Macquarie University COVIDSafe Plan

Be Risk Aware, Be COVIDSafe
Our COVIDSafe approach

Roadmap to a COVIDSafe Australia

On Friday 8 May 2020, the Prime Minister announced that National Cabinet had agreed on a Roadmap and 3-Step National Framework to achieve a COVIDSafe economy and society. Under these plans, State Premiers and Territory Chief Ministers are responsible for the timing of when each step will be introduced in their respective jurisdictions to suit their local circumstances. The framework requires that workplaces develop and maintain a COVIDSafe Plan.

In response, Macquarie University has developed this COVIDSafe Plan.

SafeWork Australia National Guidance

On 24 April 2020, the National Cabinet agreed to the National COVID-19 Safe Workplace Principles. MQ recognises that the COVID-19 pandemic is a public health emergency, that all actions in respect of COVID-19 should be founded in expert health advice and that the National COVID-19 Safe Workplace Principles operate subject to the measures agreed and implemented by Governments through the National Cabinet process. MQ's COVIDSafe Plan, policies and protocols address these principles to ensure the safety and wellbeing of our community.

Universities Australia Principles and Protocols

MQ's COVIDSafe Plan and Return to Campus Plans also considers the guidance and principles of the Universities Australia 'Principles and protocols for reducing the potential risk of COVID-19 transmission at universities' (June 2020) document.

MQ COVIDSafe Plan Guiding Priorities

1. Nationally consistent approach – our planning and response to the pandemic follows the advice and directives from National Cabinet, SafeWork Australia, NSW Health and relevant industry agencies
2. The Health, Safety and Wellbeing of the university community is our key focus
3. Robust governance – our planning and coordination is directed by the University Executive Group and is overseen by a dedicated COVIDSafe Taskforce. A COVIDSafe Governance Framework and MQ COVIDSafe Responsibilities Matrix has been developed to provide additional oversight and coordination
4. Return to Campus Planning will be phased, considered and carefully implemented
5. Flexible and Adaptable management approach to all current and future scenarios

Communications

Macquarie University will continue to communicate the latest health advice to all members of the university community and remind them of the importance of staying away when ill and getting tested if COVID-19 symptoms are present. Please note that as changes occur this COVIDSafe Plan will be updated. Further updates will be made via MQ Announcements from the Vice-Chancellor.

Your Responsibilities

It is important we work together as a community to continue to limit the spread of COVID-19, particularly as we move back towards on campus learning, teaching and working. This collective effort is only ensured if all staff, students and visitors fully comply with the policies, protocols and guidelines outlined in this document. We ask you to read these documents carefully and help us implement our COVIDSafe Plans together. We ask you to be patient and understanding during this uncertain time and to conduct yourselves in a proactive and safe manner.
## COVIDSafe Framework

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<td>Take personal responsibility for your actions. Physical distancing. Hygiene and handwashing practices. Stay at home if unwell. Get tested. Download the COVIDSafe app.</td>
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How COVIDSafe works

We all play an important role

COVID-19 is a global pandemic that will change the way we live and work for some time. While we adapt to this new world and our new normal it is important to recognise that we all play an important role in keeping each other safe and healthy.

The University has implemented best practice control measures to limit the spread of COVID-19. These measures will only be effective if we all follow the rules and practice a few simple and easy to follow practices.

You are the key to our success

You and your behaviours will help keep us all safe. By following a few simple ‘new’ practices we can limit the spread of the virus.

We need you to:
- Stay at home if you are unwell
- Physically distance by maintaining 1.5m of space between everyone, wherever possible
- Practice good hygiene and handwashing

Return to Campus Plans

Provide a structured and phased approach for Faculties, Portfolios, Offices and Departments.

COVIDSafe Plan

Provides the overarching framework and protocols
The University’s Executive Group has endorsed an approach which will see staff and students returning to campus in a phased manner, driven first and foremost by our determination to ensure a safe working, learning and teaching environment for our community, and one which reflects continued adherence to physical distancing guidance and Government advice. There are three phases involved in the Return to Work on Campus Plan.

Information for Macquarie University Staff

Information for staff regarding a return to work on campus can be found on the University’s COVID-19 website. The website is updated regularly to reflect the changing nature of the COVID-19 pandemic and the University’s response and position on a range of matters relating to staff.

Information for Macquarie University Students

Information for students regarding the University’s response to COVID-19 and how it will affect studies can be found on the University’s COVID-19 website. The website is updated regularly to reflect the changing nature of the COVID-19 pandemic and the University’s response and position on a range of matters relating to students.

COVIDSafe Business

Macquarie University has officially registered as a COVIDSafe business with the NSW Government.

