COVIDSafe Plan

Be Risk aware, be COVIDSafe

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The Macquarie University (MQ) COVIDSafe Plan will provide the basis for coordination and the overarching framework for a safe return to campus activities, given the significant impact of the COVID-19 pandemic to our operations.

The COVIDSafe Plan provides a governance structure for our planned approach, and lists the responsibilities for each supporting plan or strategy, based on the Australian Government’s 3 Step Framework for a COVIDSafe Australia.

Supporting plans include strategies for Academic Learning and Teaching, Research, Students, Workforce & IT, Property, U@MQ, MQ Health and Communications. The leads for each supporting plan will be responsible for consulting with the relevant stakeholders to ensure their plans have been thoroughly reviewed, and can be effectively delivered according to the Executive Group’s agreed priorities.

The COVIDSafe Plan includes the priority areas of our Return to Campus Plan, as well as information about COVID-19 symptoms, testing and who to notify if you are tested.

MQ relies upon the advice and directives from National Cabinet, SafeWork Australia and NSW Health and as the most authoritative sources of information when considering the measures to be taken in returning to campus activities.

Government Guidelines and NSW Public Health Orders have provided the basis for the development of this COVIDSafe Plan.

Please note this plan is subject to change, according to variations to Government requirements, timeframes or rates of community transmission into the future.
On 24 April 2020, the National Cabinet agreed to the National COVID-19 Safe Workplace Principles. In accordance with these Principles, nationally-consistent work health and safety guidance on COVID-19 has been developed by Safe Work Australia.

To keep workers safe and limit the spread of COVID-19, Safe Work Australia has stated that every employer should do the following at their workplace:

- allow workers to work from home, where possible;
- ensure physical distancing by keeping a distance of at least 1.5 metres between people;
- encourage all workers to frequently wash their hands for at least 20 seconds with soap and water or by using an alcohol-based hand sanitiser and to practise good hygiene;
- be aware of how to spot COVID-19 symptoms (fever, cough, sore throat and shortness of breath) and make sure workers do not come to work if they are unwell;
- make sure your workplace is regularly cleaned and disinfected; and
- have signs and posters around the workplace to remind workers and others of the risks of COVID-19 and the measures that are necessary to stop its spread.
SafeWork Australia National COVID-19 Safe Workplace Principles

Recognising that the COVID-19 pandemic is a public health emergency, that all actions in respect of COVID-19 should be founded in expert health advice and that the following principles operate subject to the measures agreed and implemented by Governments through the National Cabinet process.

1. All workers, regardless of their occupation or how they are engaged, have the right to a healthy and safe working environment.
2. The COVID-19 pandemic requires a uniquely focused approach to work health and safety (WHS) as it applies to businesses, workers and others in the workplace.
3. To keep our workplaces healthy and safe, businesses must, in consultation with workers, and their representatives, assess the way they work to identify, understand and quantify risks and to implement and review control measures to address those risks.
4. As COVID-19 restrictions are gradually relaxed, businesses, workers and other duty holders must work together to adapt and promote safe work practices, consistent with advice from health authorities, to ensure their workplaces are ready for the social distancing and exemplary hygiene measures that will be an important part of the transition.
5. Businesses and workers must actively control against the transmission of COVID-19 while at work, consistent with the latest advice from the Australian Health Protection Principal Committee (AHPPC), including considering the application of a hierarchy of appropriate controls where relevant.
6. Businesses and workers must prepare for the possibility that there will be cases of COVID-19 in the workplace and be ready to respond immediately, appropriately, effectively and efficiently, and consistent with advice from health authorities.
7. Existing state and territory jurisdiction of WHS compliance and enforcement remains critical. While acknowledging individual variations across WHS laws mean approaches in different parts of the country may vary, to ensure business and worker confidence, a commitment to a consistent national approach is key, including a commitment to communicating what constitutes best practice in prevention, mitigation and response to the risks presented by COVID-19.
8. Safe Work Australia (SWA), through its tripartite membership, will provide a central hub of WHS guidance and tools that Australian workplaces can use to successfully form the basis of their management of health and safety risks posed by COVID-19.
9. States and Territories ultimately have the role of providing advice, education, compliance and enforcement of WHS and will leverage the use of the SWA central hub in fulfilling their statutory functions.
10. The work of the National COVID-19 Coordination Commission will complement the work of SWA, jurisdictions and health authorities to support industries more broadly to respond to the COVID-19 pandemic appropriately, effectively and safely.
MQ COVIDSafe Governance

**COVID-19 Taskforce:**
- Vice-Chancellor (Chair)
- Deputy Vice-Chancellor (Academic)
- Vice-President, Finance and Resources
- Vice-President, People and Services
- Interim Director Risk and Assurance (COVIDSafe Coordinator)
- Director Communications
- Director Office of the Vice Chancellor and Chief of Staff (Secretariat)

**COVID-19 Shadow Taskforce:**
- Deputy Vice-Chancellor (Engagement)
- Director Government Relations
- Media Advisor, Group Marketing
- Deputy Group Chief Financial Officer
- Pro-Vice Chancellor (Programs and Pathways)
- Director Human Resources
- Head of U@MQ (Shadow COVIDSafe Coordinator)
- Executive Director, Student Experience & Registrar
- Pro Vice-Chancellor (Research Performance)
- Director Property

