

University Guidelines at ANU campuses

COVID-19 Recovery from June 2020

These Guidelines direct and support all activities associated with COVID-19 outbreak prevention and management plans on Australian National University (ANU) campuses as part of the University's recovery phase in the Pandemic Response Plan. They are for implementation by all ANU staff types, visiting and honorary appointments (VaHAs), students, residents, external visitors, suppliers/contractors and commercial/retail operators.



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Revision history

Version	Date	Reason/Changes	Endorsed by
1.0	01/06/20	Initial draft: a combination of the final versions of ANU Guidelines and Essential Requirements already in place and activated for the recovery phase of return-to-campus activities for teaching and learning, and research activities	DVC (S&UE)
1.1	08/06/20	Final draft after review by Taskforce	DVC (S&UE)
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Response to COVID-19 and Guidelines for the return to ANU Campuses

This document outlines the Guidelines for the return to ANU (referred to as the 'University' campuses following the easing of restrictions imposed in response to the pandemic coronavirus disease (COVID-19). It describes the guidelines, essential requirements, standards and shared responsibilities for conducting activities that include, but are not limited to, teaching and learning, research, on-campus residences, business, operations, support, events, gatherings, construction and commercial/retail outlets on a University campus. The document is applicable to all ANU staff types, Visiting and Honorary Appointments (VaHAs), students, residents, volunteers, external visitors, suppliers/contractors and commercial/retail operators, all of whom will be collectively referred to as 'individuals'.

As part of the crisis management structure formed to respond to COVID-19, ANU established a Community Leadership Committee of known experts from across the University to provide key advice and guidance. As part of its remit, the Committee was asked to establish a set of core principles to be applied to all activities for the staged return to ordinary business on ANU campuses. These principles are as follows:

1. That any individual who feels 'unwell' must not come on to an ANU campus.
2. That the ANU complies and keeps pace with any guidelines, recommendations and enforceable public health directions published by ACT Health and Safework Australia. In particular, that ANU incorporates Safework Australia Safe Workplace Principles, as appropriate, and adopts ACT Health advice on:
 - a. definitions of 'suspected', 'confirmed' and 'recovered' cases of COVID-19;
 - b. the management of these cases (i.e. ACT Health to manage cases);
 - c. social/physical distancing and hygiene practices; and
 - d. high-risk groups (as defined by ACT Health) for severe COVID-19.
3. That the ANU considers the health, safety, and social and mental wellbeing of individuals to be equally important as the business needs of the University.
4. That the ANU commits to making COVID-19-related Plans, Guidelines and Protocols accessible to the entire University community by broadly displaying messages across a range of mediums. At a minimum this should include:
 - a. user-friendly, web-based resources on the University's website, and printed messages to be displayed on campus;
 - b. prioritising the importance of social/physical distancing (e.g. '1.5m') and hygiene practices as the prevailing message across all platforms;
 - c. practical guidance for the implementation of ACT Health, Safework Australia and ANU requirements, without the need to navigate to an external source;
 - d. a larger number of short and simple documents (i.e. one-page fact sheets for 'social distancing in labs,' 'recommended frequency of cleaning' chart, dedicated risk assessment template, etc.);
 - e. updating web-based resources promptly as ACT Health advice changes; and

- f. advertising a dedicated email address and/or phone number through which the ANU community can seek tailored advice about how to comply with the University's COVID-19 guidelines.

The Community Leadership Committee notes the following:

1. In preparation for campus lock-down, guidelines and essential requirements for residences have been established and implemented to support the health, safety and wellbeing of residents, staff and service providers.
2. Return of individuals to campus creates a medium to high risk of infection and transmission of COVID-19 that is only able to be eliminated by campus closure. However, with the implementation of the specified controls, the residual risk should be low to medium.
3. Colleges, Academic Portfolios, Service Divisions/Portfolios, and Residences shall contact the University's Work Environment Group (WEG) if they have uncertainty around compliance with these Guidelines.

This guidance is based on what is currently known about the transmission and severity of COVID-19. The ANU will continue to collaborate, share information, and review plans with local health officials to help protect the community, particularly those with special health needs.

The key references utilised for the development of this document include:

- *Australian Capital Territory Government – ACT Health COVID-19*, as at 7 May 2020: <https://www.covid19.act.gov.au/home>
- *Australian Government ComCare – Coronavirus*, as at 07 May 2020: <https://www.comcare.gov.au/safe-healthy-work/prevent-harm/coronavirus>
- *Safe Work Australia – National Statement on COVID-19*, as at 24 April 2020: <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/national-statement-regulatory-intent-covid-19>
- *Communicable Diseases Network Australia – National Guidelines for the Prevention, Control and Public Health Management of COVID-19 Outbreaks in Residential Care Facilities in Australia*, as at 13 March 2020: <https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-guidelines-for-outbreaks-in-residential-care-facilities.pdf>
- *Government of the United Kingdom – COVID-19: Guidance on Isolation for Residential Educational Settings*, as at 05 April 2020: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings>
- *US Center for Disease Control – Guidance to Higher Education Institutions*, as at April 2020: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

At an ANU campus, if any activity does not, or any individual is unable to, comply with the directions in this document or the risk assessments in place, the following people must be informed:

1. School Director (with review by the College Dean) for activities and individuals connected to that college.
2. Academic Division Director (with review by the Portfolio Lead) for activities and individuals connected to that academic division.
3. Service Division Director (with review by the Service/Portfolio Lead) for activities and individuals connected to that service division.
4. Head of Residence (with review by the Director, Residential Experience) for activities and individuals connected to that residence.

The latest information on the University's position on COVID-19 can be found at:

<https://www.anu.edu.au/news/all-news/covid-19-advice>.

