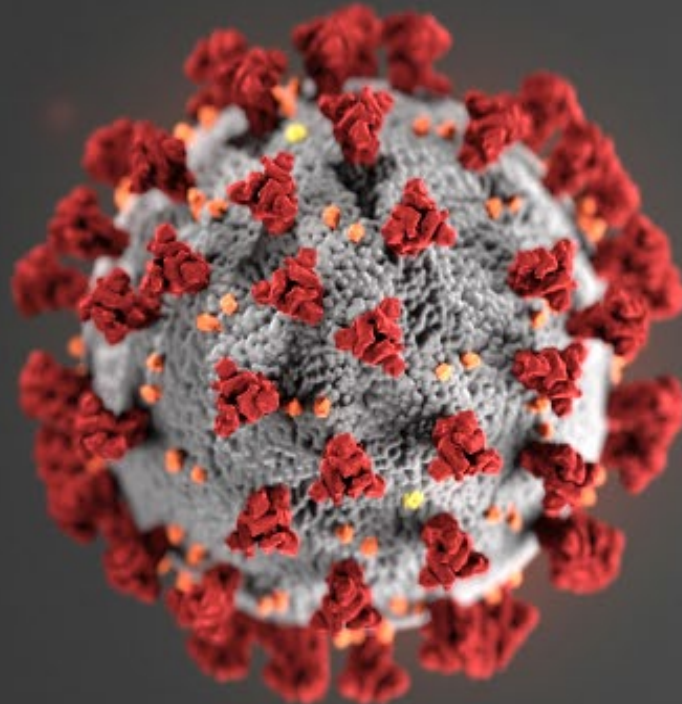


Macquarie University COVIDSafe Plan

Be Risk Aware, Be COVIDSafe

Current as at: 11/10/2021 12:20 PM



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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, 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 communicate the latest advice relevant to the university community and remind them of the importance of staying away when unwell and getting tested if experiencing 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.

COVIDSafe Framework

**Roadmap to a COVIDSafe Australia
and 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.

Access to Campus

Specific planning by Faculties, Portfolios, Offices and Departments will govern our return to campus under the Return to Campus Plan and Public Health Orders.

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. Only attend campus if you are fully vaccinated and 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 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.



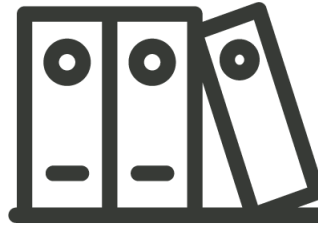
COVIDSafe Plan

Provides the overarching framework and protocols.



Return to Campus Plan

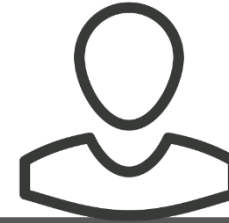
Provides a structured and staged approach for Faculties, Portfolios, Offices and Departments.



Personal Responsibility

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 you are 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 indoors as per 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. Public Health Orders – All will need to comply with all requirements of the prevailing Public Health Orders and Roadmap requirements.
7. Vaccination – MQ strongly encourages staff and students to get vaccinated.



Return to Campus

The University's Executive Group has supported an approach that will see fully vaccinated staff and students returning to campus from 11 October in a staged (for staff) and stepped (for students) manner. This has been driven first and foremost by our determination to ensure a safe working, learning and teaching environment for our community, and reflects continued compliance with 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
- 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](#).

Return to Campus – continued

NSW Government Reopening Roadmaps

Our overall [MQ Return to Campus Plan](#) aligns with the Stages in the NSW Government's [Roadmap to Reopening](#) and prevailing [Public Health Orders](#). Under the Roadmaps, NSW will start reopening after the 70% fully vaccinated target is reached, and open further at 80% and again at 90%. The NSW Roadmaps describe the easing of restrictions as they apply to those who have been fully vaccinated. Any changes to the NSW Roadmaps will impact the MQ Return to Campus Plan and may result in changes to priorities and COVIDSafe measures. The University will update the plan and communicate if any changes occur.

The NSW Government stages are outlined in the following table, including links to the published roadmaps.