**COVIDSafe Coordinator**

**COVIDSafe Project Officer**

<table>
<thead>
<tr>
<th>Academic Lead:</th>
<th>Research Lead:</th>
<th>Students Lead:</th>
<th>Workforce &amp; IT Lead:</th>
<th>Property Lead:</th>
<th>U@MQ Lead:</th>
<th>MQ Health Lead:</th>
<th>Communications Lead:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sean Brawley</td>
<td>Amanda Barnier</td>
<td>Gail White</td>
<td>Nicole Gower</td>
<td>Mark Broomfield</td>
<td>Pete Boyle</td>
<td>Patrick McNeil</td>
<td>Rob Gunning</td>
</tr>
<tr>
<td>Pro Vice-Chancellor (Programs and Pathways)</td>
<td>Pro Vice-Chancellor (Research Performance)</td>
<td>Executive Director, Student Experience and Registrar</td>
<td>Vice President, People and Services</td>
<td>Director Property</td>
<td>Head of U@MQ</td>
<td>Managing Director MQ Health</td>
<td>Director Communications</td>
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## MQ COVIDSafe Responsibilities

### Academic
- Faculties, Schools and Departments
- Learning & Teaching
- Programs & Pathways
- Lectures
- Tutorials
- Seminars
- Laboratories
- Practicals
- Placements
- PACE
- Global Leadership Program
- MUIC and ELC
- IELTS Test Centre
- Examinations
- Assessments
- Census
- TEQSA

### Research
- Higher Degree Research Training & Partnerships
- Research Practicals
- Lab Research
- Research Fieldwork
- Scientific Research
- Medical Research
- Macquarie Animal Research Services (MARS)
- Research Ethics and Integrity
- Research Contracts and Performance
- Research Services

### Students
- Student Enrolments
- Student Connect
- Student Wellbeing
- Student Accommodation
- Student Careers & Employment
- Indigenous Students
- International Students & MacAbroad
- Future Students
- Student Graduations and Events
- Student Bookshop
- Library
- MUSE & MAZE
- Art Gallery
- Museums
- Learning Hub
- SRC
- 2SER Radio

### Workforce & IT
- Employees, Casuals and Contractors
- Visitors
- Payroll
- Vulnerable Workers
- Employee Relations
- HR & Recruitment
- Diversity & Inclusion
- WHS, BioSafety and HAZMAT
- PPE, First Aid, Fire Wardens and ECO
- Workers Comp and Injured Workers
- eLearning & PD
- Technology, AV, Printers & Devices
- Systems, Data, BI, Cyber Security, Zoom, Teams
- Telecommunications
- IT Service Desk

### Property
- Maps & Signage
- Campus Security
- Access Control
- Parking & Traffic
- Shuttle Bus services
- Supplies & Deliveries
- Commercial Tenants
- Mail room services
- Prayer Rooms
- Cleaning services
- Assets, Facilities, Maintenance and Repairs
- Infrastructure, Engineering, Energy and Sustainability
- Capital Works Projects and Construction Sites

### U@MQ
- Cafes & Food outlets
- UBar
- Staff Cafés
- Childcare Centres
- Children’s Programs
- School Holiday Programs
- Sports & Aquatics Centre
- Sports Fields
- Sports Clubs
- Sports Scholarships
- Merchandise and MacShop
- MGSM Hotel
- MGSM Food & Beverage

### MQ Health
- Macquarie University Hospital
- MQ Health Clinics
- Macquarie University GP Clinic
- Pharmacy (MUH)
- MindSpot
- Temperature Testing

### Communications
- Website
- Social Media
- MQ Announcements
- Video messaging
- THIS WEEK
- Media Releases
- Corporate Events

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**Roadmap to a COVIDSafe Australia + 3 Step Framework for a COVIDSAFE Australia**

**Principles and Protocols for Reducing Risk of COVID-19 Transmission at Universities**

**SafeWork Australia National COVID-19 Safe Workplace Principles**
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.

The Prime Minister stated that it is our goal to move through all of these steps to achieve that COVIDSafe economy in July of this year.

State Premiers and Territory Chief Ministers are responsible for the timing of when each step will be introduced in their respective jurisdictions. States will move at their own pace, and will cut and paste out of this plan to suit their local circumstances.

Workplaces are also expected to have a COVIDSafe Plan, supported by the Safe Work Australia principles and guidelines.