Legal Framework

It is the University's responsibility to identify and comply with relevant legislation and regulations. The University must fulfil its legal responsibilities in relation to infection control by adopting standard and transmission-based precautions as directed in the *Australian Guidelines for the Prevention and Control of Infection in Healthcare* (2019), and by the ACT public health authorities.¹ COVID-19 is a notifiable condition under the Australian National Notifiable Diseases Surveillance System. This means that in all Australian States and Territories either the medical officer requesting the test, and/or the laboratory performing it, are responsible for notifying the relevant jurisdictional public health authority of any cases of COVID-19 as per local legislative requirements.

The ANU must also fulfil its legal responsibilities in relation to occupational health and safety as prescribed by the *Work Health and Safety (WHS) Act 2011* (Cth) and *WHS Regulation 2011* (Cth). The University will achieve this by adopting its [Hazard Management procedures](#) to identify the hazards, assess their risks and implement effective control measures to prevent any individual becoming ill while conducting any activity on an ANU campus.

COVID-19 contracted due to the University's business or undertaking is a notifiable incident to Comcare.

1.0 Failure to Comply

1.1 Non-compliance

All individuals on an ANU campus must comply with the University's COVID-19 guidelines as outlined in this document, as well as the protocols and action plans for the local area, to ensure that all spaces remain a safe environment. If an individual is unsure of any of the guidelines contained within this document, or the protocols and action plans for the local area, they shall seek clarification as follows:

- Teaching and research staff, and VaHAs shall contact the School Director;
- Professional staff shall contact their Supervisor;

¹ ACT Government 2020, Public Health Directions. Available at: <https://www.covid19.act.gov.au/help-and-advice/public-health-directions>.

- Students shall contact Student Central;
- Residents shall contact the Head of Residence;
- Visitors shall contact their ANU host; and
- Suppliers, contractors and commercial/retail operators shall contact their ANU contract manager.

Protocol documents for teaching and learning (including for all professional staff types), for research and for residences can be found in the reference document section at this [link](#).

Due to the seriousness of the situation, any breach of these guidelines by a staff member or student may be deemed as misconduct, which means engaging in conduct that:

- is dishonest, unethical, or otherwise demonstrates a lack of integrity or a lack of respect for the safety or wellbeing of other members of the ANU community; or
- intentionally, recklessly or negligently causes risk or danger to the health or safety of another member of the University community.

There are existing policies, rules and processes in place for dealing with staff or student misconduct. For staff, the current HR policies and processes will be followed. For students, the current disciplinary rules and processes will be followed.

If an on-campus resident is found not to be complying with these guidelines and essential requirements, the Head of Residence will view this as a breach of Section 3 (g) of the Occupancy Agreement, in which residents are required 'to comply with lawful notices and reasonable directions from the University', and further 3.1 (a) requires occupants not to 'intentionally cause injury or harm to another person' as well as complying with 'the Rules of the Australian National University' as per 3.3 (b). Failure to comply with these obligations by not adhering to the guidelines and essential requirements in place for social distancing and self-isolation may result in termination of the resident's agreement as per Section 3.2 of the Occupancy Agreement.

2.0 Understanding COVID-19

2.1 Recognising COVID-19

COVID-19 is a contagious viral infection that generally causes respiratory illness in humans. Presentation can range from no symptoms (asymptomatic) to severe illness with potentially life-threatening complications, including pneumonia. COVID-19 is spread by contact with respiratory secretions and fomites. The most common signs and symptoms include:²

- fever; and
- dry cough.

Other symptoms can include:

- shortness of breath;

² ACT Government 2020, Feeling Unwell?. Available at: <https://www.covid19.act.gov.au/protecting-yourself-and-others/feeling-unwell#What-are-the-symptoms-of-COVID-19->.

- sputum production; and
- fatigue.

Less common symptoms include:

- sore throat;
- headache;
- myalgia/arthralgia (muscle or joint pain);
- chills;
- nausea or vomiting;
- nasal congestion;
- diarrhoea;
- haemoptysis (coughing blood); and
- conjunctival congestion.

2.2 Routes of transmission

COVID-19 is transmitted via droplets and fomites during close unprotected contact with an infected person. Airborne spread has not been reported for COVID-19. Faecal shedding of the virus has been demonstrated from some patients, and viable virus has been identified in others. People with COVID-19 generally develop signs and symptoms, including mild respiratory symptoms and fever, on average 5 to 6 days after infection (up to approximately 14 days after infection).

2.3 People most at risk of complications from COVID-19³

Serious illness and death can occur even in young healthy people, but generally those most at risk are:

- people aged 70 years and over;
- people aged 65 years and over with chronic medical conditions;
- people with compromised immune systems; and
- Aboriginal and Torres Strait Islander people over the age of 50 with one or more chronic medical conditions.

ANU staff, VaHAs and students most at risk of complications are subject to these guidelines but are not excluded from campus. If an individual has any concerns, they shall discuss them with their contact point in Section 1.1 and seek appropriate medical advice.

3.0 Roles and Responsibilities

In line with the ANU Delegations Framework, the Vice-Chancellor and Council are accountable for University-level risks. The primary responsibility for managing these risks lies with the ANU Senior Executive (i.e. Vice-Chancellor, Deputy Vice-Chancellors and Chief Operating Officer) and College Deans with delegated responsibility to School, Portfolio and

³ ACT Government 2020, At Risk Groups. Available at: <https://www.covid19.act.gov.au/protecting-yourself-and-others/at-risk-groups>.

Division Leads/Directors/Heads. The ANU Senior Executive and College Deans are the Senior Management Group (SMG).

Primary Responsibility	Delegated Responsibility
College Dean	Research or School Director and General Manager
(Academic) Portfolio Lead	(Academic) Division/Portfolio Director
Service Division/Portfolio Lead	Service Portfolio Lead
Director, Residential Experience	Head of Residence

3.1 Senior Executive

The Senior Executive has the overall responsibility to provide a safe workplace for staff and students and maintains the responsibility for COVID-19 management and liaison with ACT Health. To support the safe return to campus, the SMG, and various operational and support teams, will ensure:

- safe systems of work are in place;
- health, hygiene and sanitation arrangements are in place;
- COVID-19 cleaning requirements are in place;
- normal technical and administrative support arrangements for activities are maintained (e.g. technology, facilities, maintenance, etc.);
- flexible working arrangements; and
- health and wellbeing resources that are easily accessible.

