



COVID-19 Cases at ANU - Communication Protocol

Suspected or confirmed case - communication process

Purpose

This protocol outlines the communications and decision-making process implemented when the ANU is notified of a suspected or confirmed case of COVID-19.

Definition of a suspected case

A suspected case is someone who has not yet tested positive but has developed COVID-like symptoms and has a risk factor such as being in contact with a confirmed case or has travelled from overseas or a domestic hot spot in the past 14 days.

Principles of ANU COVID-19 case notification

1. Without the explicit permission of the Community Wellbeing Team Lead, no other staff member, except the identified Primary Contact Officer, will make contact with the affected person.
2. Reaffirm to the staff or student that confidentiality will be maintained.
3. That discretion and community safety are our highest priorities and that the affected person can request additional information on this process at any time.
4. Ensure that the Community Wellbeing Team is consistently kept up to date with any relevant developments.

Any member of the ANU community (staff/student/VaHA) being tested (including suspected cases) or returning a confirmed positive case of COVID-19 should immediately notify the following contacts.

* Your notification will enable measures to be implemented to protect the broader ANU community and support you during this time.

POSITIVE OR SUSPECTED CASE (INCLUDING WHEN AWAITING RESULTS) – WHO TO CONTACT	
AUDIENCE	WHO TO NOTIFY
Students Residential students Staff	Notify Community Wellbeing: E Communitywellbeing@anu.edu.au or T +61 6125 3346 (Option1). Outside business hours +61 6125 2249 (ANU Security). Community Wellbeing will respond next day.) <ul style="list-style-type: none"> - Staff and students also contact supervisor or convenor - Residential students also contact head of residence

KEY ROLES IN ANU COVID-19 NOTIFICATION PROCESS

KEY ROLES	NOTIFICATION ACTIONS & RESPONSIBILITIES
COMMUNITY WELLBEING	<ol style="list-style-type: none"> 1. Contact staff or student to gather relevant information regarding the case, provide support and remain in contact. 2. Determine suspected case risk level (Low, Medium, High or Positive). 3. Notifications as per Appendix 1 and Action Card H (see below). 4. Determine primary contact officer.
ASSOCIATE DIRECTOR, WORK ENVIRONMENT GROUP	<ol style="list-style-type: none"> 1. Determine if this illness is work-related. 2. If deemed necessary: <ol style="list-style-type: none"> a) Undertake a detailed investigation in accordance with WHSMS Handbook Chapter 4.3; b) Log this incident on Figtree in accordance with the Information Sheet: COVID-19 Incident Reporting; c) Act as the University's central contact point with relevant health authorities and Comcare.
DIRECTOR, FACILITIES & SERVICES	<ol style="list-style-type: none"> 1. If the individual was on campus the following applies 2. Ensure that affected areas are disinfected in accordance with F&S Cleaning and Disinfection Protocols or at the direction of the appropriate state or ACT Health authority. 3. If required, assist the local area contact to close down the building before cleaning protocols are undertaken. 4. If required, temporarily limit access to the building while cleaning processes are undertaken. 5. Liaise with the commercial tenants, F&S contractors and construction companies if required. 6. Seek confirmation from the appropriate WEG/Health Authority contact on conclusion of cleaning/disinfection processes before enabling building re-opening.
DIRECTOR, RESIDENTIAL SERVICES	<ol style="list-style-type: none"> 1. Confirm whether the affected student is a resident on campus and relay that information back to the Community Wellbeing Team lead. 2. Ensure that, if the affected student is resident on campus, the relevant protocols within the Residential Standard and Essential Requirements are implemented.
LOCAL AREA CONTACT	<ol style="list-style-type: none"> 1. Keep local area occupants informed and assist with closing the building in consultation with F&S. 2. Assist with contact tracing.
PRIMARY CONTACT OFFICER	<ol style="list-style-type: none"> 1. Maintain contact with the affected person/s. 2. Maintain dialogue with Community Wellbeing (often this primary contact is a member of Community Wellbeing)
DIRECTOR, SCAPA	<ol style="list-style-type: none"> 1. Coordinate internal and external communications in consultation with COVID-19 Manager and Vice-Chancellor. 2. Monitor media channels including social media.