NSW Stages	Stage 1	Stage 2	Stage 3
NSW Government target vaccination (aged 16 and over) %	70% vaccination roadmap – click here	80% vaccination roadmap – click here	90% vaccination roadmap – click here
NSW Government target date	Monday 11 October 2021	Monday 25 October or Monday 1 November 2021	Wednesday 1 December 2021

Reopening for the fully vaccinated

We will have a staged return of staff, students, research, and reopening of campus facilities and amenities to ensure everyone's safety and compliance with NSW Government requirements. For Stage 1 and 2 (from Monday 11 October to 1 December) the campus re-opening will occur in accordance with the prevailing Public Health Orders and Roadmaps, where the easing of restrictions applies to those who have been fully vaccinated. Unfortunately, this means if you are not fully vaccinated you will be unable to attend the campus during this period.

Coursework Return to Campus Steps






Our return to campus for Coursework students will be a three-step process that will take place over coming months. Please see this [link](#) for information sent to students. Of note, the Coursework Return Steps do not precisely align with the NSW Government Stages due to our long-established schedule of the academic year.

- **Step 1 (18 October to 28 November 2021)** will see the return of mandatory on-campus coursework and exams. Students currently enrolled in units with online delivery only will continue to complete their studies online for Session 2.
- **Step 2 (29 November 2021 to 30 January 2022)** covers our usual summer teaching sessions.
- **Step 3 (from 31 January 2022 onward)** covers teaching periods in February and our main return to teaching, including Session 1.