Some division teams will provide key services for all University campuses (e.g. Facilities and Building Services) for cleaning services and materials). All staff shall read and be familiar with the return to campus webpages, and links to key services, [enhanced cleaning guidelines](#).

3.2 College Deans, (Academic) Portfolio Leads, Service Division/Portfolio Leads and Director Residential Experience responsibilities

The primary responsibility for managing the prevention of COVID-19 outbreaks lies with College Deans, (Academic) Portfolio Leads, Service Division/Portfolio Leads and the Director, Residential Experience across the ANU, within their responsibilities and with the oversight of School Directors, (Academic) Division/Portfolio Directors, Service Portfolio Leads and Heads of Residences.

An outbreak is defined as one or more cases of COVID-19 being confirmed among individuals at an ANU campus. Each College Dean, (Academic) Portfolio Lead, Service Division/Portfolio Lead and the Director, Residential Experience is required to:

- confirm that Health and Safety Protocols for COVID-19 are planned for, implemented and followed;
- ensure that the consequences of non-compliance to COVID-19 protocols are enforced;
- confirm and declare an outbreak, based on advice from the ACT Centres for Disease Control (CDC), to the SMG;

- contact the Community Wellbeing team at CommunityWellbeing@anu.edu.au ;
- notify the Associate Director, WEG of any confirmed cases of COVID-19 among staff and/or students while on campus or while conducting University activities. The Associate Director, WEG will then notify Comcare as appropriate;
- provide the SMG with updates on infection control; measures and/or on any confirmed cases if an outbreak has occurred; and
- confirm and declare to the SMG when an outbreak is over, in consultation with the ACT CDC.

3.3 School Directors, (Academic) Division/Portfolio Directors, Service Division Directors and Heads of Residences

The operational responsibility of managing prevention and mitigation measures for COVID-19 lies with School Directors, (Academic) Division/Portfolio Directors, Service Division Directors and Heads of Residences who, supported by their College Dean, (Academic) Portfolio Lead, Service Division/Portfolio Lead and the Director, Residential Experience are required:

- To establish action plans for implementing these guidelines;
- To ensure that local specific risk assessments for activities are conducted with the aim of preventing exposure and reducing WHS risks;
- To ensure that compliance with these guidelines is maintained; and
- To be responsible for individuals in their area and/or centrally managed functions or facilities as part of their role.

3.4 Supervisors and staff training

Supervisors are accountable for ensuring that their teaching, research, support and professional staff, contractors and students living in an on-campus residence are adequately trained and competent in COVID-19 outbreak prevention and management (including hygiene management, social/physical distancing and the use of facilities and spaces on an ANU campus) and know the signs and symptoms of COVID-19 in order to identify and respond quickly to a potential outbreak.

Additionally, supervisors to ensure that staff and volunteers are familiar with the Standards of Precautions (refer Section 5) and be competent in implementing these measures, which include:

- Recognising the symptoms, signs and case definitions of COVID-19;
- Practising personal hygiene, particularly hand hygiene, sneezing and coughing etiquette;
- Social/physical distancing measures, such as personal space, use of facilities and communal spaces, and the availability of existing remote and online channels;
- Actions to be taken on experiencing symptoms of COVID-19;
- Processing of reusable equipment (if required for their role);
- Environmental cleaning, e.g. in laboratories or in residences (if required for their role);
- Laundering of linen (if required for their role); and

- Food handling and cleaning of used equipment/utensils (if required for their role).

Staff training shall include:

- School Directors, (Academic) Division/Portfolio Directors, Service Division Directors, College General Managers and Heads of Residence – communicating to all staff in their local area the details of the WHS risk assessment for that area (refer Section 5.0);
- Supervisors – ensuring that their staff have received, read and understood the WHS risk assessment for the local area; and
- All staff – reading, understanding and applying the guidelines detailed in this document.

In addition, staff may choose to complete the Australian Government Department of Health ‘COVID-19 infection control’ awareness training, a 30-minute online training module initially developed for front-line workers, which can be found at:

<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>.

3.5 Individuals

Every individual is responsible for maintaining their own health and safety, and that of other individuals across the ANU campus. Each individual is required:

- Not to attend any ANU campus if unwell. If they become unwell when on an ANU campus, they shall inform their key contact by phone or email, contact the Community Wellbeing Team by phone or email, and then go home with as little personal interaction with others as possible;
 - Staff to inform their Supervisor;
 - VaHAs to inform their Supervisor or School Director;
 - Students to go home unless they are a resident at an ANU residence, in which case they shall inform the Head of Residence (or delegate) to receive further instructions;
 - External visitors to inform their ANU host; and
 - Suppliers, contractors and commercial/retail operators to inform their ANU contract manager.
- To ensure compliance with social/physical distancing and hygiene measures.
- To follow University, College, Portfolio, Division and Residence guidance and risk assessments.
- To monitor and follow communications and directives by the ANU and ACT Health about changes to physical distancing and hygiene measures.
- To comply with the ACT Government testing requirements.
- To comply with the contact tracing requirements of the ANU and the ACT Government.

4.0 Identifying COVID-19

4.1 Identification

School Directors, (Academic) Division/Portfolio Directors, Service Division Directors and Heads of Residence must establish processes to monitor, with a high level of vigilance and a low threshold for investigation, possible COVID-19 cases at an ANU campus. Effective monitoring will facilitate the early recognition and management of cases to ensure the identification of symptoms that may precede, or indicate the early stages of, an outbreak. Any identification of symptoms should prompt an investigation as to whether formal testing is required (refer Section 6.1 for more information).

All residents are able to access a mask and gloves from staff or the duty officer if they are experiencing symptoms of COVID-19, and/or if they need to leave their room to seek assistance with accessing health services. All residents shall be provided with guidance on how to put on, remove and dispose of used masks and gloves in a safe manner.