COVID Safe, is a NSW-wide program that supports business to keep our community safe from COVID-19 and provides ways to help meet our obligations under the rules, including:
• industry-specific advice on COVID-19 health and safety measures
• signs to show that we are committed to protecting our students, staff, customers and visitors
• feedback on how our customers rate their level of COVID Safety
• updates to information about changes to health and safety rules

Further information about the NSW Government COVIDSafe Business Program can be found here.
Return to Campus Roadmap

We are here

Phase 1
Commenced 25 May 2020
Priority areas only

- Priority areas return to campus
- Up to 25% of workforce on campus at any time
- Physical distancing in place
- Default is continue working and studying from home unless permission is given to attend work on campus by your manager / course convenor
- Online delivery of learning and teaching
- Learning, teaching and research that cannot be done online recommences where possible
- Some on-site services available for students and staff
- New ways of working are considered

Phase 2
Commenced 22 June 2020
Part-time attendance on campus

- All staff return to campus part-time - around 50% of workforce on campus at any time
- Rostering to manage transport limitations and physical distancing requirements
- Some restrictions in place re: in-person meetings, workshops, travel and events
- Face-to-face learning and research activity increases up to ~50%
- Assessments and examinations will remain online
- Library, Graduation Hall, Marquee open for student study
- Retail outlets begin to open
- Risks monitored and plans adjusted as restrictions eased / on-campus attendance increases

Phase 3
Commenced 20 July 2020
General attendance on campus

- All staff return to campus
- Most students return full-time
- 1.5 metre physical distancing continues to apply
- Some restrictions re: in-person meeting, workshops, travel and events may continue to apply
- Preparations continue for return of international students
- Planning for a limited return of placements, internships, fieldwork and excursions
- Revise COVID-19 guidelines and protocols
- Services on campus ~90% BAU

The University will continue to adapt and evolve its return to campus plans in response to Government and Health guidelines.

Phased return

Our return to campus will be phased and will follow the easing of restrictions by the NSW Government. During this period we may need to adapt our plans quickly and be flexible to the changing nature of the COVID-19 pandemic.
Return to Campus Checklist

<table>
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<th>In advance</th>
<th>Arriving and departing campus</th>
<th>Within buildings</th>
<th>In other spaces</th>
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<tr>
<td>Familiarise yourself with the COVIDSafe Plan and return to work practices</td>
<td>Comply with physical distancing measures. Stagger arrival and departures during ‘rush hours’</td>
<td>Wipe your workspace and equipment with disinfectant when you arrive and depart</td>
<td>Observe physical distancing, health and safety measures in all indoor and outdoor areas</td>
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<tr>
<td>Prepare to keep a record of contacts made, either through COVIDSafe App, a diary or other means</td>
<td>Don’t congregate in groups – particularly at entrances and exits to buildings</td>
<td>Avoid face to face meetings unless essential – continue to use Zoom/Teams</td>
<td>Be aware of changed density rules in cafes and shared spaces on campus</td>
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<td>Check for COVID-19 symptoms daily. Do not come to work if you are unwell, even with mild symptoms</td>
<td>Avoid touching doorknobs and lift buttons with exposed hands</td>
<td>Observe physical distancing, health and safety measures</td>
<td>Wipe down communal workspaces and kitchen areas before and after use</td>
</tr>
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</table>

Stay at home if unwell or awaiting COVID-19 test results
Practice 1.5m physical distancing
Practice good hand hygiene
Consider downloading and running the COVIDSafe App
Learning and Teaching activities

Planning for the recommencement of face-to-face learning and teaching activities are informed by the Universities Australia ‘Principles and protocols for reducing the potential risk of COVID-19 transmission at universities’ – June 2020 document.

Learning and teaching activities across the University are being assessed on a case by case basis and all will follow detailed learning and teaching plans which is being coordinated centrally through the Deputy Vice-Chancellor Academic office. Detailed learning and teaching plans follow the additional guidance of this COVIDSafe Plan.

Learning and Teaching activities will proceed in line the Learning and Teaching Return to Campus Plan. For more information on the plan please contact your manager or supervisor.

Student class attendance

To assist the University and NSW Health with contact tracing in the event of a confirmed case of COVID-19 on campus, students are requested to register their attendance by swiping their Student ID on the card reader outside the classroom. Please refer to the Teaching Space Checklist for more information.

Professional and Community Engagement (PACE)

PACE activities will recommence inline with NSW Government guidelines, Return to Campus Plans and this COVIDSafe Plan.

Exams and Lectures

Lecture and examination spaces must adhere to physical/social distancing rules. All lecture and examination activities will follow the relevant Return to Campus Plans and this COVIDSafe Plan.

Graduations

Planning for graduations later in the year is currently underway and will be communicated in due course.

Library

The Library has planned a staged approach to the reopening of services and facilities, to meet the needs of students and staff, while continuing to prioritise the safety of the Macquarie and wider community. The Library Reopening Plan is guided by the Macquarie COVIDSafe Plan, and aligns to the phases of the Return to Campus Plan, allowing the reopening of services and facilities to be managed in parallel to the return of staff to campus. To find out which Library services are available and for the latest updates please visit the Library website.

Computer Rooms

Computer rooms will be opened in accordance with relevant Faculty Return to Campus Plans. Physical distancing and appropriate hand hygiene and cleaning products must be available in all computer labs with signage to promote pre-use and post-use cleaning. Physical distancing must be implemented via staggering the numbers of computers that are used at any one time (e.g. every second computer).
Faculty Student Centres

Student centres and service desks will be opened in accordance with relevant Faculty Return to Campus Plans. Physical distancing and appropriate hand hygiene products must be in place in each public/counter area in accordance with this COVIDSafe Plan.

