Macquarie University COVIDSafe Plan

Be Risk Aware, Be COVIDSafe

Current as at: 3/05/2021 10:38 AM
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 revised our 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 COVIDSafe 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.

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 approach
COVIDSafe Framework

Roadmap to a COVIDSafe Australia & 3-Step National Framework

Our COVIDSafe planning follows the National 3 step approach.

SafeWork Australia, Universities Australia & sector specific guidelines

We operate in accordance with best practice standards and guidelines.

NSW Government Restrictions and NSW Public Health Orders

Compliance with NSW Government rules, restrictions and health advice.

MQ COVIDSafe Plan

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

Return to Campus Plan

Specific planning by Faculties, Portfolios, Offices, Departments and Teams that builds on the COVIDSafe Plan.

Risk Assessments

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

Individuals

Take personal responsibility for your actions. Stay at home if unwell and get tested, hygiene and handwashing practices, physical distancing and mask wearing, abide by space capacity limits.
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:

- Do not come to campus if you are at all 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.
- Ensure good personal hand hygiene to minimise the chances of transmission.
- We recommend maintaining 1.5m physical distancing where possible and where this is not possible to consider wearing a mask.
- Not to exceed capacity restrictions when they are in place for spaces or events.

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 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.

How COVIDSafe works
The University's Executive Group has supported an approach that saw staff and students returning to campus in mid-2020 in a phased manner. It was driven first and foremost by our determination to ensure a safe working, learning and teaching environment for our community, and reflects continued adherence to Government and NSW Health advice.

**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

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

### 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 metres physical distancing continues to apply.
- Some restrictions to in-person meetings, 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 NSW Health guidelines.
<table>
<thead>
<tr>
<th>Return to Campus Checklist</th>
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<tbody>
<tr>
<td><strong>In advance</strong></td>
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<tr>
<td>Familiarise yourself with the COVIDSafe Plan and return to work practices</td>
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<tr>
<td>Prepare to keep a record of contacts and activities through a diary or other means</td>
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<tr>
<td>Monitor for COVID-19 symptoms daily. Do not come to campus if you are unwell, even with mild symptoms</td>
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<td><strong>Arriving and departing campus</strong></td>
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<tr>
<td>Comply with physical distancing measures. Stagger arrival and departures during ‘rush hours’</td>
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<tr>
<td>Don’t congregate in groups – particularly at entrances and exits to buildings</td>
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<td>Avoid touching doorknobs and lift buttons with exposed hands where possible</td>
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<tr>
<td><strong>Within buildings</strong></td>
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<tr>
<td>Wipe your workspace and equipment with sanitiser when you arrive and depart</td>
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<tr>
<td>Continue to use Zoom/Teams for meetings where possible</td>
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<tr>
<td>Observe physical distancing, health and safety measures</td>
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<td><strong>In other spaces</strong></td>
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<tr>
<td>Observe physical distancing, health and safety measures in all indoor and outdoor areas</td>
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<tr>
<td>Be aware of changed density rules in cafes and shared spaces on campus</td>
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<tr>
<td>Wipe down communal workspaces and kitchen areas before and after use</td>
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- Stay at home if unwell or awaiting COVID-19 test results
- Practise 1.5m physical distancing where possible
- Practise good hand hygiene and respiratory etiquette
- Follow all State health advice in relation to COVID-19
VC announcement

On 1 April 2021, the Vice-Chancellor announced to students and staff that in line with the New South Wales Government’s ongoing easing of COVID-19 restrictions, it is now reasonable and practical for Macquarie University to comprehensively review our own COVIDSafe Plan and arrangements.

As of 1 April 2021, the COVID-19 Taskforce has endorsed the University moving to a new ‘COVID Lower Risk’ phase. This phase consists of the following:

- A return to large group learning from Session 2 with the continuation of both face-to-face and virtual learning options for students. Work on timetabling scheduling is being finalised and Executive Dean’s will be communicating details shortly.
- All endorsements or approvals that are currently required by the COVID-19 Taskforce or our COVID Safe Team will shift back to relevant EG members. Please note that international travel continues to require an exception from the Vice-Chancellor’s Office.
- University events will return to normal. Event capacity will be governed by a maximum capacity calculation based on the size of the meeting space and relevant people per square meter rule.
- Core meeting and research spaces across campus will return to normal with signage and other University resources updated to reflect the new COVID lower risk phase.

Four points of defence

To support the transition to this new phase, the university will be maintaining four points of defence to ensure that we continue to promote a COVIDSafe environment and workplace. These four points are:

1. Do not come to campus if: you are at all 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. Continuation of good personal hand hygiene to minimise the chances of transmission.
3. Recommendation to maintain 1.5 meter physical distancing where possible and where this is not possible to consider wearing a face mask.
4. Not to exceed capacity restrictions when they are in place for spaces or events.

Staff and students will be updated as changes occur to this advice. MQ enters this phase in a strong position, where if community transmission of COVID-19 in New South Wales escalates, the MQ community can be confident that we have the tight plans and resources in place to ensure the ongoing safety and wellbeing of our community.
Students

Learning and Teaching activities
In line with the New South Wales Governments ongoing easing of COVID-19 restrictions, it has been deemed reasonable and practical for Macquarie University to comprehensively review its COVIDSafe plans for learning and teaching.