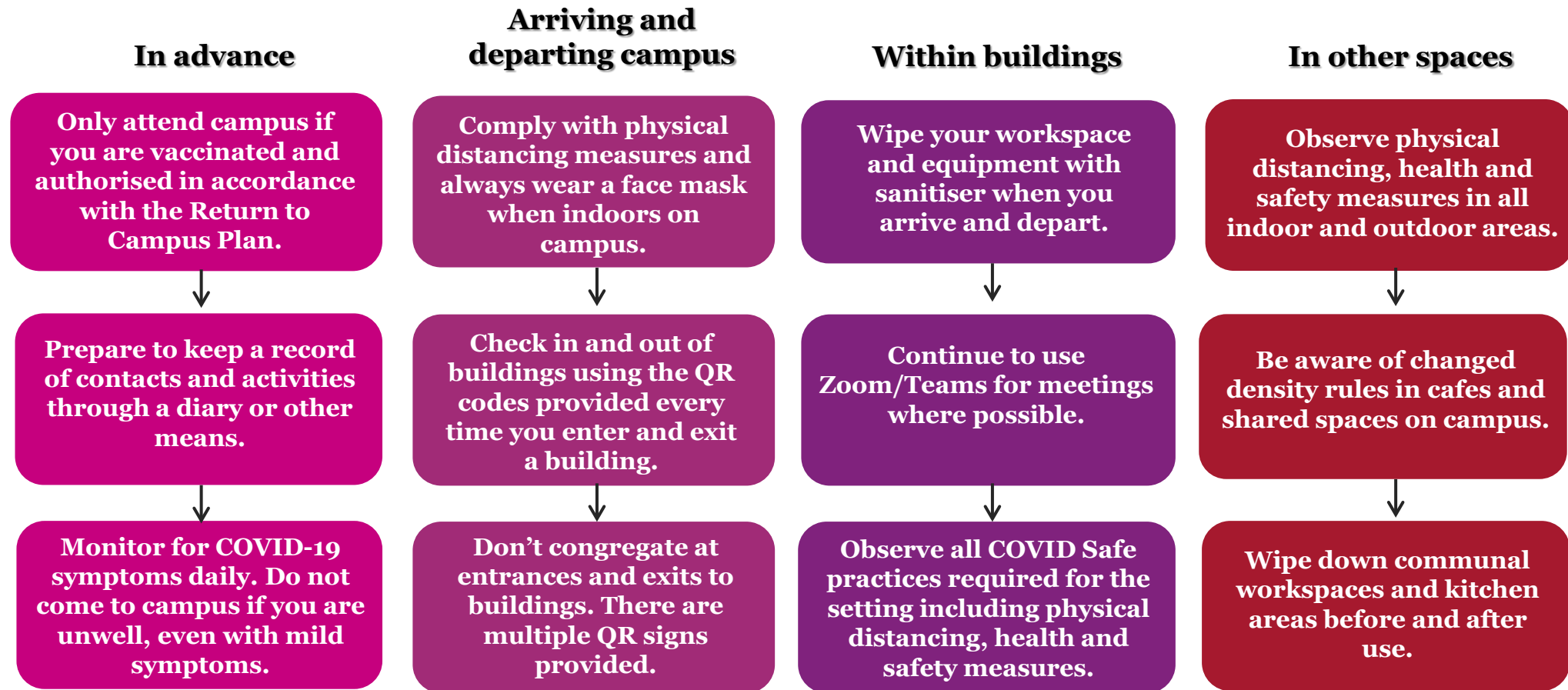
Return to Campus Plan – Stage Summary

THE CAMPUS RE-OPENINGS WILL OCCUR UNDER THE PREVAILING PUBLIC HEALTH ORDERS AND NSW GOVERNMENT ROADMAP

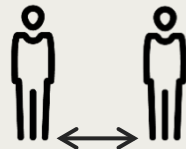
NSW stages and dates	Stage 1: 11 Oct -25 Oct/1 Nov 70% fully vaccinated target reached (roadmap 1)		Stage 2: 25 Oct/1 Nov – 30 Nov 80% fully vaccinated target reached (roadmap 2)	Stage 3 : from 1 Dec c. 90% fully vaccinated reached (roadmap 3)
Weeks	11–17 Oct	18–24 Oct	25 Oct – 30 Nov	1 Dec onward
 Workforce	<ul style="list-style-type: none"> Up to one-third of fully vaccinated employees and key contractors can begin returning as prioritised by their Executive Group member Visitors will not be able to attend campus Under the prevailing PHO unvaccinated individuals will not be able to attend campus Work from home continues if practicable. Managers and supervisors in each Executive portfolio will work with staff to determine on campus staffing arrangements if work from homes not practicable or staff members wish to attend campus. 		<ul style="list-style-type: none"> Up to two-thirds of fully vaccinated employees and contractors can begin returning as prioritised by their Executive Group member May now include fully vaccinated visitors Under the prevailing PHO unvaccinated individuals will not be able to attend campus Work from home continues if practicable. Managers and supervisors in each Executive portfolio will work with staff to determine on campus staffing arrangements if work from home is not practicable or staff members wish to attend campus 	<ul style="list-style-type: none"> All employees and contractors can return to work Visitors may attend campus Current Government advice suggests that attendance at work will be at the discretion of employers. As before, the University has a flexible approach to working from home. This will be managed by Executive Group members.
 Research	<ul style="list-style-type: none"> Fully vaccinated researchers and research students recommence on campus lab based, studio based, office based and research in animal facilities with prioritisation by Deputy Deans Research/Associate Deans Research Off campus field work for fully vaccinated researchers within Greater Sydney (or within a researcher's local government area if regional) to recommence. Planning and approvals being managed within faculties 		<ul style="list-style-type: none"> Fully vaccinated researchers and research students recommence human participant research on campus prioritisation by Deputy Deans Research/Associate Deans Research Off campus field work for fully vaccinated researchers across Greater Sydney and regions to recommence. Planning and approvals being managed within Faculties Off campus research, commencement will depend on any COVIDSafe rules of our partner organisations such as schools, aged care facilities, museums and other locations. 	<ul style="list-style-type: none"> Interstate travel ability is yet to be defined (it depends on other states and territory rules) International travel dependant on government framework TBA
 Library	<ul style="list-style-type: none"> Click-and-collect continues 	<ul style="list-style-type: none"> Level 3 & 5 for fully vaccinated staff and students 	<ul style="list-style-type: none"> All Levels of Library for fully vaccinated staff and students 	<ul style="list-style-type: none"> All levels of Library.
 Retail & Food and Beverage	<ul style="list-style-type: none"> Some Central Courtyard and Lincoln outlets Ubar Esc Cafe (4 Research Park Drive) Wally's Coffee Cart 	<ul style="list-style-type: none"> Some Central Courtyard and Lincoln outlets Crunch Cafe (Sport Centre) Library Cafe (subject to confirmation) MacShop 	<ul style="list-style-type: none"> As per stage 1 	<ul style="list-style-type: none"> As per stage 1
 Sport and Recreation	<ul style="list-style-type: none"> Remains closed 	<ul style="list-style-type: none"> Following will reopen for fully vaccinated: <ul style="list-style-type: none"> Health Club Group Fitness (capped at 20pax per class) Lap swimming 	<ul style="list-style-type: none"> Following will reopen for fully vaccinated: <ul style="list-style-type: none"> Social sport and social sessions (badminton, facility bookings etc) Gymnastics Community sport (including MQ Clubs) Squad Swimming (50m outdoor pool only) Macquarie University Sports Fields 	<ul style="list-style-type: none"> Learn to Swim (indoor 25m swimming pool).