MUSE

MUSE is currently closed for student study. The student support desk on the ground floor is open. We are putting plans in place to ensure students and staff can interact in this space in a COVIDSafe manner. More information will be provided shortly. For the latest updates please visit the Macquarie University COVID-19 website.

Student Groups, Societies and Clubs

Student groups, societies and clubs play and important role in the life of universities and are encouraged to maintain links, whilst adhering to protocols, through this difficult time. All university groups, societies and clubs must adhere to Australian and NSW Government COVID-19 physical distancing regulations. Where opportunities exist for groups and clubs to continue, in a responsible manner, in line with COVID-19 protocols they are encouraged to do so. For example, through the holding of meetings and events via video conferencing, social media platforms or phone calls. The University will work with each group to ensure that activities will be reinstated in line with the relaxation of physical distancing measures when they occur at NSW levels. All groups must adhere to the guidelines and protocols in this COVIDSafe Plan.

For more information on managing a student group and information on planning a COVIDSafe student event, please click here.

Student Success Support Package

All Macquarie students can benefit from the support package. Priority will be given to students most in need and those who can’t access any other financial packages or support arrangements.

We need to take a holistic view of your circumstances. In the application you’ll be asked about your current employment, weekly accommodation costs, your savings and other forms of government assistance you might receive or be eligible to receive.

For further information please click here.

International Students

International students currently in Australia are being supported through this difficult period through regular check-ins and communications. The University will allow international students not currently located in Australia to return to campus following Australian Government and NSW Government guidelines and the easing of international travel restrictions.

Student Careers & Employment

The student careers and employment service is currently open virtually. For more information visit their website.

Student Accommodation

The University is working in close collaboration with NSW State health officials to make decisions related to on-campus housing and abide by specific regulations and advice in their jurisdiction.

Accommodation residents will be educated on the precautions they should take to help protect themselves against community spread of COVID-19. This will require residents to abide by university protocols and standards. Additional precautions must be established in all common areas with an assessment on the suitability and requirement of maintaining shared facilities and the additional cleaning requirements as a result.

To support the staff and managers of residential halls and student accommodation, the university has developed plans and protocols that provide clear health and safety requirements and expectations for behaviours in communal areas. These plans and protocols must be maintained in line with NSW Government regulations as well as national COVID-19 guidelines.

Where the University has external student housing providers, liaison has occurred to ensure that there is consistency of approach, standards and protocols. The University will support the dissemination of information about COVID-19 to counter the spread of misinformation and mitigate fear for those in residential halls and student accommodation.

Where a resident tests positive for COVID-19, the University will support the implementation of the isolation protocols and support the student through the period of quarantine.

Macquarie Student Wellbeing Service

Contact Student Wellbeing with enquiries about wellbeing, accessibility and counselling:

T: +61 2 9850 7407
T: 1800 CARE MQ (1800 227 367 outside business hours)
E: wellbeing@mq.edu.au

Request a call from a Student Wellbeing Advisor.
Research activities

Planning for the recommencement of research activities is informed by the Universities Australia ‘Principles and protocols for reducing the potential risk of COVID-19 transmission at universities’ – June 2020 document.

Research activities across the University are being assessed on a case by case basis and all will follow the detailed Research plan which is being coordinated centrally through the Deputy Vice-Chancellor Research office.

Detailed research plans follow the additional guidance of this COVIDSafe Plan. Research staff who can attend work safely should do so, in line with each Faculty return to work on campus plan. All researchers must adhere to the rules and guidelines outlined in this plan specifically physical distancing. Appropriate cleaning, sanitation and PPE requirements should be considered before conducting any research based activities.

Research activities will proceed in line with the Research Return to Campus Plan. For more information on the plan please contact your manager or supervisor.
Macquarie University Hospital (MUH)
MUH is operating business as usual and in accordance with the NSW Health Partnership Agreement.

Macquarie University Pharmacy
MUH Pharmacy is operating business as usual as an essential service and in accordance with NSW Government guidelines.

MQ Health Clinics
MQ Health clinics are operating business as usual as an essential service. Physical distancing and increased hygiene measures have been implemented in accordance with NSW Government guidelines.

Australian Hearing Hub (AHH)
MQ Health Clinics within the AHH are operating business as usual as an essential service. Physical distancing and increased hygiene measures have been implemented in accordance with NSW Government guidelines.

Clinical placements
Clinical placements are continuing and necessary risk assessments have been undertaken, after discussion with clinical supervisors and facilities. The safety of patients, staff and students is paramount and the first and foremost guiding principle for this activity.
The following health and safety guidelines outline the measures we are all required to follow to reduce the risk of COVID-19 transmission.

**If you are unwell**
Stay at home. Do not come to campus. Get tested.

**Symptoms**
NSW Health recommends that everyone, even those with very mild COVID-19 like symptoms, or even mild symptoms of upper respiratory infection, should get tested.