For students this means a planned return to in-person large scale learning from the commencement of Session 2 2021 for most courses. To further support students, including those still studying from overseas, MQ will continue to offer both small and large group learning online. However, with campus now operating in a ‘COVID Lower Risk’ phase, domestic based students are encouraged to attend and enjoy the benefits of the campus, which is such an integral part of the experience of studying at Macquarie.

To support the transition to a COVID lower risk phase, MQ will be maintaining four points of defence to ensure the continuation and promotion of a COVIDSafe campus. These points are:
1. Do not come to campus if: you are at all 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. Continuation of good personal hand hygiene to minimise the chances of transmission.
3. Recommendation to maintain 1.5 metre physical distancing where possible and where this is not possible to consider wearing a face mask.
4. Not to exceed capacity restrictions when they are in place for spaces or events.

COVID lower risk phase – learning and teaching activities
Our advice to students will be updated if there are any changes to our COVID lower risk phase plan. MQ enters this phase in a strong position. If community transmission of COVID-19 in New South Wales escalates, the MQ community can be confident that we have the right plans and resources in place to ensure the ongoing safety and wellbeing of our community.

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.

Library
To find out which Library services are available and for the latest updates please visit the Library website.
Student Groups, Societies and Clubs

Student groups, societies and clubs play an important role in university life. All university groups, societies and clubs must adhere to Australian and NSW Government COVID-19 regulations and restrictions. Where opportunities exist for groups and clubs to continue, in a responsible manner, in line with COVID-19 regulations and restrictions they are encouraged to do so. 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 or activity, 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

For up-to-date information on current services please visit the Career and Employment Services website.

Student Accommodation

To support the staff and managers of residential halls and 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.

Macquarie Student Wellbeing Service

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
Research activities
Both on and off campus research must adhere to the four points of defence outlined under MQ’s COVID lower risk phase plan (slide 9). In addition:

On-campus research:
• Faculty planning, approval processes and relevant ethics processes apply.
• On-campus clinical research remains under the governance of MQ Health.

Off-campus research:
• Research taking place within NSW must follow Faculty planning, approval processes and relevant ethics processes.
• Research taking place interstate must follow Faculty planning processes and be approved by the Executive Dean. Relevant ethics approvals apply.
• Research involving human participants should also follow the “house rules” of the relevant organisation or in the case of private individuals any reasonable accommodations requested by participants.
• Off-campus clinical research remains under the governance of MQ Health.

Research (on or off campus) involving at-risk groups requires submission of the Vulnerable Worker Risk Assessment Tool.

Refer to the COVIDSafe requirements for specific types of research here: https://www.mq.edu.au/about/coronavirus-faqs/information-for-staff
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 at all unwell or displaying COVID-19 symptoms.

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.

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.

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 020 080. 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.
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 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.

If you receive a positive COVID-19 diagnosis

If you test positive for COVID-19 and have been on campus, 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 immediately.

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.

Support

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.

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

Temperature Testing

Temperature testing may be conducted from time to time, particularly at the Macquarie University Hospital and Clinics.

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.

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 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
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 wardens. 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. The University has adopted this exemption.

Precautions for face-to-face class attendance

While the University has an exemption from the one person per two or 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, additional risk control measures and recommendations 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 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
With the re-opening of campus, the university has deployed a new 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 attend campus in a business-as-usual capacity.

**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 practice 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.

**Meetings**
Meetings on campus can be held in a business as usual capacity.

**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.
**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 open 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 operating in accordance with NSW Government guidelines.

**Retail outlets**
Retail outlets are operating in accordance with NSW Government guidelines.

**Sport & Aquatic Centre**
Macquarie University Sport and Aquatic Centre is open and operating in accordance with NSW Government guidelines.

**Sports fields and clubs**
Macquarie University sports fields and clubs are operating in accordance with NSW Government guidelines.

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

**Galleries & Museums**
On campus galleries and museums are open in a limited capacity in accordance with NSW Government guidelines.

**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 the guidance of this COVIDSafe Plan.

**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
Transport & Travel

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 travel (travelling within NSW)
Intrastate travel (within NSW) on university business is permitted. Requests to travel within NSW must be submitted to your Executive Group member for approval.

Interstate travel
Interstate travel on university business may be permitted, depending on the destination and the local Government restrictions. Requests to travel interstate must be submitted to your Executive Group member for approval. However, all staff are encouraged to undertake interstate travel only where necessary and to continue using video conferencing where practical.

Each State or Territory has its own entry requirements. You must comply with any border rules of the State or Territory you are entering or leaving.

International travel
All international travel is banned. Exceptions to travel overseas on university business or to book future international travel must be emailed to the COVIDSafe Team (COVIDSafe@mq.edu.au) who will request approval from the Vice-Chancellor.
If you are unwell
If you are unwell, do not attend university, public, indoor or outdoor events if you are displaying COVID-19 symptoms.

COVIDSafe Events Guidance
Planning for University events has returned to normal. Event capacities will be governed by a maximum capacity calculation based on the size of the meeting space and relevant people per square meter rule.

For any questions regarding events and COVIDSafe planning for events, see the Events & Domestic Protocol website or contact events@mq.edu.au.
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.