*The following [Return to Campus Plan](#) was communicated to staff and students by MQ Announcement on 5 October 2021. [Click here](#) to view the staff announcement and [click here](#) to view the student announcement.

Attending Campus Checklist



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



Check-in to confirm your attendance and vaccination status.



Wear a face mask at all times when indoors on campus.



Do not attend campus if not fully vaccinated.

7 Points of Defence

Seven points of defence

To support an effective return to working and studying on campus, there are some important elements necessary to ensure workplace health and safety during this time.

1.

**Stay home if
sick or
experiencing the
mildest of
symptoms**

- 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.
- If you are unwell, you must not attend campus – please stay at home to avoid putting others at risk.
- If you have COVID-19 or respiratory symptoms you should get tested for COVID-19 and you must remain self-isolated until receiving a negative result or for as long as instructed by NSW Health.
- If you have been identified as a close or casual contact you must remain self-isolated for as long as instructed by NSW Public Health or in accordance with NSW Health advice.
- If you test positive and have been on campus within the preceding 72 hours to testing positive, you must immediately inform your manager/course convenor and the COVIDSafe Team (COVIDSafe@mq.edu.au).

2.

**Physical
distancing**

- Maintain 1.5 metre physical distancing in all spaces where it is practical to do so.
- Physical distancing requirements will continue to evolve and change over time.
- The [NSW Public Health \(COVID-19 General\) Order 2021 \(dated 3 October 2021\)](#) (schedule 3) a school, university or other educational institution or childcare facility is exempt from the 1:2 and 1:4 squared-metre-rules, but that exemption does not include activities or events that involve members of the community. It also does not involve settings that are subject to specific [NSW Government COVID Safety Plan](#) requirements.
- Stages 1 and 2 of this Plan (and Steps 1 and 2 of the Coursework Return 3-Step Plan) have been designed to allow for 1.5 metre physical distancing in all spaces where it is practical to do so.
- Signage placed across campus reminds everyone of their personal responsibility to maintain physical distancing.
- In shared spaces such as offices, workstations should be adequately spaced to enable 1.5m 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.
- Always maintain good handwashing and cough/sneeze hygiene to minimise the chances of transmission.
- Regular hand washing with soap and water is strongly encouraged and is more effective than use of sanitiser.
- Hand sanitiser will also be provided across the campus.

4.

Masks

- Mask wearing is mandatory under the Public Health Orders and individuals are responsible for ensuring they comply.

5.

QR Codes

- Everyone who attends campus is required to check into and out of each building to confirm their attendance and vaccination status.
- QR use is the responsibility of the individual and may be checked by managers, supervisors, course conveyors, food and beverage outlets, retailers, the sports and aquatic centre, the library, hospital and clinics, campus security, or the Police.

6.

Public health orders

- We will continue to be guided by Government and NSW Health advice, which will mean continuing to adapt and adjust our approach as required. The [COVID-19 section of the MQ website](#) provides the information and resources.
- For Stage 1 and 2 (from Monday 11 October to 1 December 2021) the campus re-openings will occur under the prevailing [Public Health Orders](#) and NSW Government [Roadmap for Reopening](#), where the easing of restrictions applies to those who have been fully vaccinated. Unfortunately, this means if you are not fully vaccinated you will be unable to visit the campus during this period.

7.

Vaccination

- MQ strongly encourages staff and students to get vaccinated.
- Bookings are available staff and domestic students through the [MQ Health GP Clinic](#) (which due the licensing arrangement with the government to enable giving vaccinations, cannot accommodate those who are not eligible under Medicare).
- Those who are not eligible under Medicare such as international students can book a vaccination though [Ryde Respiratory Clinic](#).

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. It is your responsibility to ensure your good health prior to attending campus.

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

If you have even the mildest symptoms you should seek medical advice and get tested.