This document is the Macquarie University COVIDSafe Plan.
Roadmap to a COVIDSafe Australia

States and territories will move at different times based on local conditions

**Step 1**
- Five visitors at home, 10 in business and public places
- Work from home if it works for you and your employer
- Restaurants, cafes, and shopping open
- Libraries, community centres, playgrounds, and boot camps open
- Local and regional travel

**Step 2**
- Gatherings of 20 in your home, business, and public places
- Work from home if it works for you and your employer
- Gyms, beauty, cinemas, galleries, and amusement parks open
- Caravan or camping grounds
- Some interstate travel

**Step 3**
- Gathering sizes increased to 100
- Return to workplace
- Nightclubs, food courts, saunas open
- All interstate travel
- Consider Cross-Tasman, Pacific island, and international students travel

**What's changing?**

**Our role**
- Maintain 1.5m physical distancing
- Maintain hand hygiene
- Practise respiratory hygiene
- Stay home when sick
- Download the COVIDSafe app
- COVIDSafe Plans for workplaces and premises

**Health response**
- Population based testing
- Enhanced ability to detect contact with confirmed cases
- Local health system response

**Economic impact**
- $3.1b Economic Activity (GVA) per month -250,000 jobs
- $3b Economic Activity (GVA) per month -275,000 jobs
- $3.3b Economic Activity (GVA) per month -325,000 jobs
# Roadmap to a COVIDSafe Australia

States and territories will move at different times based on local conditions. National Cabinet will review step progress every three weeks.

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COVID safe reopening commences with physical distancing &amp; hygiene</strong></td>
<td><strong>Most business reopen with physical distancing &amp; hygiene</strong></td>
<td><strong>All Australians return to work with physical distancing &amp; hygiene</strong></td>
</tr>
</tbody>
</table>

- **Step 1**
  - Up to 5 visitors to your home
  - Gatherings of up to 10 outside of home
  - Work from home if it works for you and your employer
  - Libraries, community centres, playgrounds and boot camps open
  - Australians can do more:
    - Shopping
    - Restaurants and cafés
    - Home sales & auctions
    - Local playgrounds
    - Outdoors boot camps
    - Local and regional travel

- **Step 2**
  - Gatherings of up to 20 outside of home
  - Work from home if it works for you and your employer
  - Australians can do even more in gatherings of up to 20:
    - Gyms
    - Beauty therapists
    - Cinemas, theatres or amusement parks
    - Galleries and museums
    - Some interstate travel
  - States and territories may allow larger numbers in some circumstances

- **Step 3**
  - Gatherings up to 100
  - Return to workplace
  - Consider cross-Tasman, Pacific Island travel and international student travel
  - Australians can do even more in gatherings of up to 100:
    - Food courts
    - Saunas and bathhouses
    - All interstate travel
  - States and territories may allow larger numbers in some circumstances
What Australians can do to make this a success

**Personal responsibilities**
- Maintain 1.5m physical distancing
- Maintain hand hygiene
- Practise respiratory hygiene
- Stay home when sick
- Download the COVIDSafe app

**Health foundations**
- Population based testing
- Enhanced ability to detect contact with confirmed cases
- Local health system response

**Protect vulnerable people**
- Vulnerable people should continue to stay home where possible
- Restricted travel to remote and Aboriginal and Torres Strait Island communities
- Aged Care restrictions balanced with need for family and social contact
## 3 STEP FRAMEWORK FOR A COVIDSAFE AUSTRALIA

**MAINTAIN 1.5M DISTANCING AND GOOD HYGIENE • STAY HOME IF UNWELL • FREQUENTLY CLEAN AND DISINFECT COMMUNAL AREAS • COVIDSAFE PLAN FOR WORKPLACES AND PREMISES**

## ALL STEPS ARE SUBJECT TO EXPERT HEALTH ADVICE • States and territories can implement changes based on their COVID-19 conditions

### STEP 1

**Non-work gatherings of up to 10**
- Up to 5 visitors at non-residential settings
- Work from home if it works for you and your employer
- Workplaces develop a COVIDSafe plan
- Avoid public transport in peak hour

<table>
<thead>
<tr>
<th>GATHERINGS &amp; WORK</th>
<th>EDUCATION &amp; CARE</th>
<th>RETAIL &amp; SALES</th>
<th>CAFES &amp; RESTAURANTS</th>
<th>ENTERTAINMENT &amp; GATHERING VENUES</th>
<th>SPORT &amp; RECREATION</th>
<th>ACCOMMODATION</th>
<th>WEDDINGS, FUNERALS &amp; RELIGIOUS SERVICES</th>
<th>HAIR &amp; BEAUTY SERVICES</th>
<th>DOMESTIC TRAVEL</th>
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<td>Child care centres, primary and secondary schools open in all states and territory plans</td>
<td>Universities/technical colleges to increase face-to-face where possible and prioritise hands-on, skills-based learning</td>
<td>Retail stores open Retail stores and shopping centres open to develop COVIDSafe plans</td>
<td>Auctions/open homes can have gatherings of up to 10, recording contact details</td>
<td>Indoor movie theatres, concert venues, bars, galleries, museums, zoos, parks, zoos, pubs, gyms, parks and gardens, restaurants, clubs, nightclubs, gaming venues, hairdressers and barbers</td>
<td>No indoor physical activity including gyms, parks, pools, playgrounds and skate parks</td>
<td>Continuous current arrangements for caravans and camping grounds (closed to tourists in some states and territories)</td>
<td>Weddings may have up to 10 guests in addition to the couple and the celebrant</td>
<td>Hairdressers and barber shops open and record contact details</td>
<td>Allow local and regional travel for recreation</td>
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### STEP 2

**Building on slightly larger gatherings and more businesses reopening. Higher risk activities may have tighter restrictions**

### STEP 3

**A commitment to reopening of business and the community with minimal restrictions, but underpinned by COVIDSafe ways of living**

### All gatherings to be considered
- Workplaces develop a COVIDSafe plan
- Avoid public transport in peak hour

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*Australian Government*
Return to Campus Plan **Phase 1: commences 25 May 2020**

- **Phase 1** is aligned to **Step 1** of the 3 Step Framework for a COVIDSafe Australia (National COVIDSafe Framework).
- As an indicative guide, around **25%** of staff could be on campus at any time during **Phase 1**.