The NSW Government continues to update its advice in relation to symptoms and testing for COVID-19. Symptoms can include: fever, cough, sore or scratchy throat, shortness of breath, loss of smell and taste, runny nose, muscle pain, joint pain, diarrhoea, nausea or vomiting and loss of appetite.

![Fever Cough Shortness of breath Sore throat](image)

**Self monitor for symptoms**
If you have any mild COVID-19 like symptoms you should not attend campus. You should seek medical advice and get tested. It is your responsibility to ensure your good health prior to attending work on campus.

**NSW Health COVID-19 information**
For the latest COVID-19 health information and updated symptoms please visit the NSW Health website.

**Avoid close contact with others while unwell**
Remember to physically distance. Do not shake hands, hug or kiss anyone else.

**COVID-19 Testing**
You can find a COVID-19 testing centre near you [here](#). If you would like to speak with someone about your symptoms, [call your doctor](#) or contact the 24-hour National Coronavirus Helpline on 1800 020 880. If you are tested, you should self-isolate, stay away from campus until you test negative and follow all instructions given to you by NSW Health, your GP or the testing centre.

**Isolation and Notifications following a COVID-19 test**
Staff/students should follow the established pre-COVID process of informing their manager or course convenor when they are unwell.

This also applies when being tested for COVID-19. Staff/students must not attend campus while waiting for a COVID-19 test result and should be isolating as per NSW Health guidance.

Managers/course convenors will work with staff/students to determine appropriate sick leave and work from home arrangements.

If you have been on campus and test positive for COVID-19, you must inform your manager/course convenor and the COVIDSafe Coordinator (COVIDSafe@mq.edu.au) immediately, to ensure that appropriate contact tracing is commenced in consultation with NSW Health (for more guidance see over page).

**Do not return to campus while waiting for your test result.**

**Returning to the University community after a negative COVID-19 test**
After receiving a negative COVID-19 test result:
- Follow all advice given to you by NSW Health, your GP or the testing facility following a notification of a negative COVID-19 test
- If you have symptoms following a negative test, you should remain at home and apply good hand and respiratory hygiene until the symptoms have resolved – see [NSW Health website](#) for more information
- If you are unsure if you can return to normal activities following a negative test result please contact NSW Health, your GP or the National Coronavirus Helpline on 1800 020 880 to seek advice.

You may return to campus and other University related activities provided you:
- Tested negative for COVID-19
- Are showing no COVID-19 related symptoms
As we gradually return to work on campus (and students return to on campus studying), we must be prepared for potential cases of COVID-19 to arise within our community. As a community, we should be prepared for the possibility that we may need to re-activate restrictions in response to how the pandemic evolves in our region. In this respect, our return may not be linear, and may be more zigzag as we adapt and respond to events around us.

**Who to notify if you test positive to COVID-19**

If you have been on campus and test positive for COVID-19, you must inform your manager/course convenor and the COVIDSafe Coordinator (COVIDSafe@mq.edu.au) immediately.

We will work with the Public Health Unit to help contact others on campus that you might have come into contact with. Your personal health information will be maintained securely and managed in accordance with the University’s privacy and work health and safety obligations (see the University’s Privacy policy and Privacy-Management-Plan).

We are here to help and support you and the university community. If you need to, staff can talk to their Manager or contact the employee-assistance-program; which is a free and confidential counselling, coaching and wellbeing service for staff.

As advised above Students can contact Student Wellbeing with enquiries about wellbeing, accessibility and counselling:

- T: +61 2 9850 7497
- T: 1800 CARE MQ (1800 227 367 outside business hours)
- E: wellbeing@mq.edu.au

You can also Request a call from a Student Wellbeing Advisor.

**Positive COVID-19 diagnosis**

If a diagnosis of COVID-19 is confirmed, the staff member or student must self-isolate and stay away from campus until they meet the criteria for release from isolation (following all directives given to them by NSW Health).

Firstly, please do not attend campus and self isolate at home.

It is important that all areas of the University also follow situationally appropriate environmental cleaning following a confirmed case of COVID-19 in a facility (as defined in this COVIDSafe Plan). The COVIDSafe Coordinator in consultation with Property will arrange for a deep clean to be undertaken in the event of a confirmed case on campus.

In most cases, the identification of a suspected or confirmed case should not require closure beyond the immediate affected area. Furthermore, the University will be supported by the local Public Health Unit (PHU) in the event of an outbreak in its immediate or nearby areas. This will include detailed information and specific advice on additional measures to take beyond this guidance.

**Contact Tracing**

NSW Health uses contact tracing to find people who may have been exposed to COVID-19. There are two types of ‘contacts’ – close contacts and casual contacts. NSW Health gives advice to both contact types on what they need to do. Close contacts are those that are likely to be at a higher risk of being infected.

In the event of a positive case, the PHU will assist with advice and guidance on appropriate follow-on actions. Macquarie University will be prepared to provide support as necessary to the PHU, including:

- information on the setup of the facility/location the person may have visited;
- total number of staff and students in the facility and in the affected area and names as appropriate; and
- any other information that can support contact tracing.

