physical distancing.

Student Class Attendance
1. Encourage students to register their attendance by swiping their Student ID on the card reader outside the classroom.
2. Students are not required to swipe ‘out’ when their class has finished.
3. Staff are not required to swipe their ID cards.
4. If a student forgets their Student ID Card, teaching staff are requested to make note of the students name, student number, time of class, and room location. These details should be kept for 28 days.
5. If there is no card reader, teaching staff are requested to make note of student attendance as above.
6. This data will be used to assist the university and NSW Health with contact tracing if there is a confirmed case of COVID-19 on campus.

Cleaning, Sanitation & PPE
1. Remind students to use the nearby hand sanitiser before or as they enter the classroom.
2. Provide or ask students to take an antibacterial wipe as they enter the room.
3. Ask the students to clean their table and chair using the antibacterial wipe.
4. Click here for the Factsheet on how to clean and disinfect your workspace.
5. Remind students not to share items e.g. pens, food, etc.
6. Remind students that they are welcome to wear a mask if they wish.
7. If masks have been risk assessed as a control/mandatory requirement (generally in specialist spaces) ensure to distribute masks and request students to put them on. Click here to view the Factsheet on how to correctly fit and wear a face mask.
8. If a student refuses to wear a mask when there is a mandatory requirement, you may ask them to leave.

If students are unwell
1. Remind students not to attend class if they are unwell.
2. Encourage students to get a COVID-19 test if showing symptoms.
3. If a student is unwell in class, you may ask them to leave.
4. If a student has a chronic respiratory condition, they are required to obtain a medical certificate from their GP in accordance with the Guidance to staff and students – distinguishing between COVID-19 symptoms and allergies

COVIDSafe Plan
1. Familiarise yourself with the MQ COVIDSafe Plan and encourage students to as well.
2. If you or your students have any questions, they can submit them to COVIDSafe@mq.edu.au

COVIDSafe Information & Resources
For further Macquarie University COVID-19 information, please refer to the website:
Latest information and updates
Information for Students
Information for Staff