<table>
<thead>
<tr>
<th>Who can work on campus?</th>
<th>Social distancing measures</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Services already on campus (e.g. Campus Security, Child Care etc.)</td>
<td>• Rostering may be required (e.g. use of laboratory space)</td>
<td>Estimated duration is approximately 4 weeks (although highly dependent on Government regulation and guidelines)</td>
</tr>
<tr>
<td>Priority Areas – for example:</td>
<td>• Rotating on campus/off campus teams may be necessary (e.g. in essential services)</td>
<td></td>
</tr>
<tr>
<td>• Academic work that has been highly disrupted by remote mode (e.g. laboratory research).</td>
<td>• Staggering start and finish times may be necessary to shift peak travel times (particularly for those using public transport)</td>
<td></td>
</tr>
<tr>
<td>• Teaching delivery (i.e. delivery of online teaching from dedicated teaching spaces with students at home, as per the academic plan), including support staff associated with teaching delivery.</td>
<td>• Meetings/workshops should continue to be virtual, unless approval is granted and can be managed consistent with social distancing</td>
<td></td>
</tr>
<tr>
<td>• As students return to campus, staff working in relevant support and service functions.</td>
<td>• Travel and event requirements continue to apply</td>
<td></td>
</tr>
<tr>
<td>• Project Teams where disruption could risk delays or missing milestones.</td>
<td>• Potential arrangements for split teams</td>
<td></td>
</tr>
<tr>
<td>• Staff with special circumstances. e.g. staff requiring sit/stand desks where these are not set up at home, other WHS risk categories, staff experiencing domestic violence, staff where the home environment poses challenges to effectively working from home (e.g. technology, shared spaces etc.) and staff with children at onsite childcare.</td>
<td>• Limited usage of common spaces (i.e. take direct routes to and from work areas and minimise congregating in common areas)</td>
<td></td>
</tr>
<tr>
<td>• Expanded essential services to match the increased activity on campus (e.g. AV Support, Security, IT Help Desk, Student Centre, Payroll etc.).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Who can work on campus?

- Essential Services already on campus
- Priority Areas already on campus per phase 1. These categories could also be expanded to next tier priority.
- General attendance under a rostered system (e.g. 2 days on campus/3 days off campus).
- While the main University campus is implementing Phase 1, it is planned to trial Phase 2 at 58 Waterloo Road. This is a low density building and will provide an opportunity to trial rostering arrangements, space management and social distancing.

### Social distancing measures

- Rostering and/or rotating teams would likely be required.
- Staggered start and finish times may be required to spread peak travel periods.
- Meetings/workshops should continue to be virtual, unless approval is granted and are consistent with social distancing.
- Travel and event restrictions would likely continue to apply.
- Potential arrangements for split teams.

### Timeframe

Estimated duration is approximately 6-8 weeks (although highly dependent on Government regulation and guidelines).

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**Phase 2** is aligned to Step 2 of the 3 Step Framework for a COVIDSafe Australia (National COVIDSafe Framework).

As an indicative guide, around **50%** of staff could be on campus at any time during **Phase 2**.
Return to Campus Plan **Phase 3: commences 20 July 2020**

- **Phase 3** is aligned to **Step 3** of the 3 Step Framework for a COVIDSafe Australia (National COVIDSafe Framework).
- As an indicative guide, up to **100%** of staff could be on campus at any time during **Phase 3**.

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<thead>
<tr>
<th>Who can work on campus?</th>
<th>Social distancing measures</th>
<th>Timeframe</th>
</tr>
</thead>
</table>
| • General attendance permitted full time, with some restrictions to ensure compliance with social distancing rules in place at the time. | • Staggered start and finish times may be appropriate to spread peak travel periods  
• Potentially some meetings or workshops would continue to be virtual  
• Travel and event restrictions may continue to apply | Unknown |
Symptoms
The 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
• Loss of taste
• Runny nose
• Muscle pain
• Joint pain
• Diarrhoea
• Nausea or vomiting
• Loss of appetite

In more severe cases, infection can cause pneumonia with severe acute respiratory distress.

Testing
You can make an appointment for a COVID-19 test at the MQ Health GP Clinic or 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 hotline on 1800 020 080.

Notifications
If you get tested, please notify the MQ COVIDSafe Coordinator: grant.whitehorn@mq.edu.au and advise us of the results (even if it’s negative).