The PHU will advise and assist with the following:

- confirming the presence you and
- identifying the control measures that need to be in place.

**COVID-19 Outbreak Management**

Where there is a suspected or confirmed case of COVID-19 on campus, staff must work through the COVIDSafe Coordinator who will contact the National Coronavirus Helpline (1800 020 080) which operates 24 hours a day, 7 days a week for further advice from the NSW Department of Health.

In the event of a confirmed case on campus we may need to implement short-term room or building closures and ensure adequate cleaning. If a staff member or student is unwell, they must not attend campus and must leave to go home. If they are a suspected COVID-19 case, they must self-isolate and seek testing in accordance with NSW Health guidelines and this COVIDSafe Plan and must remain away from campus while a diagnosis is sought. If COVID-19 is excluded, the staff member must follow the steps outlined in this COVIDSafe Plan (see page 15 for more information).
Higher risk groups & Vulnerable Workers
The Australian Health Protection Principal Committee (AHPPC), on the advice of the Communicable Diseases Network Australia (CDNA), has revised the previous AHPPC statement on 30 March 2020 on managing vulnerable workers.

AHPPC is pleased to note the continued stable low number of cases of COVID-19 in most communities in Australia. This has permitted progressive relaxation of travel and other physical distancing restrictions.

As the current level of COVID-19 cases is low, people, even those at higher risk of becoming severely ill from COVID-19, can return to work and other settings with appropriate precautions in place.

Australians should monitor current public health advice and continue physical distancing, using hand and respiratory hygiene and stay home if acutely unwell.

A risk assessment template for vulnerable workers is available via the Macquarie University COVID-19 website.

For more information please see Australian Health Protection Principal Committee (AHPPC) statement on recommendations for managing of health risk as COVID-19 measures lift.

If you have any questions or would like additional information, please contact the Work Health & Safety team: whs@mq.edu.au

Face masks
For the latest information and recommendations on face masks, please visit the NSW Government website.

To understand how to correctly fit and wear a face mask, checkout our factsheet.
First Aid

All First Aid trained staff or those providing First Aid, should follow the University's First Aid Officer COVID-19 Infection Control Strategies.

Return to campus planning has taken into consideration staff first aider attendance to ensure there are appropriate numbers of trained first aiders on-site throughout phases 1 and 2. Please contact your relevant department administrator to find out which staff in your area are trained first aiders.

If you have any questions or would like additional information please contact the Work Health & Safety team: whs@mq.edu.au

In the event of an emergency call Campus Security on extension 9999 or 9850 9999. They will contact emergency services with you on the line so that all services can be coordinated quickly and effectively.

If in doubt always dial 000 in the event of an emergency.

Emergency Wardens

Return to campus planning has taken into consideration emergency warden attendance to ensure there are appropriate numbers of trained staff on-site throughout phases 1 and 2. Please contact your relevant department administrator to find out which staff in your area are trained emergency wardens.

If you have any questions or would like additional information please contact the Work Health & Safety team: whs@mq.edu.au

Emergency Response

As we move through a phased return to work on campus, your trained local area, emergency warden of first aid officer may not be on site in the event of an emergency.

To assist, please familiarise yourself with the University's Emergency Response Quick Guide – click here.

If you have any questions or would like additional information please contact the Work Health & Safety team: whs@mq.edu.au

Handwashing Practices

We have all learnt the benefits of washing hands with soap and water for at least 20 seconds – especially after being in a public space or touching your face or coughing/sneezing. If you can’t do that, then use an alcohol based hand sanitiser.

Respiratory Hygiene Practices

Remember the health advice, use a tissue when coughing or sneezing and dispose of it immediately and then wash your hands. Or cough or sneeze into the inside of your elbow. Avoid touching your eyes, nose and mouth. After you sneeze or cough, wash your hands.

Guidance to Staff and Students - distinguishing between COVID-19 symptoms and allergies

If you have any symptoms that are consistent with possible COVID-19 / other respiratory viral infection (as above) you must not attend university, you should self-isolate promptly and you should be tested for COVID-19.

If you have symptoms consistent with a recurrent allergic condition, you should take your allergy medications, and control symptoms as much as possible before coming to work or class.

If your symptoms predate the COVID-19 pandemic (March 2020) and are at a similar level of severity you should provide a medical certificate from your GP in order to attend class or work.

Students should follow the process outlined in the Guidance to staff and students – distinguishing between COVID-19 symptoms and allergies factsheet:

1. Students should obtain a medical certificate from their GP/treating medical practitioner
2. The student follows the steps to register with the Student Wellbeing-Accessibility Service
3. Upon finalising registration, the Accessibility Service will liaise with the Unit convenor/relevant staff indicating that the student’s circumstances have been reviewed and they are permitted to attend class. When relevant, the Accessibility Service may be in further contact with University staff to recommend alternative adjustments to promote the continued participation of the student in their chosen course/program.
4 Square Metre Rule
Under the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 4) 2020 the four square metre rule does not apply to a gathering at a university when that gathering is necessary for the normal business of the university. The University has adopted this exemption.