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 immediately after being advised to get tested by NSW Health (or any other state or territory), or while waiting for a COVID-19 test result and should be isolating as per NSW Health guidance.

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

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

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

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 continue self-isolating and may need to be re-tested, and continue to 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; and are not showing any COVID-19 related symptoms; and are fully vaccinated.

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 support you and 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](#)).

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 [confirmed positive case](#) on campus, the Public Health Unit (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 additional cleaning 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.

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 doctor 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](#).

Respiratory Hygiene Practices

Remember to always use 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.

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.

Face masks

Masks are mandatory in all indoor spaces on campus 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](#).

Requesting PPE supplies

PPE supplies (masks and gloves) are available from your Department Administrator upon request. If additional supplies are required, they can be requested via a BEIMS Customer Service Request.

Vaccination

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.

Bookings are available for:

- staff and domestic students through the [MQ Health GP Clinic](#); and
- for those who are not eligible under Medicare such as international students can book a vaccination through [Ryde Respiratory Clinic](#).

Accommodating staff and students with special circumstances

Some staff and students have special circumstances that warrant special consideration. For example, this could be those who are more vulnerable to the virus (e.g. over 70 years of age, or immuno-suppressed). It may also be those whose home circumstances present challenges (e.g. domestic or family violence, caring responsibilities, limited home spaces etc.).

The management of special circumstances will sit with each Executive Group member and special arrangements can be put in place as required.

Any exceptions to vaccination requirements must be approved by the Vice-Chancellor via the COVIDSafe team (COVIDSafe@mq.edu.au).

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](#).

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

1:2 and 1:4 Square Metre Rules

The [NSW Public Health \(COVID-19 General\) Order 2021 \(dated 3 October 2021\)](#) (schedule 3) a school, university or other educational institution or childcare facility is exempt from the 1:2 and 1:4 squared-metre-rules, but that exemption does not include activities or events that involve members of the community. It also does not involve settings that are subject to specific [NSW Government COVID Safety Plan](#) requirements.

Physical Distancing

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

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 distancing with good personal hygiene is the best method to reduce the spread of COVID-19.

Physical 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.

The University, wherever possible and practical given the level of risk, will adhere to the latest advice and guidance on physical 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.

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.

For more information about physical distancing, refer to [NSW Government - Physical distancing](#).

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.

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 is placed across campus to remind everyone of the rules and their responsibilities.

COVIDSafe Ambassadors

To support our return to campus the university will re-deploy our 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, including at entry points to key buildings and study areas.
- Increase student awareness about hygiene practices and the use of sanitation products around the campus.
- Remind everyone on campus to wear a mask indoors.
- Remind people to check-in using the Service NSW QR codes.
- 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.

The COVIDSafe Ambassadors will not be checking vaccination status.

Emergencies – Personal Responsibility for Self-Evacuation

All individuals permitted to return to campus are responsible for being aware of their surroundings and responding to reasonable direction. This includes responding to automatic emergency alarm sounds (the whoop-whoop alarm tone) by self-evacuating and not waiting for a warden or security guard to advise individuals.