NSW Health COVID-19 Information
For the latest COVID-19 health information visit the NSW Health website.
Returning to the University community after a negative COVID-19 test

Please read the following information when planning your return to normal activities within the University community following a negative COVID-19 test result:

• Follow all advice given to you by NSW Health and or your GP following a notification of a negative COVID-19 test
• If you have respiratory symptoms following a negative test, you should remain at home and apply good hand and respiratory hygiene until the symptoms have resolved – see NSW Health website for more information
• You should not return to campus or participate in University related activities if you are showing any COVID-19 related symptoms. See NSW Health website for symptoms
• 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. Please also see attached NSW Health ‘Who to call’ factsheet for more information

You may return to campus and other University related activities provided you:
• Tested negative for COVID-19
• Are showing no COVID-19 related symptoms
• Have been cleared by NSW Health and or your GP to return to normal activities

Notifications
If you get tested, please notify the MQ COVIDSafe Coordinator: grant.whitehorn@mq.edu.au and advise us of the results (even if it’s negative).
The COVIDSafe app helps find close contacts of COVID-19 cases. The app helps state and territory health officials to quickly contact people who may have been exposed to COVID-19.

The COVIDSafe app speeds up the current manual process of finding people who have been in close contact with someone with COVID-19. This means people who are at risk will be contacted more quickly. This reduces the chances of people passing on the virus to family, friends and other people in the community.

State and territory health officials can only access app information if someone tests positive and agrees to the information in their phone being uploaded. Health officials can only use the app information to help alert those who may need to quarantine or get tested.

The COVIDSafe app is the only contact tracing app approved by the Australian Government.

Whether or not to download the COVIDSafe App remains a personal decision for each staff member and student. Where staff and students use the COVIDSafe App, this will assist the University and Health authorities to manage any cases of COVID-19 should they occur.
Help us stop the spread of COVID-19

Clean your hands thoroughly
For at least 20 seconds with soap and water, or an alcohol-based hand rub.

Cover your nose and mouth
When coughing and sneezing with tissue or a flexed elbow. Put the tissue in the bin.

Avoid close contact
With anyone with cold or flu-like symptoms.

Stay home
If you are sick.
Should I wear a surgical mask?
Most people will not benefit from wearing a surgical mask. Masks are of benefit to people who are sick so they don’t cough on others, and health care workers who have frequent, close contact with sick people.

General public
Surgical masks in the community are only helpful in preventing people who have coronavirus disease from spreading it to others. If you are well, you do not need to wear a surgical mask as there is little evidence supporting the widespread use of surgical masks in healthy people to prevent transmission in public.

University staff and students
University staff and students do not need to wear a mask as there is a low chance they will come into close contact with suspected or confirmed cases (excluding MQ Health). It is up to individual staff and students to consider if they wish to wear a mask while on campus.

All staff and students are required to practice social distancing and good hygiene practices. If you feel unwell, stay at home, let your supervisor know and seek further medical advice.

While coronavirus is of concern, it is important to remember that most people displaying symptoms such as fever, cough, sore throat or tiredness are likely suffering with a cold or other respiratory illness - not coronavirus.
What is 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 distancing with good personal hygiene slows the spread of a pandemic. This helps protect the most vulnerable members of the community and reduces the impact of the pandemic on essential, life-saving health services.

Physical distancing includes:
• not shaking hands, hugging or kissing as a greeting.
• keeping a distance of 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 (for example Opal cards on public transport).
• taking public transport in off-peak periods if you can.

Who should practice physical distancing?
Everyone should practice physical distancing, as it reduces the potential for transmission.

For more information about physical distancing, refer to NSW Government - Physical distancing.
Physical Distancing

Physical distancing requirements will continue to evolve and change over time. Phase 1 has been designed to allow staff to stay 1.5 metres away from other people whenever and wherever possible.

Signage will appear in meeting rooms indicating the number of people who can occupy that space (based on the current guidelines of 1 person per 4sqm). In shared office spaces, occupancy of workstations will be spaced out to meet both requirements.

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

Physical Distancing Assessments

Assessments need to be developed to calculate the number of users a space can maintain safely using the appropriate physical distance requirements recommended by Universities Australia and NSW Health to reduce potential community transmission of COVID-19.

Assessments should be completed by department heads to ensure that local operational requirements are taken into consideration. To assist with assessments the following elements should be considered:

- **Number of people** to occupy the space at any one time, particularly interactions that may be required.
- **Rostering** of occupants into the space or to use equipment, particularly if there is a high demand for the space or equipment there may need to be a rotation of people or reduction in numbers to allow safe access.
- **Cleaning** requirements of equipment in between occupants of the space, including cleaning protocols for equipment that may be loaned to people. Refer to COVID-19 Cleaning Factsheet.
- **Disability** requirements of the occupants within the office space.

For more information please consult the University’s [COVID-19 Physical Distancing Assessment Guide](#).
4 Square Metre Rule


How the four square metre rule applies to premises under public health orders.

In a place that may remain open to the public, that are not places of residence, occupiers and operators of the premises must not

• allow persons to enter or stay on the premises (whether outdoor or indoor) if the size of the premises is insufficient to allow for 4 square metres of space for each person (the four square metre rule)
• allow 100 or more people to enter and stay on indoor premises at the same time (the 100-person rule), and
• allow 500 or more people to enter and stay on outdoor premises at the same time (the 500-person rule).

These rules do not apply to certain "essential gatherings".

Where the 4 square metre rule applies, the size of the premises has to allow for at least 4 square metres of space per person.

