Phase 3 of the Return to Working on Campus Plan
FAQs for Managers

Are all staff required to be on campus full time/5 days per week?
The goal in Phase 3 is to reactivate the campus and for staff to return to work on campus in their usual pattern over the course of this phase. This should include flexible working arrangements that were in place prior to the COVID-19 pandemic if these arrangements continue to be appropriate.

It is not the expectation that all staff will be required to be on campus full-time. There should be an opportunity for an appropriate level of remote and virtual working arrangements for staff to continue during Phase 3, balanced against the requirements of the role. For example, some areas are using a 4 day on campus, 1 day working from home arrangement as a reasonably practical approach for the next few months.

Reactivation of the campus is important, particularly given that students have the option in some cases to participate in small group learning on campus in Semester 2 which commenced on 27 July, 2020.

How long is Phase 3? What happens at the end of Phase 3?
There is no set timeframe for Phase 3 at this stage. The University will continue to review the information and advice provided by NSW Health and the relevant authorities and make decisions that are consistent with that advice. If changes are required at any time, the University will respond accordingly.

If a staff member asks to work from home, do I have to allow it?
If a staff member can effectively undertake their role from home and it is reasonably practical, you should give proper consideration to approving the request. The balance of working from home and on campus should be considered in line with what works for the individual and the team/work area. If you are not sure, please contact your HR Client Representative for further advice.

Can I approve for some staff members to work from home more frequently?
Yes, if a staff member requests to work from home more frequently you should explore what arrangements will work for the individual and the team/work area. If the request is able to be accommodated then a request to work from home more frequently should be approved.

What level of documentation should I use to record working from home arrangements?
Working from home arrangements should be documented. While we are in Phase 3 of the return to campus plan you can consider more informal ways of documenting these arrangements. This could be done either in an email, an excel spreadsheet, a formal flexible work agreement or any written form that is able to be kept as a record.

Work Health and Safety Checklists should be completed for all staff who are working from home. The form can be found here.

Any long term or ongoing flexible work arrangements should follow the normal Flexible Work Policy and Procedure.

My staff member had flexible work arrangements prior to COVID-19, should these arrangements continue?
Yes. If your staff member would like to continue with their previous arrangement, then unless there is a compelling reason otherwise, it should continue and be reviewed in line with their flexible work arrangement prior to COVID-19.

What should I do if a staff member says that they are a vulnerable worker or they cannot attend campus for health reasons? How much medical information can I request?
The advice from SafeWork Australia and the Australian Health Authorities is that the following staff are considered to be ‘vulnerable workers’ because they are at greater risk of more serious illness with COVID-19:

- Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic medical conditions;
- people 65 years and older with one or more chronic medical conditions;
- people 70 years and older, and;
- people with compromised immune systems.
The current advice from the Australian Health Protection Principal Committee is that as the current level of COVID-19 cases in NSW is low, people, even those at higher risk of becoming severely ill from COVID-19, can return to work and other settings with appropriate precautions in place. However, for vulnerable workers, a risk assessment should be conducted and adjustments or accommodations to their working arrangements may be required. A workplace risk assessment tool to assist managers can be accessed [here](#). If you need to complete a risk assessment for a vulnerable staff member, please seek support from your HR Client Team representative or Work Health and Safety.

If you have a staff member in a high-risk category for COVID-19, you will need to consider this in any planning, including whether any reasonable accommodations can be made. Help, advice, and assistance is available to staff and managers from the Workplace Health and Safety team.

Staff who have a medical condition that might require a modification or adjustment to their role should provide medical evidence that can assist in consideration of the adjustment. You should not be seeking any information beyond advice that will assist in decision making. You can also seek the advice of your HR Client Team representative in these circumstances.

**If a casual staff member is sick or needs to self-isolate, do they get paid for this time?**

If a casual staff member is required to self-isolate due to COVID-19, they will be entitled to the following payments:

- A casual staff member who is subject to a self isolation order (as a result of visiting case locations covered by published Government advice) will be paid for the two week isolation period (based on their previous fortnightly hours). This payment is only available once per casual employee (i.e. if the same casual was subject to a second self-isolation order, they would not be paid for the second period).
- A casual staff member undertaking self isolation while awaiting a COVID-19 test result will be paid for up to three days (reflecting the standard test result notification time), based on their standard engagement.
- A casual staff member who is generally unwell and not in attendance will not be entitled to any payment for their period of absence. This includes where a casual staff member is asked to go home because they are unwell at work. Casual staff are not generally entitled to sick leave and the special arrangements put in place by the University specifically relate to COVID-19 only.

**Do I need to notify the University if I have been tested for COVID-19?**

No, you are only required to notify the University if you have tested positive for COVID-19. This is a change from the University’s previous guidance requesting notification of all testing. This change has been made following consultation with NSW Health. The COVIDSafe Plan will be updated to reflect this.

If you do test positive, please email: covidsafe@mq.edu.au

**Are working on campus arrangements different for staff members who use public transport to travel to and from work?**

No, the same arrangements apply for staff regardless of how they travel to and from work. However, there are some further considerations:

- The staff member may wish to alter their start and finish times for work on campus so that (where possible) they can travel outside peak times. Please give reasonable consideration to any such request.
- The current advice from the Government is that people using public transport are recommended to wear face masks. Staff are responsible for providing their own face masks for travel to and from work.

**What is the arrangement for cleaning supplies in classrooms?**

In all classrooms, cleaning wipes will be provided. The distribution of cleaning wipes is being coordinated by Property and Security who will be monitoring supplies and replenishing stocks daily. If there are inadequate supplies, please log a request through BEIMS. Automatic hand sanitisers have been installed outside of classrooms and they will be monitored and replenished regularly.

Face masks will be provided in classes where it is not possible to maintain physical distancing.

**Can we rearrange desks in the classroom?**

No, the desks in each teaching space have been set up to facilitate physical distancing and should not be rearranged.