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

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

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

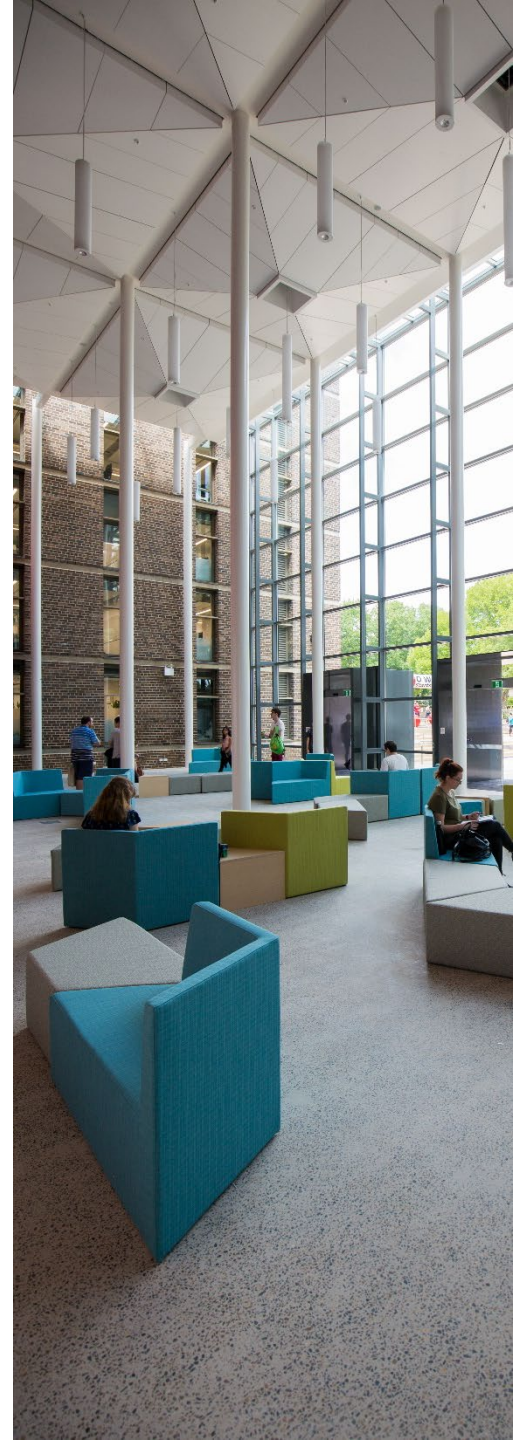
Emergency

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.

Wellbeing & support for staff

If you need to, staff can talk to their manager or contact the [employee assistance program \(EAP\)](#), which is a free and confidential counselling, coaching and wellbeing service for staff.



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 Services) 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 confirmed COVID-19 case on campus, the COVIDSafe Team in consultation with Property will determine and if required, arrange for additional cleaning to take place.

Room Capacity Reference table

A reference table has been created to assist staff in calculating the maximum capacity of spaces across campus – [click here](#).



Signage

Appropriate signage has been put up across the University to remind staff, students and visitors on the appropriate COVIDSafe behaviours and requirements.

Signage communicating the required COVIDSafe requirements for stages 1 and 2 of the return to campus for those who are fully vaccinated have been supplied to all areas of the university to post where staff and students are anticipated to return (prior to 1 December 2021).

Additional COVIDSafe signage is also available on [MQ's Coronavirus website](#) under the staff COVID-19 resource banner.

QR codes

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.

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.

Building access

During phase 1 and 2 of the Return to Campus Plan there may be reduced access to some buildings on campus.

Visitors

Visitors may not attend campus during stage 1 of the Return to Campus Plan. Visitors will be permitted when stage 2 commences.

Meetings and activities

Meetings should be held online until further notice. If holding essential face-to-face meetings or conducting essential activities on campus, staff are encouraged to hold these outside where it is safe and practical to do so.

Hot Desks

Hot desking is permitted in accordance with appropriate cleaning regimes.

Lifts and waiting areas

Physical distancing should be maintained in lifts and waiting areas where it is practical to do so.

Please give priority to people who are less mobile or with a disability. For more information [click here](#).

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. All rest rooms fall under the campus cleaning plan and are regularly checked and stocked with hand soap, paper towels or hand dryers.

Ventilation

In accordance with NSW Government COVID-19 Safety Plan requirements, the University has reviewed the NSW Government COVID-19 guidance on [ventilation](#) and has considered which measures are relevant to our campus. The following have been considered in accordance with the NSW Government guidance:

Use outdoor settings wherever possible.

- Staff and students are encouraged to hold meetings/activities outdoors wherever possible and safe to do so in accordance with NSW Government guidelines.
- The University provides external seating adjacent to many buildings and in surrounding areas for external dining / seating options. Various areas are in part covered from weather. Terraced seating is provided throughout the campus.

In indoor areas, increase natural ventilation by opening windows and doors where possible.

- In buildings with externally facing doors/windows, these can be kept open to increase ventilation where it is possible, safe and practical to do so.

In indoor areas, increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

- Air conditioning systems re-optimised to increase fresh air intake whilst ensuring comfort conditions are met.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

- The existing mechanical systems will be reviewed to provide the services as per the above. The mechanical systems are subject to regular maintenance and filter replacements as required. These can be increased if required.

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

- The mechanical system undergo regular maintenance and are reviewed by our University Mechanical team. If any external advice be required, then we can seek the appropriate advice.

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.