Where applicable, all people on the premises, including staff, must be counted when applying the 4 square metre rule, the 100-person rule, and the 500 person rule.
4 Square Metre Rule


### How to calculate the number of people for the size of your room

1. Measure the length of the room.
2. Measure the width of the room.
3. Multiply the length by the width to calculate the area of your room in square metres.
4. Divide the area of your room (calculated in square metres) by 4 to calculate the maximum number of people allowed.

<table>
<thead>
<tr>
<th>Number of people</th>
<th>Minimum space required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4 square metres</td>
</tr>
<tr>
<td>10</td>
<td>40 square metres</td>
</tr>
<tr>
<td>20</td>
<td>80 square metres</td>
</tr>
<tr>
<td>30</td>
<td>120 square metres</td>
</tr>
<tr>
<td>40</td>
<td>160 square metres</td>
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<tr>
<td>50</td>
<td>200 square metres</td>
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<tr>
<td>60</td>
<td>240 square metres</td>
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<tr>
<td>70</td>
<td>280 square metres</td>
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<tr>
<td>80</td>
<td>320 square metres</td>
</tr>
<tr>
<td>90</td>
<td>360 square metres</td>
</tr>
<tr>
<td>100</td>
<td>400 square metres</td>
</tr>
</tbody>
</table>
Even if workers and others only spend a short amount of time in a lift each day, there is still a risk of exposure to COVID-19 that you must eliminate or minimise so far as reasonably practicable. See our information on the meaning of reasonably practicable.

There is no requirement to provide 4 square metres of space per person in lifts, however you must still ensure, as far as you reasonably can, that people maintain physical distancing in lifts and lift waiting areas.

Remember, you must consult with workers and their representatives (e.g. health and safety representatives (HSRs)) on health and safety matters relating to COVID-19. This includes consulting workers and their representatives on what control measures to put in place to minimise their risk of exposure to COVID-19 in the workplace, including when using lifts.

You must also consult with the building owner/manager and other employers in the building about the control measures to be implemented to address the risk of COVID-19. You may not be able to implement all of the control measures yourself but must work with others to ensure those measures are put in place.
What can I do to manage the risk of COVID-19 transmission in lifts?

Safe use of lifts is best achieved through a combination of measures, determined in consultation with workers, including those that control the number of people needing to use a lift at any one time. This includes:

• reducing the number of workers arriving and leaving buildings and using lifts in peak periods, where possible (e.g. stagger start and finish times for workers by 10-15 minutes per team or group)

• maintaining working from home arrangements for some staff (where this works for both you and your workers). This could include splitting the workforce into teams with alternating days in the workplace (e.g. rotate teams so they are one week in the office and the other week at home), and

• changing lift programming to facilitate more efficient flow of users – e.g. decrease the time that doors stay open on each floor (where safe to do so) or where there are multiple lifts, assign specific lifts to certain floors based on demand (e.g. lift A to service floors 1-5, lift B to service floors 6-8 etc).

• Where workers and others use lifts it is still important that they physically distance themselves to the extent possible when waiting for a lift and when in the lift. You must do what you reasonably can to ensure crowding in and around lifts does not occur.
What can I do to manage the risk of COVID-19 transmission in lifts? (continued)

In the lift lobby or waiting area:

• ensure workers and others maintain a physical distance of 1.5 metres, to the extent possible

• implement measures at waiting areas for lifts, such as floor markings or queuing systems. Also create specific pathways and movement flows for those exiting the lifts where possible (you may need to consult with your building manager or other employers in the building to ensure this occurs). You could consider engaging someone to monitor compliance with physical distancing measures where appropriate

• place signage around lift waiting areas reminding users to practice physical distancing and good hygiene while waiting for and using lifts, including to wait for another lift if the lift is full

• display an advisory passenger limit for each lift – these limits could be temporarily adjusted up by one or two during peak periods where additional demand is unavoidable (subject to it not leading to overcrowding in lifts) to facilitate extra movement of workers and to prevent overcrowding in waiting areas. This may result in fewer persons travelling in a lift at any one time to ensure workers and others maximise physical distance from each other, to the extent possible
Lifts


What can I do to manage the risk of COVID-19 transmission in lifts? (continued)

**Within lifts:**

- users of lifts must maintain physical distancing, to the extent possible. Lifts must not be overcrowded and users should avoid touching other users.

- workers must practice good hygiene in lifts. If they do need to cough or sneeze during a journey they must do so into their arm or a clean tissue.

- place signage in the lift reminding workers and others to practice good hygiene by washing their hands, or where this is not possible, using appropriate hand sanitiser, after exiting the lift, particularly if they touched lift buttons, rails or doors – see also our information on hygiene.

- implement regular cleaning of high touchpoints such as lift buttons and railings – see also our information on cleaning.

Staff must not to come into work, including using lifts, if they are unwell.
Signage

Purpose
Signage across the University must comply with the NSW Government COVID-19 restrictions on Gathering and Movement (Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 3) 2020). To assist staff to return to the workplace safely and efficiently, appropriate signage indicating the maximum number of people per room must be in place.

Space requirements
The University must ensure there are a minimum of 4 square metres of space for each person (including staff members) on the premises, within buildings, rooms, laboratories, offices, etc.

Additionally, as set out in the University’s Return to Campus Plan and the COVIDSafe plan, physical distancing measures must be observed keeping a distance of at least 1.5 metres between people.