4.2 Screening of individuals

In accordance with ACT Health guidelines,⁴ an individual should get tested for COVID-19 if they are concerned that they have contracted the virus. Testing specifications can be found at: <https://www.covid19.act.gov.au/protecting-yourself-and-others/getting-tested>.

5.0 Standards of Precautions for Activities

Each College, Portfolio and Division must complete a plan to return to campus. As part of these plans, each School, Portfolio or Division must conduct a 'COVID-19 Exposure Risk Assessment' detailing the common set of activities in their local area that will start up again with a return to campus. If such a risk assessment is not completed, and/or if the recommended Standards of Precautions cannot be satisfied, the proposed activity shall not go ahead on an ANU campus.

In addition, the School, Portfolio, Division or Residence must conduct individual risk assessments for a particular activity or environment that is considered to be at a higher risk level. The risk assessment template can be found at Chapter 3.1 Hazard Management of the WHSMS Handbook Appendix B.1, B.2 and B.3:

<https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook/chapter-31-hazard-management>.

The recommended Standards of Precautions are considered to be the minimum, mandatory standards. If they are not already in place, they need to be implemented immediately.

Since March 2020, ANU residences have had in place the following protocols:

- guidelines for activities and use of amenities in on-campus residences,
- an outbreak management plan;

⁴ ACT Government 2020, COVID-19: Current Status. Available at: <https://www.covid19.act.gov.au/>.

- a communications plan;
- a checklist of obligations;
- an outline of responsibilities for compliance with COVID-19 precautions; and
- a letter to residents and staff regarding preventative steps that shall be taken by all individuals to reduce the risk of an outbreak of COVID-19 in a residence.

The protocols for operations in residences are regularly updated to be consistent with government health directives, and can be found at this [link](#).

5.1 Restrictions on campus⁵

The following individuals must self-exclude from campus:

- Those with a fever or symptoms of respiratory infection (see Section 2.1).
- Contacts of a proven COVID-19 case until their own self-isolation has been complete.
- Contacts of a suspected COVID-19 case until the suspected case has tested negative.

If the individual is a resident at an ANU residence, they must self-isolate in accordance with established residence guidelines and protocols.

5.2 Hygiene measures⁶

The following hygiene measures must be practised by individuals when on an ANU campus:

- Wash hands regularly for 20 to 30 seconds especially after touching communal surfaces, e.g. door handles and taps.
- If soap and water is not available use hand sanitiser.
- Hand sanitiser does not replace washing your hands after using the bathroom.
- Avoid touching your eyes, nose and mouth.
- Cover your mouth and nose with a tissue when coughing and sneezing or cough into your elbow.
- Dispose of used tissues into a bin immediately and wash your hands afterwards.

5.3 Social/physical distancing

Social/physical distancing means being a distance apart from another individual as much as possible and in all places.

All activities on campus shall meet the following conditions:

- At all times and in all places, inside and outside, a physical distance of 1.5 meters shall be maintained between each individual;
- When indoors or in an enclosed space – such as, but not limited to, an office, meeting room, laboratory, teaching space, study space, communal/shared space etc. – there shall be a maximum of 1 person per 4m² permitted into that space at any one time. Rostering, demarcation by tape and rearrangement of access points shall be used, where possible, to achieve this;

⁵ACT Government 2020, Advice for People at Risk of Coronavirus (COVID-19). Available at: <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/advice-for-people-at-risk-of-coronavirus-covid-19>.

⁶ACT Government 2020, Protect Yourself. Available at: <https://www.covid19.act.gov.au/protecting-yourself-and-others/protect-yourself>.

- No hand-shaking, hugging or touching of another person;
- No sharing of food and drink;
- No gathering to eat food or drink;
- For commercial spaces on an ANU campus, commercial operators, landlords, tenants and individuals using those spaces must follow the Australian Government and ACT Health guidelines at that time (refer www.covid19.act.gov.au); and

Please also refer to Appendix A: Useful Resources and Posters, with additional guidelines by Safework Australia relating to COVID-19 to be followed in the workplace. These can be found at:

- https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/workplace_checklist_covid-19_0.pdf
- https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/Infographic-Suspected-or-Confirmed-Cases-COVID_19.pdf.

Teaching environment

- All lectures and course presentations continue to be, where possible:
 - recorded live via Zoom (or other desktop tools remotely or on campus), recorded using the lecture room recording facilities (ECHO360), or recorded in one of the University's studios (e.g. One-Button Studio in the Chifley Library); and
 - uploaded to the University's online learning platform (WATTLE).
- Teaching staff who are recording lectures on campus must ensure social/physical distancing is practised with any other staff, including support and technical staff.
- Tutorials, seminars and study groups can be conducted on campus when the following measures are applied:
 - Social/physical distancing is practised. Staff or student leaders in residence shall ensure other staff and students are appropriately distanced within a teaching or study space;
 - Maximum occupancy is not exceeded within each teaching and study space (1 person per 4m²);
 - Signage is posted at point(s) of entry by the Facilities and Business Services division;
 - Desks and other surfaces used during a teaching or study session are cleaned before use by the staff and/or students who use that space, with cleaning materials for wiping down each surface available upon entry, for immediate disposal in rubbish bins at exits;
 - Hand sanitisers provided for use upon entry; and
 - Sheltered open spaces used as alternative study spaces (where possible), if social/physical distancing is practised.
- Alternative remote forms of assessment, including online-invigilated examinations, will continue for the remainder of the 2020 academic year.

- College Deans/Portfolio Leads will detail in their plans any other courses (e.g. short courses) to be offered on an ANU campus after June 2020 for the remainder of the calendar year.

