



Australian  
National  
University

# COVID-19 Notification Requirements at ANU

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## Contact

COVID Response Office: [COVIDResponseOffice@anu.edu.au](mailto:COVIDResponseOffice@anu.edu.au)

The Australian National University

Canberra ACT 2601 Australia

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

CRICOS Provider No. 00120C

## Purpose

This protocol outlines the communications and decision-making process implemented when the ANU is notified of someone who:

1. is a confirmed case of COVID-19
2. is a suspected case of COVID-19
3. has been identified as a close contact or a secondary contact of a case of COVID-19
4. has been notified of a requirement to quarantine
5. is awaiting results of a COVID-19 test but is not at high risk of COVID-19.

## Notification

Any member of the ANU community (staff/student/VaHA) must notify the COVID Response Office (E: [covidresponseoffice@anu.edu.au](mailto:covidresponseoffice@anu.edu.au) or T +61 2 6125 5964) if they satisfy any of the criteria in points 1-4.

If outside business hours they should contact ANU Security on +61 6125 2249.

Staff and students also contact their supervisor or convenor.

Residential students should also contact their Head of Residence.

Members of the ANU community awaiting results of a COVID-19 test (category 5) do not need to notify the COVID Response Office. If they live in on campus accommodation, they must advise their Head of Residence or on duty Community Coordinator.

## Definitions

For the purposes of this document, the following definitions apply.

**Confirmed case** - someone who has tested positive for COVID-19.

**Suspected case** - someone who has developed COVID-19 like symptoms, is undergoing testing for COVID-19 and has a known risk factor, such as:

- Close contact with a confirmed COVID-19 case
- International travel
- Workers supporting designated COVID-19 quarantine and isolation services
- International border staff
- Interstate travel to a known COVID-19 area of concern
- Air and maritime crew
- Healthcare, aged care or residential care workers and staff with direct patient contact
- The COVID-19 Campus Alert risk level is Medium or above, indicating local transmission of the virus.

**Contacts of COVID-19 Cases** – individuals who have been notified by ACT Health or another relevant public health authority that they are either:

- Close contacts - individuals who have had close contact for a prolonged period of time with a confirmed COVID-19 case.
- Secondary close contacts - individuals who have been in contact during a specified time period with someone who has been identified as a close contact are called secondary close contacts.

**Quarantine** is used to separate a person who may have been exposed to a communicable disease (such as COVID-19) from the rest of the community. This is to protect the community while waiting to see if the person becomes unwell. For example, individuals who are returning from COVID-affected areas may be required by ACT Health to quarantine for a period of time. Quarantine can either be undertaken at home or in single bedroom apartments in student Residences. The quarantine period may vary but can be anticipated to be approximately 14 days.

**Isolation** is used to separate a person who has tested positive with COVID-19 from other people, to prevent them from spreading the disease. Isolation is mandatory for people with confirmed COVID-19.

**Stay at Home (also often called self-isolation)** is required for individuals who have developed COVID-19 like symptoms and are being tested but are not regarded as suspected cases. The overall risk for these individuals is low to very low. The requirement to stay at home will cease when a negative test is received.

- In these circumstances, students in Residences can stay in their own room, or in another suitable room in the residence. Residence staff teams will be responsible for providing assistance including accessing meals, conducting welfare checks and providing access to PPE. Further information about protocols in residences is available at: [Residential Protocols at ANU campuses: Home-based quarantine in Student Accommodation.](#)

## Principles of ANU COVID-19 case notification

- Only the COVID Response Office, the Community Wellbeing team (for staff); Residential team (for students in residences), the Student Incidents and Support team, and/or the identified Primary Contact Officer (if applicable), will make contact with the affected person.
- Any individual undergoing testing must be advised to immediately stay at home or in a suitable room in their on campus Residence until they receive a negative test result and their symptoms resolve. They should be prepared to provide evidence of their status before returning to campus (staff and students living off campus) or accessing communal areas in the Residence of other on campus facilities (student living on campus). If an individual is required to quarantine for

a period of time, they need to remain in quarantine even if their test result is negative, as advised by ACT Health or their local public health authority.

