Macquarie University COVIDSafe Plan

Be Risk Aware, Be COVIDSafe

Risk Level: HIGH

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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, and revises this plan as necessary in response to the changing situation.

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 related to 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 Plan also consider 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 COVID-19 Taskforce.
4. Return to Campus Planning is phased, considered and carefully implemented.
5. Flexible and Adaptable management approach to responding to changing scenarios.

Communications

Macquarie University will continue to communicate the latest health advice relevant to the university community and remind them of the importance of staying away when unwell and getting tested if displaying COVID-19 symptoms. Please note that as changes occur this COVIDSafe Plan has been and will continue to be updated. Updates will be made via MQ Announcements from the Vice-Chancellor and via university’s coronavirus infection website.

Your Responsibilities

It is important that we work together as a community to continue to limit the spread of COVID-19. 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 Plan together. We ask you to be patient and understanding during this uncertain time and to conduct yourselves in a proactive and safe manner.
Our COVIDSafe planning follows the National 3 step approach.

We operate in accordance with best practice standards and guidelines.

Compliance with NSW Government rules, restrictions and health advice.

Our plan to keep students, staff, contractors, visitors and campus COVIDSafe.

Access to Campus is currently limited to staff authorised under the Essential Persons on Campus (EPOC) protocols. Specific planning by Faculties, Portfolios, Offices and Departments will govern our return to campus once Public Health Orders permit.

Additional considerations given for higher risk activities and groups e.g., vulnerable workers, travel, fieldwork, specialist teaching spaces, etc.

Take personal responsibility for your actions. Only attend campus if you are authorised to do so. Stay at home if unwell and get tested, hygiene and handwashing practices, physical distancing, mask wearing, QR code check-in and abide by space capacity limits.
How COVIDSafe works

We all play an important role

COVID-19 is a global pandemic that has changed the way we live and work. We all play an important role in keeping each other safe and healthy.

The University is currently in **HIGHER RISK PHASE** and has implemented control measures to limit the spread of COVID-19. These measures will only be effective if we all follow the rules and follow a few simple and easy to follow practices.

1. **Stay home if sick or experiencing the mildest of symptoms** – Do not come to campus if you are unwell; if you have been advised to take a COVID-19 test; are awaiting the results of a test or have been instructed to isolate by New South Wales Health.
2. **Physical distancing** – Maintain 1.5 metre physical distancing in all spaces where it is practical to do so.
3. **Hand hygiene** – Continuation of good personal hand hygiene to minimise the chances of transmission.
4. **Masks** – Mask wearing compulsory while indoors (or as directed by NSW Health requirements).
5. **QR codes** – Everyone is required to check-in and out of buildings that they occupy every time that they enter or leave.
6. **Restricted LGA of Concern (LoC)** – Those from a designated LoC will need to comply with all additional restrictions for their LoC.
7. **Vaccination** – MQ strongly encourages staff and students to get vaccinated.

**Access to Campus**

Only attend campus if you are authorised to do so. Access to Campus is currently limited to staff/students authorised under the Essential Persons on Campus (EPOC) protocols. These protocols are managed by Executive Group members.

**COVIDSafe Plan**

Provides the overarching framework and protocols.

**You are the key to our success.**

Your behaviours will help keep us all safe. By following a few simple practices we can limit the spread of COVID-19:

1. Stay home if sick or experiencing the mildest of symptoms – Do not come to campus if you are unwell; if you have been advised to take a COVID-19 test; are awaiting the results of a test or have been instructed to isolate by New South Wales Health.
2. Physical distancing – Maintain 1.5 metre physical distancing in all spaces where it is practical to do so.
3. Hand hygiene – Continuation of good personal hand hygiene to minimise the chances of transmission.
4. Masks – Mask wearing compulsory while indoors (or as directed by NSW Health requirements).
5. QR codes – Everyone is required to check-in and out of buildings that they occupy every time that they enter or leave.
6. Restricted LGA of Concern (LoC) – Those from a designated LoC will need to comply with all additional restrictions for their LoC.
7. Vaccination – MQ strongly encourages staff and students to get vaccinated.
Access to Campus – Heavily restricted during COVID Higher Risk Phase

The University is currently operating remotely and access to campus is heavily restricted. Essential activities on campus such as health care through the hospital and clinics, child and vacation care, and animal welfare activities continue. Also, activities essential to the running of the campus such as security and some technology services that support remote working, learning and IT security. These activities operate under specific COVID Safe arrangements.