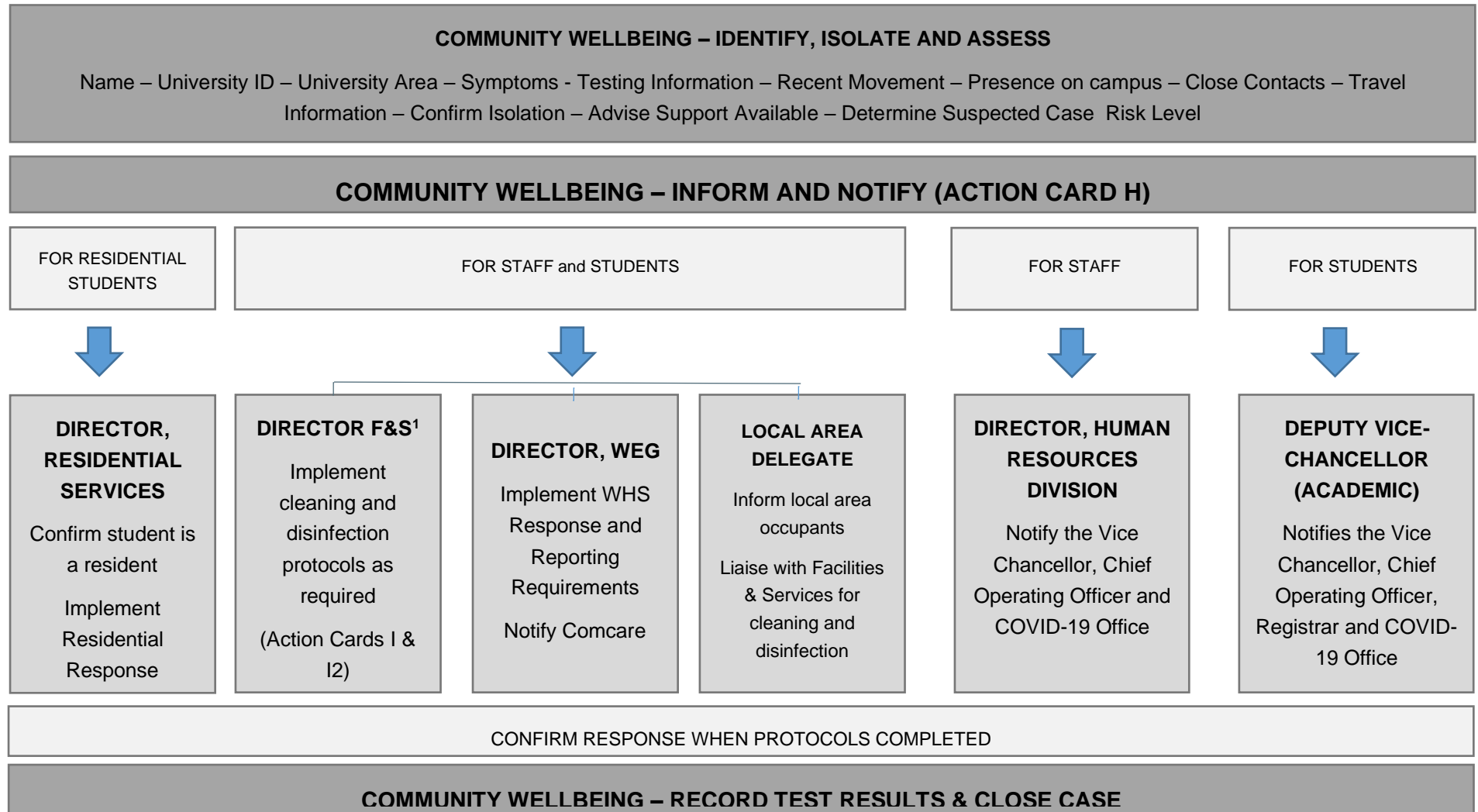
NOTIFIED ROLES

Vice-Chancellor	Chief Operating Officer
Deputy Vice-Chancellor (Academic)	Director, SCAPA
Director, Human Resources	COVID-19 Office



Appendix 1. NOTIFICATION PROCESS

Community Wellbeing will commence the following process when the ANU is notified of a suspected or confirmed COVID-19 case.