- Individuals who test positive for COVID-19 must self-isolate for at least 14 days and until they are cleared for release by ACT Health or their local public health authority. They will be asked to provide evidence that they have been cleared before returning to campus.
- The staff or student will be assured that confidentiality will be maintained.
- Discretion and community safety are our highest priorities, and the affected person can request additional information on this process at any time.
- The staff or student must ensure that their relevant ANU point of contact is consistently kept up to date with any relevant developments.
- The COVID Response Office (CRO) is the primary point of contact for any questions or advice about COVID-19 and will be key liaison point with ACT Health and other jurisdictional health departments as required.

## Actions required for different categories

### *Category 1 – Confirmed cases*

Upon notification, the CRO must immediately notify:

- For staff, Director, Human Resources Division
- For students, Deputy Vice-Chancellor – Student and University Experience (DVC-SUE)

A confirmed case must quarantine for at least 14 days and will not be able to leave quarantine until they receive a negative test result and are given permission to do so by ACT Health.

Students in Residences who are confirmed cases must be immediately removed to a single bedroom apartment in a designated quarantine facility.

Additional cleaning measures must be implemented at any location the individual has visited on campus and will be advised by ACT Health or the local public health authority.

### *Category 2 – Suspected cases*

A suspected case should immediately quarantine either at home or in a single bedroom apartment in a designated quarantine facility and notify the CRO.

Upon notification, the CRO must notify the following:

- For staff - the Community Wellbeing Team
- For students in Residences - Director, Residential Experience
- For students in private accommodation – Manager, Student Incidents and Support

Suspected cases should undergo testing for COVID-19. The outcome of COVID-19 testing is usually known within 24-48 hours, however there may be a requirement to quarantine beyond this period depending on the advice of ACT Health.

Additional cleaning measures must be implemented at any location the individual has visited on campus.

### *Category 3 – Contacts of COVID-19 cases*

Notifications of potential contact with COVID-19 are made by the relevant public health authority. In Canberra this is ACT Health.

Individuals who have been identified as close contacts are at a higher risk and should immediately quarantine for 14 days (as per Category 2 cases) and undergo testing for COVID-19. If they develop symptoms, they are regarded as a suspected case. Regardless of the development of symptoms, they must quarantine for 14 days unless advised otherwise by ACT Health.

Touchpoint cleaning in main common areas should be implemented at any location close contacts have visited on campus. Additional cleaning measures may be required as determined by the CRO on the advice of ACT Health.

ACT Health or the local public health authority will advise of any specific requirements for secondary close contacts based on the circumstances at the time.

### *Category 4 – Travel to a COVID-19 area of concern*

ACT Health will from time to time recognise areas in other jurisdictions as being COVID-19 affected areas or areas of concern. These could be large geographical areas such as an entire State, specific Local Government Areas, or specific locations such as shopping centres, restaurants or cafes.

In such cases travellers who have been in those areas in the identified time periods need to follow the specific advice provided by ACT Health (or local public health authority) about those areas or locations. Advice will vary depending on the classification of the area or location and may include any of the following:

- Quarantine for 14 days (or until advised otherwise) and get tested
- Get tested and isolate until a negative test result is received
- Remain vigilant for symptoms and get tested if symptomatic

The Chief Health Officer declares areas of concern through a COVID-19 Areas of Concern Notice that is published on the ACT Government. The Notice will specify if the exposure sites or areas are classified as either:

- A COVID-19 Place of Concern;
- A COVID-19 Place of High Concern; or
- A COVID-19 Affected Area.

The classification depends on the risks presented by travel to that area, and the level of public health response required to keep the ACT community safe. Travellers will need to abide by the public health advice outlined in the Notice.

The CRO continually monitors the COVID-19 situation in Australia and will release an advisory notification if any COVID-19 areas of concern are identified.

If individuals have been in these areas and have been advised that they should quarantine for a specified period of time they should:

- notify their immediate supervisor or convenor
- notify the CRO
- not come to campus
- work from home where possible or take leave as required.
- follow guidance from ACT Health or the relevant local public health authority.

The requirement for cleaning for these individuals will also vary and the COVID Response Office should be consulted.