Precautions for face to face class attendance
While the University has an exemption from the one person per four square metre rule, we remain committed to SafeWork Australia guidelines regarding physical distancing.

To accommodate this, in learning and teaching spaces where risk control measures can be put in place, room reconfiguration and basic hygiene protocols which enhance physical distancing will be implemented. In learning and teaching spaces where, due to the nature of the space or the learning activity it is not possible to physically distance students and staff at all times, additional risk control measures will be put in place to ensure it is COVIDSafe.

For more information please see the latest information and updates from the VC here regarding the delivery of learning and teaching, staff FAQ’s, and the Precautions for face-to-face class attendance factsheet.

Physical Distancing
Physical distancing (also referred to as social distancing), means reducing the number of close physical and social contacts we have with one another. Combining physical/social distancing with good personal hygiene is the best method to reduce the spread of COVID-19.

Physical/social distancing includes:

- not shaking hands, hugging or kissing as a greeting.
- keeping 1.5 metres between yourself and other people, where possible
- avoiding visiting vulnerable people, such as those in aged care facilities or hospitals, infants, or people with compromised immune systems due to illness or medical treatment
- using debit and credit cards instead of cash and make use of online and self-serve transactions
- taking public transport in off-peak periods if you can

The University, wherever possible, will adhere to the latest advice and guidance on physical/social distancing provided by the NSW Government and SafeWork Australia.

SafeWork Australia guidance for the tertiary education sector includes:

- What physical distancing measures do I need to implement in my workplace?
- Worker and student interactions and work tasks
- Layout of the teaching and common areas
- Campus facilities
- Campus accommodation and residential colleges
- If students are living together and sharing facilities. How do I ensure they maintain physical distancing?
- Staff gatherings and training
- Deliveries, contractors and visitors attending the campus
- On-going review and monitoring

Who should practice physical distancing?
Everyone should practice physical distancing, as it reduces the potential for transmission. For more information about physical distancing, refer to NSW Government - Physical distancing.

Following advice from the Australian Health Protection Principal Committee (AHPPC), while the pandemic continues all Macquarie University staff, students, contractors and visitors must:

- follow current physical distancing requirements, even in parts of the country without identified active cases if travelling domestically
- self isolate and get tested when they experience even the mildest of COVID-19 symptoms
- Only visit people including close family members if both you and they are well and symptom free.

What should I do if I see people breaching physical distancing requirements?
There will be signage up around the University Campus reminding people of physical distancing requirements. If you see others breaching these requirements, please feel free to politely remind them of requirements for physical distancing. We all share responsibility for keeping our community safe. Workplace Health and Safety and Security will also be on campus to provide guidance to the community.

You may also contact Campus Security on internal extension 9999 or 9850 9999.

Physical distancing requirements will continue to evolve and change over time and we will adapt our guidance and response in line with the latest advice. Signage will appear across campus to remind everyone of the rules and their responsibilities.
Cleaning and Sanitation

You can protect yourself and others from the risk of exposure to COVID-19 by implementing appropriate cleaning and disinfecting measures. Daily general campus cleaning continues but it is recommended you implement a regular cleaning regime for your work area.

You will need to consider more frequent cleaning where you have more people and frequently touched surfaces such as printer buttons, doors, and fridge handles. Please consult the COVID-19 Cleaning factsheet for more information.

Campus Cleaning Plan

The University has installed 475 (1.2L) hand sanitiser units throughout the campus. These will be serviced/refilled on a monthly basis or more if needed, dependant on use and demand. There are also tubs of wipes in stock that can be used in all teaching and offices spaces.

The cleaning regime currently in place is as follows:

- The professional cleaners are responsible for daily general cleaning of office/ kitchen and common spaces, including vacuuming, wiping of surfaces, and dusting
- The professional cleaners are also responsible for daily cleaning of high traffic touch points throughout the University, including door openers, handrails, door handles, lift call buttons
- Staff responsibilities are to clean when their own equipment such computers, keyboards, mouse or other office equipment, the cleaners will not touch these items
- The cleaning products are available to the staff are called “Oxivir tb wipes”, these are a hospital grade disinfectant wipe that have been approved for use by MQ WHS. These have been recommended for use at the University for their cleaning strength and durability
- These wipes (made available from property) are only for common meeting rooms and common kitchen areas. Any cleaning within a business unit is the responsibility of the business unit to provide and supply the cleaning products e.g. detergent based spray and wipe. See the COVID-19 Cleaning factsheet for more information

Staff should, and are encouraged to, conduct cleaning of meeting spaces before and after use as well as common kitchen areas before and after use, especially high touch surfaces e.g. door handles, light switches, taps, microwaves, fridges, etc.

Requesting cleaning supplies

Cleaning supplies are available from your Department Administrator upon request. If additional supplies are required, they can be requested via a BEIMS Customer Service Request.

Note: If there is a known or suspected case of COVID-19, contact the COVIDSafe Coordinator (COVIDSafe@mq.edu.au) who will arrange a deep clean to be undertaken via the Property Department.