Libraries

- Online support services via digital platforms shall continue, where possible.
- Use of electronic rather than hardcopy resources shall continue, where possible.
- The layout of library spaces shall be assessed to enable social/physical distancing including, where possible:
 - Entry point not being the same as the exit point(s).
 - Signage of maximum occupancy provided by Facilities and Business Services division, and a limit placed on the number of people who can access a space at any one time.
 - A limit on the furniture to be used.
 - Installing screens between spaces.
 - Installing shields at staff counters.
 - Placing 'X' stickers on floor(s) as markers for queuing.
- Self-service access (e.g. checking out of materials) shall be encouraged.
- Desks and other surfaces to be cleaned before use by a staff member or student, with cleaning materials for wiping down each surface used available at entry point, for immediate disposal in rubbish bins at exits.
- Hand sanitisers used upon entry and exit

Field-based studies and professional and clinical placements

- Field-based activity can proceed in line with appropriate ANU and host organisation risk assessments, and adherence to social/physical distancing. The risk assessment outcome is completed by the School or Division (refer Section 5.0).
- Outdoor learning shall include appropriate cleaning of equipment before and after use, appropriate personal protective equipment (PPE) where required, and compliance with social/physical distancing.
- Clinical and professional placements can continue to be supported when the necessary risk assessments have been undertaken with the agreement of clinical supervisors and facilities (refer Section 5.0), and adherence to social/physical distancing is practised. The safety of patients, staff and students is paramount.

Clinical/human participant

- Utilise online and remote communications where possible.
- Participants in a vulnerable risk group, or who are unwell, shall not participate until further notice.
- Clients and staff need to maintain social/physical distancing requirements. Where this is not possible, a risk assessment needs to be undertaken with the appropriate approval from the College (refer Section 5.0).

- Cleaning and disinfecting guidelines shall be followed for use of communal equipment and common areas.

Office environment

- Ensure that the separation of workstations in open plan office spaces adheres to social/physical distancing.
- Implement a roster system to minimise staff interaction and use of communal spaces.
- Make cleaning materials for wiping down each used surface available in all buildings and rooms, and rubbish bins at exits for immediate disposal.
- Clean workstations and desks (including in single occupancy offices) before use by staff and/or student(s) in attendance.
- Ensure cleaning guidelines are followed, i.e. surfaces wiped down before use, so hot-desking arrangements can continue.

Laboratory, workshop, studio and other specialist learning spaces

- Set limits on the number of people in these spaces (refer Section 5.3).
- Implement a roster system to minimise interaction.
- Ensure that social/physical distancing controls are in place and adhered to, including managing access to equipment and workspaces so there is no close contact (refer Section 6.3).
- Clean bench/equipment/door handles before use.
- Assess requirement for increased ventilation by adjusting air-conditioning, where appropriate.
- Make PPE available, where appropriate, to avoid contamination and for personal protection.

Section 5.3 guidelines have been reproduced (in parts) with direct reference to the Universities Australia guidelines.

5.4 External visitors

The movement of general visitors into and within the University campus shall be limited. Non-essential activities that include members of the general public and/or organised public groups shall be postponed or paused, where possible, until the end of Semester 2 in 2020. These activities include but are not limited to:

- Open Day;
- graduations;
- concerts;
- exhibitions;
- festivals;
- public lectures; and
- large industry gatherings/collaborations.

Until further notice, as advised by Colleges, research facilities are not permitted to have external visitors or to host communal activities.

An approved external visitor to a residence must be recorded on a register of visitors and comply with the following guidelines:

- report to the reception desk on arrival;
- visit only the nominated resident;
- enter and leave the residence directly without spending time in communal areas;
- perform hand hygiene before entering and after leaving the resident's room and the residence; and
- maintain social distancing requirements.

5.5 Visiting students and academics, student transfers, exchanges and cross-institutional programs

All visiting academics and PhD students will require approval from the College Dean before commencing their visit to an ANU campus, or a remote field or place of study with ANU staff or students. They must also adhere to University requirements and local risk assessments.

All inbound student programs, whereby a non-ANU student is to spend time on an ANU campus through a transfer, exchange or cross-institutional program, will require the approval of the DVC Academic (in consultation with the Director, Residential Experience regarding the availability of on-campus accommodation).

All outbound programs for ANU students (interstate and overseas) will be assessed by the DVC Academic when State, national and global travel bans are lifted by both the ACT and Australian governments.

5.6 Staff and student communal activities

Leaders of staff and student groups with activities planned to re-commence on the University campus from June 2020 shall conduct a COVID-19 Exposure Risk Assessment (refer Section 5.0). The result of this assessment will determine if the activity can commence. This is to ensure adherence to social/physical distancing practices, and to limit close contact between both individuals (refer Section 6.3) and group sizes in accordance with ACT Government restrictions in place at that time (refer ACT Government COVID-19 website: www.covid19.act.gov.au).

Groups and activities include, but are not are limited to:

- Student Association activities;
- student clubs, particularly those utilising indoor facilities (e.g. Kambri);
- residential community activities and events;
- religious groups;
- staff groups; and
- University House gatherings.

Informal student events and study groups may continue if hygiene measures, social/physical distancing and cleaning guidelines before use are followed.

5.7 Signage

Facilities and Business Services division shall install at all entrances, points of egress around buildings and in communal areas signage that outlines restrictions, requirements and responsibilities concerning, but not limited to, social/physical distancing, hygiene and cleaning, and self-isolation regulations.

5.8 Compliance monitoring in on-campus residences

All residences shall have a minimum ratio of 1:25 senior residents to residents. Senior residents (or equivalent positions) are responsible for education about, and compliance with, the standards within their pod.

All residences shall have a minimum ratio of 1:10 health officers to senior residents. Health officers will be responsible for supporting senior residents to monitor compliance with the standards and to escalate any disciplinary alerts that may be needed.

A duty roster shall be established and managed by the Head of Residence to ensure compliance with these protocols and social distancing measures, which will include random checks throughout the day. This duty roster and any alerts regarding non-compliance will be viewed by the Head of Residential Safety or their delegate once a week to ensure compliance and appropriate escalation, and the use of disciplinary procedures as needed.