### *Category 5 - Other Individuals undergoing testing*

Individuals who have symptoms and are undergoing testing for COVID-19 but do not have any risk factors are not considered a suspected case and are at lower risk. These individuals must get tested and stay at home or in a suitable room in their on campus Residence until they receive a negative test. Notification of testing is not required in these circumstances and no special cleaning measures are required.

## Key roles and notification process

KEY ROLES	NOTIFICATION ACTIONS & RESPONSIBILITIES
<b>COVID Response office</b>	<ul style="list-style-type: none"> <li>• Monitor the COVID-19 within Australia at all times and advise all personnel of any changes to COVID-19 risk profiles.</li> <li>• Receive advice from staff, students, workplaces and/or Residence staff regarding individuals who are in categories 1 through 4.</li> <li>• Advise Director, Human Resource Division (staff) and DVC-SUE (student) of confirmed cases of COVID-19 in staff or students.</li> <li>• Advise Community Wellbeing of staff members who are in categories 2 to 4.</li> <li>• Advise Director, Residential Experience and appropriate Head of Residence regarding students who are in categories 2 through 4.</li> <li>• If students are not in living in Residences, advise the relevant College.</li> </ul>
<b>COMMUNITY WELLBEING</b>	<ul style="list-style-type: none"> <li>• Contact staff to provide support.</li> <li>• Designate a Primary Contact Officer as required</li> </ul>
<b>ASSOCIATE DIRECTOR, Work environment group</b>	<ul style="list-style-type: none"> <li>• Determine if this illness is work-related.</li> <li>• If deemed necessary:               <ul style="list-style-type: none"> <li>○ Undertake a detailed investigation in accordance with WHSMS Handbook Chapter 4.3;</li> <li>○ Log this incident on Figtree in accordance with the Information Sheet: COVID-19 Incident Reporting;</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Act as the University's central contact point with relevant health authorities and Comcare.</li> </ul>
<b>Director, facilities &amp; services</b>	<ul style="list-style-type: none"> <li>● If required, and the individual was on campus the following applies</li> <li>● Ensure that affected areas are disinfected in accordance with F&amp;S Cleaning and Disinfection Protocols or at the direction of the appropriate state or ACT Health authority.</li> <li>● If required, assist the local area contact to close down the building before cleaning protocols are undertaken.</li> <li>● If required, temporarily limit access to the building/location while cleaning processes are undertaken.</li> <li>● Liaise with the commercial tenants, F&amp;S contractors and construction companies if required.</li> <li>● Seek confirmation from the appropriate WEG/Health Authority contact on conclusion of cleaning/disinfection processes before enabling building re-opening.</li> </ul>
<b>DIRECTOR, RESIDENTIAL EXPERIENCE</b>	<ul style="list-style-type: none"> <li>● Confirm whether the affected student is a resident on campus and relay that information back to the COVID Response Team.</li> <li>● Ensure that, if the affected student is resident on campus, the relevant protocols within the Residential Standard and Essential Requirements are implemented.</li> <li>● Activate <a href="#">ANU Residential Outbreak Management Plan</a> when there is a confirmed case of COVID-19 in a Residence</li> </ul>
<b>Manager, Student Incidents and Support</b>	<ul style="list-style-type: none"> <li>● Confirm whether the affected student is living off campus and relay that information back to the COVID Response Team.</li> <li>● Organise for an ANU Thrive Peer Educator to make contact with the student to confirm any support requirements</li> </ul>
<b>LOCAL AREA CONTACT</b>	<ul style="list-style-type: none"> <li>● Keep local area occupants informed and assist with closing the building in consultation with F&amp;S.</li> <li>● Assist with contact tracing.</li> </ul>
<b>PRIMARY CONTACT OFFICER</b>	<ul style="list-style-type: none"> <li>● Maintain contact with the affected person/s.</li> <li>● Maintain dialogue with Community Wellbeing</li> </ul>
<b>Director, ACE</b>	<ul style="list-style-type: none"> <li>● Coordinate internal and external communications in consultation with COVID Response Office Public Health Lead and Vice-Chancellor.</li> <li>● Monitor media channels including social media.</li> </ul>

# Notification process