COVIDSafe Ambassadors

With the re-opening of campus to students, the university has deployed a new team of COVIDSafe Ambassadors. The sixty COVIDSafe Ambassadors are all current MQ students and have been trained to help the MQ community stay COVIDSafe in accordance with this plan.

COVIDSafe Ambassadors can easily be identified on campus by their yellow high-visibility vests.

What do COVIDSafe Ambassadors do?

- Provide support with physical distancing around campus
- Manage entry points to key buildings and study areas such as MUSE, Arts Precinct, Library, Campus Common, Marquee, etc.
- Increase student awareness about hygiene practices and the use of sanitation products around the campus
- Convey key messages to help students understand the University’s response to COVID-19 and associated NSW Health Guidelines
- Help the University monitor stock levels of supplies at the sanitation stations
- Support students to move chairs and tables to support physical distancing
- Report back to the University and COVIDSafe Coordinator about any COVIDSafe issues raised by students
- Perform other duties that relate to the University’s COVIDSafe Plan

All students and staff should assist our COVIDSafe Ambassadors to help keep the campus COVIDSafe.
Signage
Signage across the University has been designed and installed to comply with the NSW Government COVID-19 restrictions on Gathering and Movement.
A standard suite of signage templates can be found here. Staff must also consult the University’s COVIDSafe Signage Protocol guidance when installing signage in their workspaces.

Lifts
Government and Health Guidelines have recently been updated to allow usage of lifts without the requirement to provide four square metres of space per person in lifts.

Under the revised rules you must still ensure, as far as you reasonably can, that people maintain physical distancing in lifts and lift waiting areas.

Please give priority to people who are less mobile or with a disability. Avoid touching the lift buttons with exposed fingers/hands. Wash your hands at the next available opportunity. For more information click here.

Campus Security
Campus security services have been maintained throughout the pandemic. In the event of an emergency call Campus Security on extension 9999 or 9850 9999. They will contact emergency services with you on the line so that all services can be coordinated quickly and effectively.

If in doubt always dial 000 in the event of an emergency.

Visitors
Visitors to campus should be limited until further notice and should attend only if necessary, observing relevant area return to campus plans. A record of all visitor contact details should be kept. For more information please see advice from SafeWork Australia.

Your workspace
MQ’s cleaning plan follows Government guidance. Additionally, we ask that all staff take responsibility for wiping down their own workspace, using disinfectant provided. We recommend that you wipe down your area before you begin work and again when you leave. This includes any communal working areas that you might use and any frequently touched surfaces such as lift buttons, door handles and light switches. Please note, unless a common meeting room or kitchen, cleaning supplies are to be provided by the workplace occupier.

Hot Desks
Hot desking is permitted, however, it is subject to strict cleaning measures and personal hygiene practices. Those who use hot desks must clean all touch surfaces before and after every use and adhere to physical distancing rules. If local cleaning materials have been exhausted, do not use the hot desk and notify Property for additional cleaning supplies.

Rest rooms
Please ensure you comply with physical distancing measures while using restrooms. Wash your hands using soap and water for at least 20 seconds.
**Kitchens and break areas**

Physical distancing applies to kitchen and break areas. Areas should be re-configured to comply with and encourage this rule. Congregating in these areas should be avoided to ensure appropriate physical distancing. Everyone should practise good food safety when preparing food, wash hands before, during and after food preparation. Wipe all surfaces with the disinfectant provided after use, including tables, refrigerator handles, coffee machines and taps, etc. The Work Health & Safety team can provide you with advice if needed. Signage is in place to promote physical distancing and cleaning requirements.

**Campus Common**

The campus common is open on a restricted basis. Those consuming food or drink on the premises must provide their name and contact details, including a telephone number or email address. People collecting takeaway don’t need to provide their contact details (in accordance with NSW Government guidelines). Contact details of patrons are being collected through the use of a QR code on tables and by the COVIDSafe Marshall. All visitors must provide their details when requested to or they will be asked to leave. Furniture has been arranged to comply with physical distancing and is not to be moved or rearranged by staff, students or visitors. Signage and decals have also been installed to remind patrons of the current restrictions and rules.

**Meetings**

Meetings on campus should continue to be held virtually as much as possible. Face-to-face meetings can be held with physical distancing measures in place if required. Long or large meetings should continue to be held by audio-visual link or other remote means. Seek advice from your manager if you have questions. Indoor meetings (within meeting rooms or confined spaces) should not exceed 2 hours. Staff may wish to consider holding meeting outdoors if it is safe and practical to do so.

**Companies on campus and Commercial Tenants**

Companies on campus and commercial tenants need to adhere with the requirements of this COVIDSafe Plan. Those companies and commercial tenants separate to the University will be required to develop and maintain their own COVIDSafe Plan, in accordance with NSW Government guidelines and their specific industry frameworks and plans (where applicable).

**Shared office environments**

Shared office plans have been developed to ensure appropriate physical distancing is in place which may include staggered hours or rosters in line with each local area. Return to Campus Plans. Speak to your manager for more information.