All residents will be assigned a senior health officer who will be responsible for compliance with the standards across the residence. In most instances the senior health officer will be the Head of Residence or another suitable senior staff member.

6.0 COVID-19 Case and Outbreak Management

6.1 Response to a suspected case of COVID-19 on campus

If a case of a COVID-19 is confirmed within the ANU community, it will likely be communicated to the individual by ACT Health, their medical practitioners or possibly through the University.

Outbreaks consist of the presence on an ANU campus of infected individuals and the contacts of those individuals. Identification, prevention and remediation of potential outbreaks is a joint responsibility of the ANU Senior Executive, College Deans, (Academic) Portfolio Leads, Service Division Leads, Director, Residential Experience, School Directors, (Academic) Division/Portfolio Directors, Service Division Directors, Heads of Residences, individuals on an ANU campus and the wider University community.

Further cases of COVID-19 and contacts of confirmed cases may be identified by processes of contact tracing and further testing conducted by health services in the ACT and elsewhere.

The University, through the Community Wellbeing Team, will promptly inform the relevant College Deans, (Academic) Portfolio Leads, Service Division Leads, Director, Residential Experience, and also the School Directors, (Academic) Division/Portfolio Directors, Service

Division Directors, Heads of Residences and Associate Director WEG of any such notifications received about individuals in their area.

Staff, VaHAs, students and residents are required to contact the Community Wellbeing Team (CWT) at **CommunityWellbeing@anu.edu.au**, and their School Director, (Academic) Division/Portfolio Director, Service Division Director or Heads of Residences if they, or someone within their School, Portfolio, Division or Residence:

- has tested positive for COVID-19; or
- may have come into contact with someone who has tested positive for COVID-19.

School Directors, (Academic) Division/Portfolio Directors, Service Division Directors, Heads of Residences are required to have systems in place to encourage such reporting by individuals, and to initiate responses to such notifications through their College Deans, (Academic) Portfolio Leads, Service Division Leads or Director, Residential Experience (refer to Section 6.2).

Diagnostic testing, in the context of a potential outbreak at ANU, will be conducted by health authorities not by ANU.

Identification that an infected person has been on campus will immediately close their workspace, and potentially the building in which it is located, for 24 hours (with the support of ANU security) to enable cleaning. Decisions regarding closure of spaces or buildings in on-campus residences will be made in consultation with ACT Public Health Units (PHUs).

In the event of an outbreak in their immediate or nearby areas, University campuses will also be supported by ACT PHUs, which will provide detailed information and specific advice on any additional measures to be taken.

Potentially infected staff members or residents must remain away from campus while a diagnosis is sought. If COVID-19 is excluded, they may be able to return to work when well, within the timeframes set for the infectious period of their condition.

If a diagnosis of COVID-19 is confirmed, the individual (not including residents) must be excluded from campus until they meet the criteria for release from isolation as outlined in the Communicable Diseases Network of Australia COVID-19 National Guidelines.

6.2 Notification – ACT Department of Health and Comcare

A confirmed case of COVID-19 is a notifiable disease in all Australian States and Territories. The requesting medical officer and/or the testing laboratory is obligated to notify the jurisdictional communicable disease authority of any infection, and this notification is confidential.

If an individual on an ANU campus is aware of a suspected or confirmed case of COVID-19 within the ANU community they must immediately inform the CWT via:

- Email: communitywellbeing@anu.edu.au
- Phone (business hours): +612 6125 3346 (Option 1)
- Phone (24 hours): +612 6125 2249.

This notification shall include as much information as possible to identify the individual (e.g. full name, university ID number, contact details). The notifier shall treat this information confidentially and must not divulge it to anyone else. Refer to [Return to Campus](#) website for the COVID-19 Notification Protocol at an ANU campus.

As part of the notification, the Associate Director, WEG shall be informed so they can:

1. Determine if this illness is work related; and (if deemed necessary)
2. Undertake a detailed investigation in accordance with Chapter 4.3 in the *WHSMS Handbook* to:
 - a) log this incident on Figtree in accordance with the Information Sheet: COVID-19 Incident Reporting;
 - b) act as the University's central contact point for notification and reporting to relevant health authorities (including ACT Department of Health) and ComCare; and
 - c) direct the relevant local area services (with support from the CWT) within ANU to respond as required.

6.3 Contact tracing

Health services use contact tracing to find people who may have been exposed to an infectious disease. There are two types of 'contacts' – close and casual – and health services give advice to both contact types on what they need to do.

'Close contact' is defined as any person who, without appropriate PPE, has had exposure to a suspected, probable or confirmed case of COVID-19 during that person's infectious period, including:

- direct contact with that person's body fluids or the laboratory specimens of
- face-to-face contact with them in any setting within two metres for 15 minutes or more; and/or
- been in a closed environment (e.g. a classroom or laboratory) and within 2 metres of them for 15 minutes or more.

'Casual contacts' are persons with exposure to a suspected, probable or confirmed case of COVID-19 who do not meet the criteria for close contact.

To support contact tracing, individuals can download and register the Federal Government COVIDSafe Application.⁷ The app helps to find any 'close contacts', thereby assisting State and Territory health officials to contact people who may have been exposed to COVID-19.

If individuals in a laboratory space or environment do not have the COVIDSafe app they are required to keep a written record or diary of their movements and interactions with others on campus to support contract tracing.

At a minimum, individuals conducting laboratory activities are required to record:

- their arrival time at a facility
- the rooms used for research activity
- any other rooms used
- persons interacted with; and

⁷ The COVIDSafe app is available at: <https://www.health.gov.au/resources/apps-and-tools/covidsafe-app>.

- the exit time from a facility.

Since the use of the app cannot be mandated, School Directors, (Academic) Division/Portfolio Directors, Service Division Directors, Heads of Residences shall adopt a systems approach to ensure that documentation through diary-based methods, room access and booking procedures, etc. are as effective as possible in recording the movements of all individuals working or studying in a laboratory environment.