Access is managed through the University’s Essential Persons On Campus (EPOC) approval process, which includes steps to consider the activity, as well as compliance with NSW Public Health Orders and requirements. No person is permitted to be working on campus without this approval.

Information for Macquarie University Staff

Information for staff regarding working 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 effects 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 registered as a COVIDSafe business with the NSW Government.

COVID Safe, is a NSW-wide program that supports businesses to minimise the spread of COVID-19 and provides ways to help meet our obligations under the requirements, 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
• updates to information about changes to health and safety rules
• implementation of QR codes for checking in and out of University buildings and settings as required.

Further information about the NSW Government COVIDSafe Business Program can be found here.
## Attending Campus Checklist

### Risk Level: HIGH

### In advance
- Only attend campus if you are authorised in accordance with the Essential Persons on Campus protocol
- Prepare to keep a record of contacts and activities through a diary or other means
- Monitor for COVID-19 symptoms daily. Do not come to campus if you are unwell, even with mild symptoms

### Arriving and departing campus
- Comply with physical distancing measures and always wear a face mask when on campus.
- Check in and out of buildings using the QR codes provided every time you enter and exit a building
- Don’t congregate at entrances and exits to buildings. There are multiple QR signs provided

### Within buildings
- Wipe your workspace and equipment with sanitiser when you arrive and depart
- Continue to use Zoom/Teams for meetings where possible
- Observe all COVID Safe practices required for the setting including physical distancing, health and safety measures

### In other spaces
- Observe physical distancing, health and safety measures in all indoor and outdoor areas
- Be aware of changed density rules in cafes and shared spaces on campus
- Wipe down communal workspaces and kitchen areas before and after use

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Stay at home if unwell or awaiting COVID-19 test results
Practise 1.5m physical distancing and check-in to buildings
Practise good hand hygiene and respiratory etiquette
Follow all State health advice in relation to COVID-19
Wear a face mask at all times when on campus.
Only attend campus if authorised.
COVID Higher Risk Phase

On 23 June 2021, the university commenced implementing measures in accordance with NSW Health announcements to combat the spread of COVID-19 in response to the emerging COVID-19 delta variant outbreak across Greater Sydney and NSW.

These measures have been reviewed, updated and communicated regularly via MQ Announcement and the university’s coronavirus infection website to staff and students since 23 June. Please click here to view these announcements and the specific details that staff and students must abide by.

In summary, the key measures that are in place for MQ are:

• Stay-at-home orders are in effect and will be until revoked by NSW Health.
• Staff have been advised to work from home until further notice (some exceptions are in place for essential staff).
• Only essential persons with appropriate approval are permitted to attend campus. Approvals to attend campus are managed by Executive Group members.
• Staff authorised to attend campus via the Essential Persons on Campus protocol that are from a designated LGA of concern must comply with all additional restrictions.
• Learning and teaching being conducted remotely online (until further notice).
• 1.5 metre physical distancing is required where it is practical to do so.
• Mask wearing compulsory at all times except where there are specific exemptions under the Public Health Orders.
• Mandatory check in and out of all University buildings and other settings as required under the Public Health Orders (e.g. retail outlets) via Service NSW QR codes that have been established by the COVID Safe Team.
• All QR Codes must be established through the COVID Safe Team.
• Non-essential travel for University business is currently paused. This includes previously approved travel.
• All events are paused and must be held online.
• The University Library is closed. Click and collect services are available.