Other Venues, Facilities and Activities

The University has a range of other venues and facilities on campus. As well as this a range of activities, including events are held on campus. All other venues, facilities and activities held on campus are required to complete and adhere to the requirements of a relevant NSW Government COVID-19 Safety Plan as well as additional risk assessments and planning (where applicable).

These are managed at a local level and approvals are obtained by the relevant management structure. The Group Risk Team (Risk & Resilience, COVIDSafe and Workplace Health & Safety Teams) assist with advice and planning on these COVID-19 Safety Plan requirements.

Childcare Centres

Macquarie University's childcare centres are open and operating in accordance with NSW Government guidelines.

Cafes and food outlets

On campus, cafes and food outlets will commence reopening in accordance with the Return to Campus Plan. Those that are open will operate and provide service in accordance 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 will reopen from Monday 11 October 2021 in accordance with NSW Government guidelines.

Retail outlets

Retail outlets will commence reopening in accordance with the Return to Campus Plan.

Sport & Aquatic Centre

Macquarie University Sport and Aquatic Centre will reopen from Monday 18 October 2021 in accordance with NSW Government guidelines.

Sports fields and clubs

Macquarie University sports fields and clubs will commence reopening in accordance with the Return to Campus Plan.

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



Students



Learning and Teaching Activities

Our return to campus for coursework students will be a three-step process that will take place over the coming months. Please do note that Macquarie Coursework Steps for learning and teaching return outlined here do not precisely align with the NSW Stages due to our long-established schedule of the academic year.

If you are an HDR student, while the overall Return to Campus Plan will apply to everyone, the Coursework Steps described here may not apply to your circumstances, and specific information will be communicated to you in coming days.

For the Coursework Steps 1 and 2 (from 11 October to 1 December) the campus re-openings will occur under the prevailing Public Health Orders and NSW Government Roadmap to reopening, where the easing of restrictions applies to those who have been fully vaccinated. Unfortunately, if you are not fully vaccinated you will be unable to visit the campus during this period.

Domestic students can access a vaccination through the [MQ Health GP Clinic](#) while international students can book a vaccination through [Ryde Respiratory Clinic](#).

Step 1: 11 October to 28 November

In this first step we will see limited return of teaching and learning to campus.

Step 2: 29 November 2021 to 30 January 2022

Step 2 covers our usual summer teaching sessions. There will be no large group teaching on campus, but you will be able to choose to return to campus for small group learning activities in many of the units that will be taught over summer.

Step 3: From 31 January 2022

Step 3 covers teaching periods in February and our main return to teaching from Monday 31 January 2022 including Session 1. In these teaching periods, and where possible, we hope to see a return to large group teaching such as lectures in a number of units of study.

The MQ Announcement communicated to students on 5 October 2021 with all details can be [accessed here](#). Students and staff are strongly encouraged to read this information carefully.

COVIDSafe measures

On campus learning and teaching activities will follow the advice of this COVIDSafe Plan and associated guidance documents.

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.

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. These activities will resume in accordance with the Return to Campus Plan, currently planned for Stage 3, commencing 1 December 2021.

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](#).

Library

To find out which Library services are available and for the latest updates please visit the [Library website](#).

Student Accommodation

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.

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

Research



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.