6.4 Self-isolation in a residence

Students living in on-campus residences who are awaiting COVID-19 test results must comply with social isolation requirements as directed by the ACT Centre for Disease Control.

If a resident requires self-isolation while awaiting the outcome of a COVID-19 test the protocol for checking-in to self-isolation shall apply in the reference document section at this [link](#).

A resident requiring self-isolation because they have a confirmed diagnosis of COVID-19 must immediately contact their Head of Residence. In addition:

- A directive for self-isolation will be issued by a medical officer to the individual who has been tested, diagnosed or otherwise met the criteria for risk of having COVID-19;
- The directive has legal force with severe penalties for non-compliance;
- There will be random checks (by someone communicating with the resident through their door) of the resident being in their room as required. Heads of Residence shall advise the Director, Residential Experience if a student is observed outside of their room for any reason other than a building evacuation; and
- If a student does not comply with self-isolation protocols, the Office of Student Conduct will institute disciplinary actions in accordance with ANU established non-compliance procedures (refer to Section 1.0).

Food, toiletries and medicines shall be provided to residents who are in self-isolation, as follows:

- Items shall be delivered to the residence reception. When the items arrive, the reception staff or duty officer shall contact the resident by phone or via email to arrange a drop-off time;
- Staff shall deliver the meals or groceries to outside the resident's door, announce when the groceries have been delivered and walk away. The door shall not be opened by the resident until the staff have left;
- If online shopping is discontinued, residence staff shall assist in identifying alternative methods for food delivery; and
- For rubbish collection, additional bags shall be provided to the resident and a time arranged for when these bags shall be collected.

In the instance of confirmed COVID-19, residences must:

- identify and implement enhanced infection control measures;
- implement surveillance for further cases; and
- review outbreak plans and requirements for implementation.

If a resident is unwell with an illness other than COVID-19 they will also be asked to self-isolate in their current room as a precautionary measure to protect those around them from possibly contracting the illness. They will be supported with practical assistance such as food, medicine, etc., and visits by health professional and staff of the residence.

7.0 Cleaning Protocols and PPE

7.1 General cleaning

Individuals are responsible for wiping down surfaces before use including, but not limited to, workstations, desks, teaching or study surfaces, and common use surfaces (e.g. in a kitchen).

7.2 Cleaning requirements in on-campus residences

External cleaners

- If outsourced, advise cleaners of all the surfaces that need to be cleaned with disinfectant on each occasion.
- If the building has residents in isolation, advise cleaners as to the cleaning requirements that include, but are not limited to, the following:
 - Common areas: there shall be an increased frequency and coverage when disinfecting all hard surfaces using designated chemical-based disinfectant products. Additional cleaning shall be scheduled and signed off by designated employees for lounge, gym, etc. areas (2 times each day) as well as for lifts and toilets, etc. (4 times each day); and
 - Office areas: there shall be an increased frequency and coverage when disinfecting all hard surfaces using designated chemical-based disinfectant products. Additional cleaning shall be scheduled and signed off by designated employees (2 times each day).

Staff

- Ensure office areas have an increased frequency of cleaning to include 4 times each day for all high-touch surfaces (e.g. desk, phones, computer equipment); and
- Use antibacterial wipes or a multipurpose cleaner with disinfectant and paper towel to complete the cleaning.

7.3 Cleaning requirements for residents in isolation

- Single apartment
 - All high-touch surfaces should be cleaned by the tenant once each day.
 - Antibacterial wipes or a multipurpose cleaner with disinfectant and paper towel to be made available to complete the cleaning.
- 2 plus apartment (shared)
 - All high-touch surfaces in shared areas should be cleaned by the tenant 4 times each day.

- Where possible, dishes, drinking glasses, cups, eating utensils, towels, bedding and other items should not be shared. After use, all kitchen items should be washed thoroughly with soap and water or in a dishwasher.
- Antibacterial wipes or a multipurpose cleaner with disinfectant and paper towel to be made available to complete the cleaning.

7.4 Cleaning requirements for laundries

- Regularly clean everything, especially frequently touched surfaces, with a multipurpose cleaner with disinfectant.
- Use hot water – it is recommended to wash items at a temperature of at least 60C.
- Check your water heater, and make sure users are aware of the hot water temperature.

Additional cleaning guidelines, for reference, can be sourced at:

<https://www.health.gov.au/sites/default/files/documents/2020/03/environmental-cleaning-and-disinfection-principles-for-covid-19.pdf>.

7.5 Personal protective equipment

Follow official health advice, based on the level of risk. In a setting where ANU staff or students may be in contact with COVID-19 patients or patients undergoing testing for COVID-19, such as in a hospital or clinic, adherence to area-specific PPE procedures must be maintained.

- Additional PPE guidelines can be sourced at: <https://www.health.gov.au/resources/publications/guidance-on-the-use-of-personal-protective-equipment-ppe-in-hospitals-during-the-covid-19-outbreak>.

8.0 General Guidelines

8.1 Vehicle operation for ANU research/fieldwork

ACT Health guidelines⁸ regarding travel, states that drivers are permitted to transport someone from outside their household. The University permits vehicle travel (in line with existing vehicle procedures and processes) in accordance with current restrictions in the local State or Territory.

If travelling with others in an ANU vehicle, follow the State or Territory health advice and apply these hygiene practices:

- Stay home if feeling unwell;
- Clean surfaces with detergent/disinfectant wipes when available so that the potential spread of infection can be minimised;
- Passengers shall sit in the back seat when travelling in vehicles whenever possible.
- Wash hands regularly with soap and water for 20 to 30 seconds or use an alcohol-based sanitiser;

⁸ ACT Government 2020, Transport. Available at: <https://www.covid19.act.gov.au/help-and-advice/transport>.

- Cover any coughs and sneezes with a tissue or inner elbow, and wash hands afterwards;
- Avoid touching eyes, nose and mouth; and
- Practise social/physical distancing by separating people by 1.5 metres, when practicable.

