

**Teaching protocols from 2nd June 2020 due to COVID-19 –
A checklist for a safe return of teaching and learning to campus**

Action Number	Responsible Person(s)	Description of Implementation	Date Actioned
<p>1. Guidelines and essential requirements</p> <p>Communicate in writing to all staff and students of: University Guidelines at ANU campuses – COVID-19 Response; available support measures and ramifications for failure to comply with these University Guidelines at ANU campuses.</p>	<p>1A. College Deans and Portfolio Leads (can be delegated to School Directors and Division Directors) to distribute to all staff</p> <p>1B. DVCA review</p>	<p>1A. DVA (S&UE) send email to College Deans (copy to DVCA) and Portfolio Leads with instruction to distribute the following to all staff:</p> <ul style="list-style-type: none"> • University Guidelines at ANU campuses; • Framework for a Safe Return of Teaching and Learning to Campus; and • Teaching protocols for COVID-19 – A checklist for the safe return of teaching and learning to campus (this document). <p>1B. Central Communications and Engagement Team (with the support of local College/Division teams) develop communications of the University Guidelines at ANU campuses expected of all students detailed in 1A, and distribute to students on relevant communication channels.</p>	
<p>2. Plan</p> <p>Each College or Portfolio to develop plan for the safe return of teaching and learning to campus</p>	<p>2. College Deans and Portfolio Leads, for review by DVCA</p>	<p>2. College Deans and Portfolio Leads to review and approve College or Portfolio plan for the safe return of teaching and learning to campus.</p>	
<p>3. Risk assessment(s)</p> <p>All Schools/Divisions to conduct COVID-19 exposure risk assessment(s) for their local area</p>	<p>3A. College Deans and Portfolio Leads</p> <p>3B. College Dean or Portfolio Lead</p> <p>3C. School/Division Directors</p>	<p>3A. School/Division Directors (with support if required from local WHS officer and/or WEG team) to prepare School or Division risk assessment prior to a teaching activity re-commencing on an ANU campus.</p> <p>3B. An individual risk assessment to be conducted by the School/Division for a teaching activity that is considered to be higher risk than a standard lecture or tutorial. These will be detailed in a College or Division plan.</p> <p>3C. School/Division Directors to distribute approved risk assessment(s) to all staff.</p>	
<p>4. Staff Training</p> <p>All staff are to read, understand and apply the University Guidelines at ANU campuses detailed in 1A, and their local area risk assessment(s)</p> <p><i>Optional:</i> Undertake COVID-19 infection control online training module</p>	<p>4. School/Division Directors (can be delegated to School/Division Managers)</p>	<p>4A. Line managers or supervisors confirm that their staff have read, understood, and will apply and enforce the University Guidelines at ANU campuses detailed in 1A.</p> <p>4B. Line managers/supervisors confirm with School/Division Director that their staff have received, read and understood COVID-19 exposure Risk Assessment(s) for their local area in 3A.</p> <p>4C. <i>Optional.</i> Staff may choose to undertake an online training module on COVID-19 infection control developed by the Australian Government, and available at: www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training.</p>	N/A
<p>5. Student activity on campus</p> <p>All students are to read and apply the</p>	<p>5A. DVCA review</p>	<p>5A. Communications & Engagement and IT teams to deploy posters, screen notifications, signage and an all student email instructional video, posters and screen notifications detailing key actions from sections 5.2, 5.3, 5.6 and 8.2, along with reference</p>	

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<p>University Guidelines at ANU campuses detailed in 1A</p>		<p>points to the full University Guidelines at ANU campuses document in 1A.</p>	
<p>6. Non-compliance</p> <p>Disciplinary action(s) for non-compliance of staff and students relating to University Guidelines at ANU campuses detailed in 1A</p>	<p>6. College Deans and Portfolio Leads</p>	<p>6A. Registrar (with College Dean or Portfolio Lead) applies existing process for disciplinary action(s) for student non-compliant with the University Guidelines at ANU campuses detailed in 1A.</p> <p>6B. HR (with College Dean or Portfolio Lead) applies existing process for disciplinary action(s) for staff non-compliant with University Guidelines at ANU campuses detailed in 1A.</p>	
<p>7. Supporting vulnerable teaching staff and students</p> <p>Identify and support staff and students most at risk (Section 2.3)</p> <p>Identify and support staff and students who must self-exclude from ANU campuses (Section 5.1)</p>	<p>7. College Deans and Portfolio Leads (can be delegated to School/Division Managers)</p>	<p>7A. School/Division Managers apply University guidelines for Flexibility at ANU to ensure staff (approved to work off-campus) remain connected to teaching and learning activities.</p> <p>7B. School Administration Managers and Senior Residents to advise the Registrar of any students who must self-exclude from an ANU campus/site based on their high risk to COVID-19 complications.</p>	
<p>8. Facilities support</p> <p>Notification to Facilities and Business Services if campus space(s) are not in accordance with University Guidelines at ANU campuses detailed in 1A</p>	<p>8. College Deans and Portfolio Leads (can be delegated to School/Division Managers)</p>	<p>8. School/Division Managers advise Facilities and Business Services team if campus space(s) have not been prepared in accordance with the guidelines and requirements in 1A, including but not limited to appropriate signage for occupancy, information posters, hand sanitizers, cleaning and cleaning materials, waste collection and disposal.</p>	
<p>9. Notification of a suspected or actual case of COVID-19</p> <p>Clear communication, guidelines and adherence to process by staff and students on notification to the University of an actual or suspected case of COVID-19</p>	<p>9. College Deans and Portfolio Leads</p>	<p>9. WEG and local WHS Officers to support the communication of existing practices for the treatment and management of a hazard on the University campus.</p> <p>Awareness by staff and students within each College and Portfolio.</p>	
<p>10. Contact tracing</p> <p>Staff and students working or studying in a laboratory environment must have an appropriate record or diary of their movements and interactions with others on campus</p>	<p>10. School Directors</p>	<p>10. School Managers to confirm in writing to the School Director that they have witnessed appropriate records for contact tracing by their staff and students who work or study in a laboratory environment.</p>	