MQ Health

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

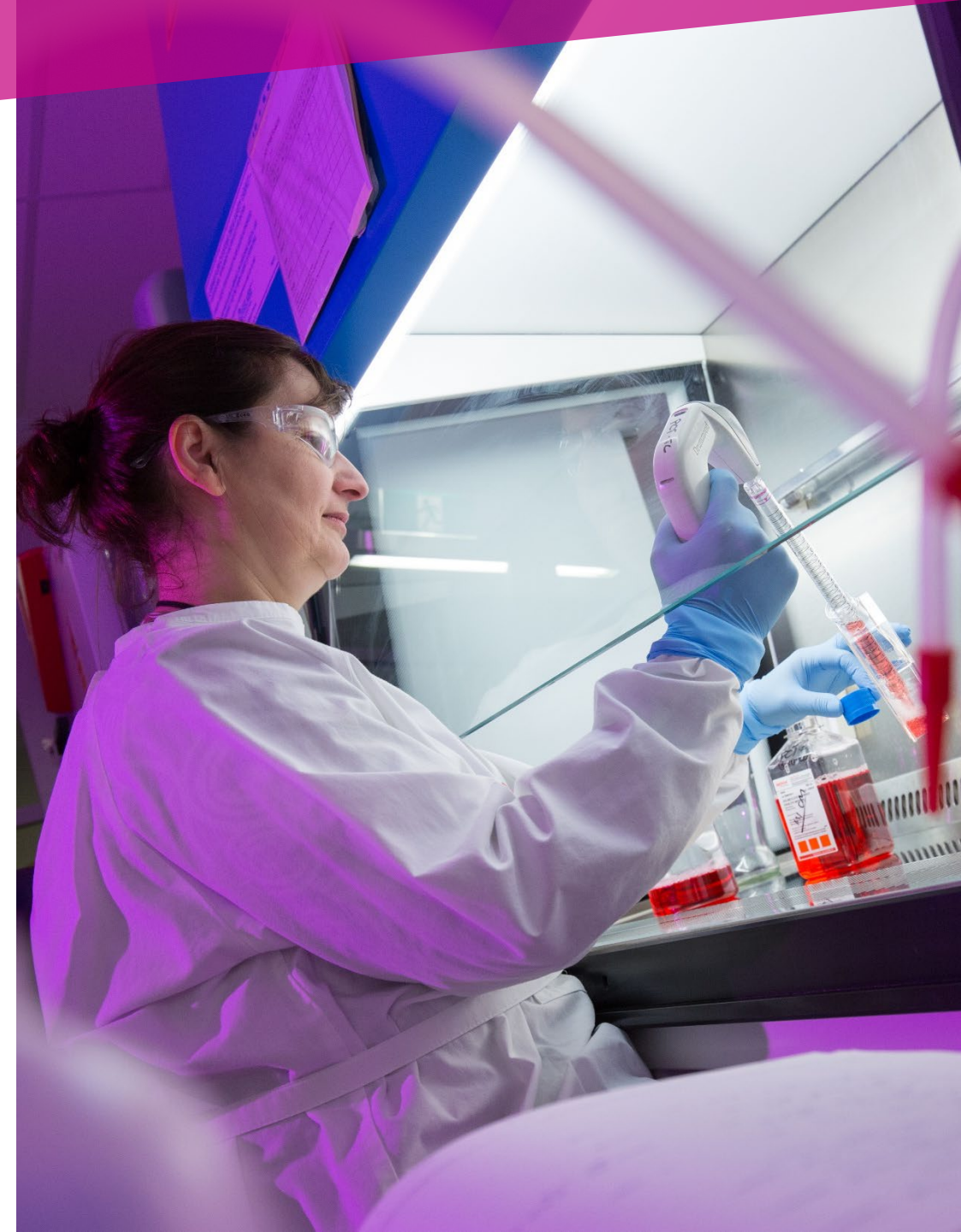
MQ Health clinics are operating business as usual in accordance with NSW Government guidelines.

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.





Transport & Travel

Macquarie University follows and complies with 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.

Under the [NSW Government Reopening Roadmaps](#), masks are required on public transport. Please keep up to date on any changes that may impact you.

More information

For the latest updates in relation to staff travel restrictions please visit MQ's COVID [website](#).

Travel only permitted for the fully vaccinated

Under the NSW Government Reopening Roadmaps, travel will only be permitted for the fully vaccinated.

Intrastate (within NSW) Travel

Under Stage 1 of the NSW Government Reopening Roadmap and the Return to Campus Plan, travel is only permitted within Greater Sydney (or within the persons local government area if regional) on university business (for the fully vaccinated).

Under Stage 2 of both roadmap and plan, it is expected that travel within NSW will be permitted without restriction (for the fully vaccinated).

From Stage 3 (1 December) the university will assess the current Public Health Orders and interstate border restrictions and update this guidance accordingly.

Interstate Travel

Interstate travel is currently paused. This includes previously approved travel.

International Travel

International travel is currently paused. This includes previously approved travel. Exceptions to travel internationally on university business must be emailed to the COVIDSafe Team (COVIDSafe@mq.edu.au) to seek 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

University events are currently paused. When there is a broader re-opening of campus and the Public Health Orders permit, events will be governed by COVID-19 Safety Plans and all applicable restrictions. Event capacities will be determined 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.

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.](#)