8.2 Common areas and communal Items

Any non-essential communal items in common areas (e.g. crockery, cutlery, shared tea, coffee, sugar and milk, etc.) must be placed in storage to limit the opportunity for general use.

Individuals are to wipe clean any items used in the common area with the cleaning materials provided, before and after use. This includes, but is not limited to, common area items such as computers, audio-visual equipment, chairs, tables, kettles, coffee machines and microwaves.

All communal items in all residences – including, vacuum cleaners, mops and storeroom items – will be withdrawn until future notice. Regulated access to these items will be provided by staff.

Residents are to wipe clean any shared items provided in the common area with wet wipes, paper towels and cleaning products before and after use. This includes common area items such as computers, musical, exercise and audio-visual equipment, chairs, tables, kettles, microwaves, irons and ironing boards, etc.

For the cleaning of certain spaces, where appropriate PPE must also be used to minimise exposure to chemicals or other biological agents.

8.3 Lift/elevator use

No more than two persons are allowed to use a lift at any one time. If social/physical distancing cannot be adhered to, building custodians are able to restrict lift capacity to a maximum of one person.

Cleaning products will be provided to wipe clean the buttons and surfaces after use. Cleaners are to wipe down surfaces and doors at least twice per day.

8.4 Fire alarms and building evacuations

If there is a fire alarm, the standard procedures and protocols must be followed.

Residents in self-isolation will be required, where possible, to wear the mask and gloves already provided to them before joining other residents. Residents in self-isolation will evacuate to the same location, but be instructed to be at least 4m away from all other people.

8.5 Laundry rooms

- Residents shall not use the laundry if they are feeling unwell.
- Residents shall use the paper towels or cleaning wipes provided when using the laundry equipment.
- The laundry room door shall remain open during standard operating times.

- Residents shall wash their hands and use the hand sanitiser provided before and after using the laundry facilities.

8.6 Garbage bin room

- The garbage bin room shall remain open in all residences (where applicable).
- All of the lids to the rubbish bins shall be left open.
- All rubbish shall be placed in the bins provided.
- Items must not be left on the floor.

8.7 House dinners in on-campus residences

Due to social distancing restrictions, house dinners will no longer occur until further notice.

8.8 Mail and parcel deliveries at on-campus residences

- Mail and parcels shall be delivered to the residence reception desk, and disposable gloves provided to those handling them for distribution to residents and staff.
- Mail shall be sorted alphabetically into an expanding file or other suitable storage by reception staff only.
- Mail and parcels shall be collected by residents only during office hours. Out of office hours, duty officers, senior residents and community co-ordinators must not deliver mail or parcels, until further notice.
- Large packages or bulky items shall be placed in a suitable storage space with access restricted only to staff during business hours.
- If a resident is self-isolating or feeling unwell, any parcels for them shall be placed outside their room door by an office staff member only, at a time agreed with the resident.

9.0 Accessing Support

The University's highest priority is the support and safety of our community.

The following support services are free and available to all staff, residents, students, VaHAs and other members of the ANU community:

- **ANU Crisis Support Line**, which operates 24/7 on 1300 050 327 or SMS text message to +61 2(0) 488 884 170.
- **[The Respectful Relationships Unit.](#)**
- **ANU Counselling** can be booked at counselling.centre@anu.edu.au and services accessed via Zoom or phone on:
 - Staff services – 9am to 5pm weekdays on +61 2 6125 2442
 - Student services – 9am to 4pm weekdays on +61 2 6178 0455.
- **ANU 'Advisor to Staff'** provides free, confidential and professional counselling services to staff in dealing with work-related or personal issues that may be affecting their work. ANU has two 'Advisers to Staff' on campus:
 - Gail Frank – ext. 53616 (Tuesday, Wednesday and Thursday)
 - Maaria Haque – ext. 58283 (Wednesday, Thursday, Friday and alt. Tuesdays)

- On-campus appointments can be made during business hours or email staff.adviser@anu.edu.au
- **National Health Co-op** – [On-campus medical services](#); book an appointment by phone on +61 2 6178 0400 or [appointment online](#).
- Staff and their family members can access free support and counselling through the [Employee Assistance Program](#), which operates 24/7 on 1800 808 374.
- Students can access [ANU Thrive](#) (formerly ANU Wellbeing): wellbeing@anu.edu.au.

APPENDIX A – USEFUL RESOURCES AND POSTERS

<https://www.health.act.gov.au/about-our-health-system/novel-coronavirus-covid-19/resources>

PREVENT THE SPREAD OF GERMS

HELP STOP THE SPREAD OF COVID-19

The virus that causes COVID-19 is thought to spread mainly from person to person in close contact with one another and through droplets produced when an infected person coughs or sneezes.

Good hygiene practices will reduce your risk of getting sick and spreading disease.

Always make sure you do the following:



Wash your hands regularly with soap and water or alcohol-based hand sanitiser for 20 to 30 seconds



Cover your cough and sneeze with a tissue or your inner elbow and wash your hands afterwards



Discard used tissues immediately into a bin



Avoid close contact with people who are sick



Avoid touching your eyes, nose, and mouth



Stay at home and avoid social activities or mass gatherings if you're feeling unwell

For more information on COVID-19 in the ACT, visit [health.act.gov.au/novelcoronavirus](https://www.health.act.gov.au/novelcoronavirus)



ACT
Government

ACT Health

[health.act.gov.au](https://www.health.act.gov.au)

PRACTISE GOOD HAND HYGIENE



Protect yourself, your family and the community by washing your hands regularly. Washing your hands properly takes about 20 to 30 seconds.

Washing your hands with soap and water or alcohol-based sanitiser kills viruses that may be on your hands. Always use soap and water if your hands are visibly soiled.



1
Wet your hands



2
Put soap on your hands



3
Rub soap over your hands.
Don't forget to scrub between your fingers, under your nails and the top of your hands



4
Rinse hands with water



5
Dry your hands



6
Your hands are now clean

For more information and advice visit health.act.gov.au



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