Seven points of defence

For those essential staff and students approved to attend campus in the current higher risk phase, the following must be complied with:

1. Stay home if sick or experiencing the mildest of symptoms – Do not come to campus if you are unwell; if you have been advised to take a COVID-19 test; are awaiting the results of a test or have been instructed to isolate by NSW Health.
2. Physical distancing – Maintain 1.5 metre physical distancing in all spaces where it is practical to do so.
3. Hand hygiene – Continuation of good personal hand hygiene to minimise the chances of transmission.
4. Masks – compulsory at all times except where there are specific exemptions under the Public Health Orders.
5. QR codes – Everyone is required to check-in and out of buildings that they occupy every time that they enter or leave.
6. Restricted LGAs of Concern (LoC) – Those from a designated LoC will need to comply with all additional restrictions for their LoC.
7. Vaccination – MQ strongly encourages staff and students to get vaccinated.

Essential on campus learning and teaching activities

The uncertainty surrounding the length of lockdown means that we need to adapt our plans for Session 2. Learning and teaching activities commenced as scheduled at the beginning of Session 2 on 26 July and are being conducted online.

During the current lockdown, updates regarding learning and teaching activities will be communicated by MQ Announcement and updated on the university’s coronavirus website.
Anyone attending campus is required to check in and out of all buildings via a Service NSW QR code. QR code registration signage has been placed at the entry and exit points for all buildings on campus. This additional step is being taken following guidance from NSW Health to help contact tracing efforts which are so important in managing community transmission of COVID-19. While this is a new step, it is very important that we all remember to check in and out of our buildings when on campus.

Building access
During lockdown we are also reducing access to University buildings, where normal opening and closing schedules will be replaced with 24/7 ‘swipe only’ access. Any staff member approved to be on campus and requiring after-hours access should initially contact their Office or Faculty administrator, or alternatively contact the Security Control Centre on (02) 9850 7112.

Face masks
Mask wearing is compulsory at all times except where there are specific exemptions under the Public Health Orders. For the latest information and requirements regarding face masks, please visit the NSW Government website.

To understand how to correctly fit and wear a face mask, see our factsheet.

Physical distancing
1.5 metre physical distancing is required at all times where it is practical to do so.

Research activities
Click here (see Research tab) for the latest updates regarding arrangements for research. If you have any questions, contact your Associate Dean Research.

To support students and staff in on campus 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 are maintained in line with NSW Government regulations and 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.

If you test positive for COVID-19 and have been on campus within the preceding 72 hours to testing positive, you must inform your manager/course convenor and the COVIDSafe Team (COVIDSafe@mq.edu.au) immediately.

If you reside in student accommodation or on campus accommodation, please notify the COVIDSafe Team (COVIDSafe@mq.edu.au) and your residential assistance team as soon as you test positive.

Macquarie University urges and encourages everyone to be vaccinated as soon as possible. This is the best and most effective way to end the restrictions that continue to impact out lives.

To reflect this commitment, supports have been put in place to allow for continuing, contract and casual staff to get vaccinated. Furthermore, our MQ Health General Practice is now taking bookings for staff and students for vaccination. Contact your course convenor or supervisor for more details.

Further details on our commitments to promote vaccination can be found on the coronavirus website.
Macquarie University Hospital (MUH)
MUH is operating business as usual in accordance with NSW Government guidelines.

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

MQ Health Clinics
MQ Health clinics are operating business as usual in accordance with NSW Government guidelines.

Australian Hearing Hub (AHH)
MQ Health Clinics within the AHH are operating business as usual in accordance with NSW Government guidelines.

Clinical placements
Clinical placements are continuing and necessary risk assessments are being undertaken in consultation 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.

We must be prepared for potential cases of COVID-19 to arise within our community and should be prepared for the possibility that we may need to re-activate restrictions in response to how the pandemic evolves in our region.