Property Division maintains a central database of floorplans and has provided each Faculty/Portfolio with the maximum capacity for each space based on the ‘minimum 4 square metres’ guideline.

Property, in conjunction with the COVID-19 Coordinator, have also developed standard signage to ensure consistent messaging across the University. Signage templates can be found here.
Protocols
The following protocols apply to all parts of the University and its controlled entities:

1. Responsibility for determining the maximum number of people permitted (Permitted Capacity) in each space rests with the Faculty/Portfolio Executive Group member.

2. Property will provide each Faculty/Portfolio with a floorplan assessment showing the theoretical number of people in each space (classroom, meeting room, teaching space, laboratory, etc) that would be allowed simply using the Government’s ‘4 square metres’ guideline.

3. Each Faculty/Portfolio is to undertake room specific assessment to determine whether the theoretical capacity determined under 2) needs to be reduced for other reasons (such as the layout of the room, space occupied by furniture or equipment etc), having regard to the general requirement to maintain social distancing of 1.5 metres at all times.

4. The Permitted Capacity for each space is the lesser of the capacities determined under 2) and 3) above.

5. Each Faculty/Portfolio must ensure that signage is clearly displayed for each space showing the Permitted Capacity, using only the suite of standard templates (available here: host link required).

6. For assessment of kitchens, offices, open plan areas and other similar spaces, Work Health and Safety is available to provide assistance, if required. Email your request to: whs@mq.edu.au.

7. Submit signs to Faculty/Portfolio Executive Group member (or delegate) for sign off and approval.

8. Locally print and install signs on all entries to room.

9. Meetings or lessons held in shared closed spaces must be limited to no more than 2 hours.

*Signs not included in the approved suite of templates must not be used.*
Requests for signage variations
All requests for variation of the template design should be sent by email to the COVIDSafe Coordinator – Grant Whitehorn, Interim Director Risk & Assurance (grant.whitehorn@mq.edu.au).

Compliance
Faculty/Portfolio Work Health & Safety Advisors will be regularly walking through buildings on campus to ensure compliance with this process. Each Executive Group member will be responsible for the implementation of this process, documentation of approvals and ensuring compliance with approved signage and people limits within Faculty / Portfolio spaces.

Be Risk aware, be COVIDSafe
Please note that due to the regular changes in advice from State and Federal Governments, including NSW Health, this guidance will be reviewed and modified as required.

Useful information and resources about COVID-19, including our COVIDSafe Plan and Return to Campus Plan, can be found on the Macquarie University website Coronavirus page: https://www.mq.edu.au/about/coronavirus-faqs

Please ensure that you stay up to date with the latest changes or contact the COVIDSafe Coordinator (grant.whitehorn@mq.edu.au) for updates on Government Guidelines, Public Health Orders, physical distancing, events and gatherings, hygiene practices, notifications or other COVIDSafe requirements.

For more information please consult the University's COVIDSafe Signage Protocol document – click here
Cleaning during the COVID-19 pandemic
You can protect yourself and others from the risk of exposure to COVID-19 by implementing appropriate cleaning and disinfecting measures. Daily general campus cleaning continues but it is recommended you implement a regular cleaning regime for your work area.

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

Campus Cleaning Plan
The University has installed 475 (1.2L) hand sanitiser units throughout the campus. These will be serviced/refilled on a monthly basis or more if needed, dependant on use and demand. There are also 1,000 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 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: grant.whitehorn@mq.edu.au who will arrange a deep clean to be undertaken via the Property Department.
Staff and students can get their flu shot at the MQ Health General Practice.

It is not compulsory for staff or students to get a flu shot.

"Remember — influenza vaccine is considered the most effective way to prevent influenza. Annual influenza vaccination is recommended for everyone over six months of age. None of the influenza vaccines available in Australia contain live influenza viruses, so they cannot cause influenza."

Dr Heather Knox
General Practitioner, MQ Health
Lecturer, Faculty of Medicine, Health and Human Sciences, Macquarie University

For more information visit the MQ Flu Shot website.
Temperature testing is not required for staff and students on campus (excluding MQ Health Clinics, Macquarie University Hospital and health clinics located in the Australian Hearing Hub).

The University has determined that there is little benefit in conducting temperature checks on workers or others. This is because temperature checks will not tell you whether a person has COVID-19. It will only identify symptoms.

It is possible that a person may be asymptomatic or be on medication that reduces their temperature. It is also possible that the person may have a temperature for another reason unrelated to COVID-19.

The University has implemented known controls, such as good hygiene measures, physical distancing, workplace cleaning and personal protective equipment rather than only relying on temperature checks.
All staff and students should follow the University’s First Aid Officer COVID-19 Infection Control Strategies.

Return to campus planning has taken into consideration staff first aider attendance to ensure there are appropriate numbers of trained first aiders on site throughout phases 1 and 2.

Please contact your relevant department administrator to find out which staff in your area are trained first aiders.

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

As we move through a phased return to work on campus, your local area and/or building warden may not be on site in the event of an emergency.

To assist, please familiarise yourself with the University’s Emergency Response Quick Guide – click [here](#).