**Childcare Centres**

Macquarie University’s childcare centres are open and are operating in accordance with industry guidelines and this COVIDSafe Plan.
Cafes and food outlets
As staff and student attendance increases on campus, cafes and food outlets will continue to re-open providing service in line with NSW Government guidelines and this COVIDSafe Plan. Retailers will be supported to implement plans for service that enable physical distancing e.g. seating arrangements, barricades, marked standing points for service lines, etc. These measures will also go towards avoiding queuing and gathering of people e.g. separate ordering and pick up zones. All patrons are encouraged to use online ordering services for outlets on campus, where possible.

Customers consuming food or drink on the premises must provide their name and contact details, including a telephone number or email address. People collecting takeaway don’t need to provide their contact details.

**UBAR**

UBAR is operating in accordance with NSW Government guidelines.

**Retail outlets**

Retail outlets are re-opening in line with industry guidelines, Return to Campus Plans and this COVIDSafe Plan.

**Sport & Aquatic Centre**

Macquarie University Sport and Aquatic Centre is open and operating in accordance with industry guidelines and this COVIDSafe Plan. Visitors to the centre will be required to provide their name and contact details including a telephone number or email address.

**Sports fields and clubs**

Macquarie University sports fields and clubs are operating in accordance with industry guidelines and this COVIDSafe Plan.

MGSM Hotel
The MGSM Hotel is currently operating in accordance with industry guidelines and this COVIDSafe Plan.

City Campus
City campus is currently closed and will reopen in due course in line with the easing of restrictions and relevant return to campus plans.

**Galleries & Museums**

On campus galleries and museums will be reopened following NSW Government guidelines, Return to Campus Plans and this COVIDSafe Plan.

**Shuttle Bus service**

The shuttle bus service between campus and Waterloo Road is currently operating in accordance with this COVIDSafe Plan.

**IT Support**

IT support services continue to be provided to staff and students. When visiting the IT support services desk (17 Wally's Walk) adhere to physical distancing, hand hygiene and cleaning requirements.

**Cyber Security**

Australia has seen an increase in cyber attacks during the COVID-19 pandemic. Staff and students are encouraged to be vigilant on all devices throughout the COVID-19 pandemic.

If you have concerns about your IT security or receive any suspicious emails/communications please contact IT on 9850 4357 or email onehelp@mq.edu.au
Macquarie University follows and abides by the most recent information provided by the State and Federal Government.

**Public Transport and travelling to campus**

Staff and students are encouraged to practice safe physical distancing and hygiene practices when catching public transport. Please see the latest advice from Transport NSW when planning your trip. We also encourage you to consider other options such as walking or cycling to work.

If driving to campus is not viable and if the commute to and from work via public transport is unreasonably burdensome you should speak to your manager about whether you can continue working from home until physical distancing arrangements on public transport are revised.

A loosening of physical distancing restrictions on public transport also came into effect on 1 July, with a doubling of capacity on both trains and buses. More details of this announcement can be found [here](http://www.transportnsw.info).

**Fieldwork travel**

Fieldwork travel will require a specific plan to be developed and approved. Please consult with your Manager or Head of Department. All fieldwork travel plans should be included in Faculty/Portfolio return to campus plans.

**Intrastate travel (travelling within NSW)**

Intrastate travel (within NSW) for university activities must be submitted to your Executive Group member for approval.

**Interstate travel**

Requests to travel interstate on university business must be emailed to the COVIDSafe Coordinator ([COVIDSafe@mq.edu.au](mailto:COVIDSafe@mq.edu.au)) who will request approval from the Vice-Chancellor.

Each State or Territory has its own entry requirements. You must comply with any [border rules of the State or Territory](http://www.bordernsw.gov.au) you are entering or leaving.

**International travel**

All international travel is banned. Exceptions to travel overseas for work purposes or to book future international travel must be emailed to the COVIDSafe Coordinator ([COVIDSafe@mq.edu.au](mailto:COVIDSafe@mq.edu.au)) who will request approval from the Vice-Chancellor.
If you are unwell
Do not attend public events or gatherings if you have flu-like symptoms or are unwell.

COVIDSafe Events Guidelines
To simplify our guidance to staff/students the COVIDSafe Events Guidelines outline the University’s position on indoor and outdoor events.

For the latest updates on events and gatherings please visit Macquarie University's COVID-19 website.

Updates and more information
Planning is underway across the organisation to allow for more events and gatherings as restrictions are eased over the coming weeks and months. This COVIDSafe Plan will be updated accordingly as these changes occur.

For the latest updates on events and gatherings please visit Macquarie University's COVID-19 website.

Venture Café Sydney
All activities will be held online until further notice.

Children’s Programs
Programs for children may proceed given relevant approvals and approval of specific risk assessments.
Further Information

**COVIDSafe Coordinator**
For further information about this COVIDSafe Plan, including any advice about Government restrictions or Health Guidelines, please contact:

Grant Whitehorn
**COVIDSafe Coordinator**
COVIDSafe@mq.edu.au

**Macquarie University COVID-19 website**
For the latest updates, resources for students and staff and additional information regarding COVID-19 please visit the website.

[Click here to visit Macquarie University’s COVID-19 website.](#)