**If you are unwell**
Do not come to campus if you are unwell or displaying COVID-19 symptoms.

**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.

If you have symptoms you should seek medical advice and get tested. It is your responsibility to ensure your good health prior to attending campus.

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

If you have been directed to get tested or isolate
Do not come to campus if you have been advised by NSW Health to get tested or isolate.

**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 020 080. 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.

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

**NSW Health COVID-19 information**
For the latest COVID-19 health information please visit the [NSW Health website](#).

**Temperature Testing**
Temperature testing may be conducted from time to time, particularly at the Macquarie University Hospital and Clinics.
Returning to the University community after a negative COVID-19 test – if authorised to attend campus during the higher risk phase

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 after a negative test result, 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 020 080 to seek advice.

You may return to campus and other University related activities provided you:

- Tested negative for COVID-19 and have not been advised by NSW Health to continue to self isolate.
- Are showing no COVID-19 related symptoms.
- Are authorised to attend campus in accordance with the EPOC protocol.

If you receive a positive COVID-19 diagnosis

If you test positive for COVID-19 and have been on campus within the preceding 72 hours to testing positive, you must inform your manager/course convenor and the COVIDSafe Team (COVIDSafe@mq.edu.au) immediately.

If you reside in student accommodation or on campus accommodation, please notify the COVIDSafe Team (COVIDSafe@mq.edu.au) and your residential assistance team as soon as you test positive.

We will work with the NSW Public Health Unit to help identify 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).

Positive COVID-19 diagnosis management

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).

The University will be supported by the local NSW Public Health Unit (PHU) in the event of a confirmed case on campus or in the immediate or nearby areas. This will include detailed information and specific advice on additional measures to take.

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:

- A close contact is someone who has been near enough to a person with COVID-19 while that person was infectious that there is a reasonable chance they will have become infected with COVID-19. Close contact can occur in a number of places including in the home, or at other venues.
- A casual contact is someone who has been near a confirmed case of COVID-19 while they were infectious but is considered at lower risk than a close contact. Casual contacts might have been in an enclosed space at the same time as an identified case, but for shorter periods than those required for a close contact. Settings for casual contact may include healthcare facilities, public transport, public places or businesses.

In the event of a positive case, the PHU will assist with advice and guidance on appropriate follow-on actions. Macquarie University will be required 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 as well as names/ contact details (phone number and email) as appropriate; and
- any other information that can support contact tracing.

The PHU will advise and assist with the following:

- confirming the presence of a case or potential cluster; and
- identifying the control measures that need to be in place.

Cleaning

It is important that all areas of the University also follow situationally appropriate environmental cleaning following a confirmed case of COVID-19. The COVIDSafe Team in consultation with Property will arrange for a deep clean of relevant areas to be undertaken in the event of a confirmed case on campus. A confirmed case on campus may require implementing short-term room or building closures to ensure adequate cleaning. In most cases, the identification of a close contact of a confirmed case should not require closure beyond the immediately affected area.
Contact with someone else who has tested positive

If you have been in direct contact with someone who has tested positive for COVID-19 and have been directed to self-isolate by health authorities or by the University, you should not come to campus and should discuss work-from-home/study arrangements with your manager or course convenor.

You may return to campus when the directed isolation period is completed providing you are displaying no symptoms and have complied with any other public health requirements.

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.

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.

Wellbeing & support for staff

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.

Wellbeing & support for students

Students can contact Student Wellbeing (wellbeing@mq.edu.au) with enquiries about wellbeing, accessibility and counselling.

If you would like to talk to someone about your mental wellbeing, or the mental wellbeing of a student, you can make a CARE report or phone 1800 2273 67 (1800 CARE MQ).

For urgent or emergency care:
- Off campus: Emergency services phone 000
- On campus: Security 9850 9999

Student Connect

For course planning and advice contact your Faculty student centre, for all other administrative matters or if you are unsure where to go contact Student Connect either by:
- Chat online
- Submit an online enquiry via AskMQ or
- Call on +61 2 9850 6410

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.