If you have any questions or would like additional information please contact the Work Health & Safety team: [whs@mq.edu.au](mailto:whs@mq.edu.au)
Staff and students are encouraged to practice safe social distancing and hygiene practices when catching public transport.

There are a number of things you can do to help further reduce the chances of community spread while catching public transport:

- **Plan your trip** before you travel for the most up-to-date travel information.
- Consider travelling outside peak travel times. This will help support social distancing measures.
- Keep in mind the distance between you and others when travelling.
- **Top up your Opal card** before you travel or **use contactless payments** where possible. You can top up on the go **using Opal travel app** or **set up auto top up** so you’re always ready to travel.
- When using our bus services, please help protect our drivers by not using the Opal reader at the front of the bus. Please stand behind the red no standing zone.
- If you are sick, stay home and don’t use public transport.
- Practice good hand hygiene after coming in contact with handles, rails, buttons and windows.
- Practice coughing and sneezing etiquette - cover your sneeze or cough with your elbow or with tissue and avoid touching your face.

For the latest information regarding public transport please see:

- Transport for NSW News website
- The [NSW Government’s Transport plan for a COVID safe economy](https://transportnsw.info/covid-19-hygiene-etiquette-on-our-public-transport-network)
Events, Mass Gatherings and Graduation Ceremonies

The University must comply with the NSW Government COVID-19 restrictions on Gathering and Movement (Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 3) 2020).

Gatherings of people at universities, schools and other educational institutions are considered essential when those gatherings are for the purposes of conducting normal business. All gatherings on campus for work, learning, teaching and research purposes must follow the rules as set out in this plan e.g. 4 square metres per person and 1.5 metre physical distancing.

All other on campus gatherings or events should not exceeding the maximum number of people as defined by the NSW Government.

Do not attend public events or gatherings if you have flu symptoms.

All non-essential University events are cancelled until further notice.

The April Graduation ceremonies are also cancelled. Graduates will be graduated in absentia and all fees for graduation will be refunded. Students who were expecting to graduate will be able to receive testamurs and transcripts in order to fulfil job application requirements. We understand that Graduation is a special moment in the lives of students, their families and friends, and we will look to arrange an alternative Graduation event at a future date.
The Australian Health Protection Principle Committee (AHPPC) considers that, based on the limited current evidence, the following people are, or are likely to be, at higher risk of serious illness if they are infected with the virus:

- Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic medical conditions
- People 65 years and older with chronic medical conditions. Conditions included in the definition of ‘chronic medical conditions’ will be refined as more evidence emerges. The most current list can be accessed on the Department of Health website
- People 70 years and older
- People with compromised immune systems (see Department of Health website)

There is limited evidence at this time regarding the risk in pregnant women.

Following the AHPPC recommendation, supervisors must undertake a risk assessment if a vulnerable worker is attending campus or performing University duties outside of the home. Risk needs to be assessed and mitigated with consideration of the characteristics of the worker, the workplace and the work. This includes ensuring vulnerable people are redeployed to non-customer based roles where possible. Where risk cannot be appropriately mitigated, employers and employees should consider alternate arrangements to accommodate a workplace absence.

If you have any questions or would like additional information please contact the Work Health & Safety team: whs@mq.edu.au
Macquarie University follows and abides by the most recent information provided by the State and Federal Government.

**International Travel**
All international travel is banned. Exceptions to travel overseas for work purposes or to book future international travel must be emailed to the COVIDSafe Coordinator (Grant Whitehorn, Interim Director Risk and Assurance: grant.whitehorn@mq.edu.au) for approval by the Vice-Chancellor.

**NSW Travel**
There is no limit on the distance that a person may travel. A person in Sydney can travel to visit someone in regional NSW. Overnight stays are not prohibited.

**Interstate Travel**
There are no restrictions on crossing the NSW border to or from other states. However, 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.
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

Request a call from a Student Wellbeing Advisor

For more information visit: https://www.mq.edu.au/about/coronavirus-faqs/your-wellbeing-during-covid-19-restrictions
Who is it for?
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.

What financial support could you get?
• You must be currently enrolled in either: session 1, term 2, full year units, Online 2 (G MBA) or MDA and MDC (Medicine), or OUA Session 1
• Any money granted will be paid into an Australian bank account in your name only
• There is no fee to apply for any of these support options
• You can receive multiple levels of support.

For further information please visit the MQ website: https://www.mq.edu.au/about/coronavirus-faqs/information-for-students/student-success-support-package
Macquarie University has officially registered as a COVIDSafe business with the NSW Government.

COVID Safe is a NSW-wide program that supports business to keep our community safe from COVID-19.

The program provides ways to help meet our obligations under the rules, including:

- industry-specific advice on COVID-19 health and safety measures
- signs to show that we are committed to protecting our students, staff, customers and visitors
- feedback on how our customers rate their level of COVID Safety
- updates to information about changes to health and safety rules

Further information about the NSW Government COVIDSafe Business Program can be found here: https://www.nsw.gov.au/covid-19/covid-safe-businesses
COVIDSafe Coordinator

For further information about this COVIDSafe Plan, please contact:

Grant Whitehorn
COVIDSafe Coordinator
grant.whitehorn@mq.edu.au
0468 580 721