

COVID-19 – Administration Protocols

Action Number
A1. Ensure all staff and students have been informed in writing of the (a) obligations to comply with COVID-19 precautions; and (b) ramifications of failure to comply with ANU COVID-19 response requirements.
A2. Encourage staff and students to undertake the COVID-19 Infection Control Training
A3. Local Delegates are to ensure that all staff and students are made aware of their responsibilities for managing the prevention of COVID-19 outbreak, in writing
A4. Local Delegates are to work with staff to establish staff check-in/monitoring processes. This is a requirement to ensure early identification of symptoms in personnel on campus. ** Can be as simple as no passive bystanding, encourage staff to leave if they are showing symptoms, escalate as required
A5. Local Delegates in consultation with School Directors are to identify and manage staff and students who are at high risk to COVID-19 complications. The University Guidelines at ANU campuses should be followed in ensuring staff are connected to research activities.
A6. Local Delegates are to ensure, in writing, that staff and students are aware of Hygiene measures and social distancing requirements prior to their return to campus.
A7. Signage must be installed at all entrances, points of egress around the building and in communal areas outlining requirements for social distancing, hygiene and self-isolation protocols.
A8. Local Delegates are to ensure, in writing, that all Managers are aware of the outbreak notification process for COVID-19.
A9. Local Delegates are to confirm, in writing, the requirement for all staff and students to maintain a contact tracing capability.
A10. Local Delegates reinforce to all staff and students what are the available support measures.
A11. Local Delegates are to ensure that portfolios complete the WHS Hazard and Risk Assessment for COVID-19 Exposure Template - Research
A12. Service Division Directors are to endorse plans for a safe, staged and orderly return to campus and maintain a record of the plans