For further information please click here.
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.

Please contact your department administrator or manager 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
Please contact your department administrator or manager to find out which staff in your area are trained emergency warden. If you have any questions or would like additional information please contact the Work Health & Safety team: whs@mq.edu.au

Emergency Response
All staff have a responsibility to ensure they familiarise themselves 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 to always practise good respiratory hygiene practices. Cough or sneeze into the inside of your elbow and then wash your hands. Avoid touching your face or surfaces around you until you have washed 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 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 pre-date 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.
2 and 4 Square Metre Rules

Under the NSW Government Public Health Order, the ‘square metre rule’ does not apply to a gathering at a university when that gathering is necessary for the normal business of the university.

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 and practical given the level of risk, will adhere to the latest advice and guidance on physical/social distancing provided by the NSW Government and SafeWork Australia.

Who should practise physical distancing?

It is recommended that everyone should practise 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 disinfection measures. Daily general campus cleaning continues but it is recommended you implement a regular cleaning regime within 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 units are refilled on a monthly basis or as required, 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

When a broader re-opening of campus is permitted under the Public Health Orders, the university will deploy a team of COVIDSafe Ambassadors. 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 be easily 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
- Help the University monitor stock levels of supplies at the sanitation stations

*The COVIDSafe ambassadors will be scaled up and down as required to cater for any changes to the COVID-19 risk environment at the time.*
Signage
Appropriate signage has been put up across the University to remind staff, students and visitors on the appropriate COVIDSafe behaviours and requirements.

Lifts
It is recommended that people maintain physical distancing in lifts and lift waiting areas.

Please give priority to people who are less mobile or with a disability. 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 may not attend campus during the higher risk phase.

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.

Your workspace
Staff should take responsibility for wiping down their own workspace, using the 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.

Kitchens and break areas
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.

Physical distancing must be maintained in kitchen and break areas as well as compliance with the 1.5 metre physical distancing rule.

Meetings
Meetings must be held online until further notice.

Hot Desks
Hot desking is not permitted.
Childcare Centres
Macquarie University’s childcare centres are open and operating in accordance with NSW Government guidelines.

Cafes and food outlets
Most on campus, cafes and food outlets are closed. Those that remain open are providing service in line with NSW Government guidelines. Retailers will be supported to implement plans for service that enable COVIDSafe practices. All patrons are encouraged to use online ordering services for outlets on campus where available.

UBAR
UBAR is currently closed.

Retail outlets
Retail outlets are currently closed.

Sport & Aquatic Centre
Macquarie University Sport and Aquatic Centre is closed.

Sports fields and clubs
Macquarie University sports fields and clubs are closed.

MGSM Hotel
The MGSM Hotel is currently operating in accordance with NSW Government guidelines.

Galleries & Museums
On campus galleries and museums are closed.

Shuttle Bus service
The shuttle bus service between campus and Waterloo Road is not operating.

IT Support
IT support services continue to be provided to staff and students. The IT support services desk (17 Wally’s Walk) is closed.

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 NSW Government.

**Public Transport and travelling to campus**
Staff and students are encouraged to practise physical distancing and hygiene practices when catching public transport, where possible. 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.

**More information**
For the latest updates in relation to staff travel restrictions please visit MQ's Coronavirus website.

**Intrastate, Interstate and International Travel**
Non-essential travel for University business is currently paused. This includes previously approved travel.

Exceptions to on university business must be emailed to the COVIDSafe Team (COVIDSafe@mq.edu.au) who will request approval from the Vice-Chancellor.
Further Information

COVIDSafe Team
For further information about this COVIDSafe Plan, including any advice about Government restrictions or health Guidelines, please contact:

COVIDSafe Team
COVIDSafe@mq.edu.au

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

Click here to visit Macquarie University's COVID-19 website.