¹ Director F&S only requires notification where the individual was on campus



ACTION CARD H: UNIVERSITY NOTIFICATIONS

Notification requirements are important to ensure that information relating to a suspected or confirmed COVID-19 patient is shared to the relevant areas and University management as soon as possible.

Community Wellbeing Team will:

For Staff members will notify:

1. Director, Human Resources Division
2. Relevant GM/SDD (Will nominate a Primary Contact Officer)
3. Local Area Delegate

For Students will notify:

1. Deputy Vice-Chancellor (Academic)
2. Director Residential Services (for students living in ANU Residence)

For both staff and students will notify:

1. Director, ANU Facilities and Services only where the individual has been on campus
2. Associated Director, Work Environment Group (WEG)
3. SCAPA
4. COVID Office
5. Department of Agriculture agriccc@agriculture.gov.au [Notification to include subject header "COVID NOTIFICATION"]

Director, Human Resources Division will notify the Vice-Chancellor and the Chief Operating Officer.

Deputy Vice-Chancellor (Academic) will notify the Vice-Chancellor, the Chief Operating Officer and the Academic Registrar.

ACTION CARD I:

CLEANING & DISINFECTION - MEDIUM OR HIGH RISK CASE OR A CONFIRMED POSITIVE CASE, WHERE THE INDIVIDUAL HAS BEEN ON CAMPUS

FOR BOTH STAFF AND STUDENTS

- 1. Director, ANU Facilities and Services with respective Local Area Delegate/Head of Residence**
- After a suspected (Medium or High Risk Level) or confirmed COVID case only where the individual has been on campus
2. Arrange ANU Security/Local area to restrict access to or lock down affected area/s
3. Arrange and execute cleaning and disinfection as per Facilities and Services protocols
4. MEDIUM RISK - proceed with agreed cleaning protocols for the individuals immediate workstation/office/kitchen/lab.
5. HIGH RISK - proceed with full disinfection (deep clean) of the affected building/s
6. If possible wait a minimum of 24 hours before cleaning to increase chances of the virus dying on any surfaces.
7. Collect required cleaning equipment and waste bags before entering facility.
8. Remove all waste and disposal items in double bags.
9. Clean all common areas using appropriate cleaning products and disinfection.
10. Open doors or windows to fresh air if possible.

Continued over....

ACTION CARD I2:

CLEANING & DISINFECTION - MEDIUM OR HIGH RISK OR A CONFIRMED POSITIVE COVID-19

2. Residential Halls are to ensure each room affected with a high risk or confirmed COVID-19 case is thoroughly cleaned:

- Soiled laundry from each room should be gently folded and wrapped together and placed in a double layered laundry bag. Do not shake or agitate dirty/used laundry, as this risks spreading the virus, if present.
- Arrange and execute full deep clean and disinfection of the entire facility in PPE (personal protective equipment). Pay close attention to items near the head of the bed, this is the area that most of the viral spreading would be found.
- Ensure all items that remain in the area that are high touch are thoroughly cleaned. (remote, light switch, etc.). Use spray, wipe, spray method for disinfection on hard surfaces.
- Soft furnishings (pillows, armchairs, cushions, etc.) should be treated with an ethanol light spray 30-40cm away from the item. Aim for a good layer of ethanol on all items.
- For bathrooms, all unused bottles of shampoo or similar are disposed of.
- Double bag all laundry and waste.



Appendix 3: COVID-19 Cleaning Notification Flowchart

COVID-19 Cleaning Notifications Flowchart - Community Wellbeing, ANU Facilities and Services and local area delegates

