

Appendix A to the University COVID-19 Guidelines – Roles and responsibilities

Controls	Responsible area	Key Point of Contact
Policy and governance		
Endorse change to Campus Alert Level	VC	
Endorse changes to Guidelines	DVCs, COO	
Business Continuity Planning including Pandemic preparedness	Corporate Governance and Risk Office (CGRO)	
Incorporation of COVID related considerations into extant policy	Policy owner	
COVID-19 advice and reporting		
Provide COVID-19 advice	CRO	Public Health Lead
Recommend changes to Campus Alert Levels in Australia	CRO	Public Health Lead
Develop COVID-19 guidance and update guidelines	CRO	Public Health Lead
Weekly COVID-19 reporting	CRO	Public Health Lead
WHS advice	WEG	Associate Director WEG
Reporting and monitoring of COVID-19 suspected or confirmed cases, close contacts, secondary close contacts and quarantine	CRO	
Report to higher committees on COVID-19 risk	CRO	Public Health Lead
Liaison with ACT Health	CRO	Public Health Lead
Notification of changes to COVID situation that may affect ANU personnel	CRO	Public Health Lead

Declaration of a campus outbreak	CRO	Public Health Lead
Notification of outbreak to ANU Senior Executive	CRO	Public Health Lead
Reporting and monitoring of outbreaks	CRO	Public Health Lead
Determination of need for students and staff to quarantine	CRO as directed by ACT Health	Public Health Lead
Services		
Cleaning - general	Facilities and Services	Associate Director, Operations
Deep cleaning after notification of close contacts	Facilities and Services	Associate Director, Operations
Cleaning products	Facilities and Services	Associate Director, Operations
Provision of COVID-19 signage	Facilities and Services	Associate Director, Operations
Provision of hand sanitiser	Facilities and Services	Associate Director, Operations
Installation and monitoring of ANU 'Check In CBR' QR codes	Facilities and Services	Associate Director, Operations
Management of individual building 'Check In CBR' QR codes	General Managers	
Provision of masks to staff when mandated	Facilities and Services	
Approvals		
Travel approval - domestic	As per BAU if travel is allowed in under the Campus Alert System	Delegations as appropriate
Travel approval - international	In accordance with high-risk travel approval protocols.	Staff – Director, Human Resources Students – Registrar, Student Administration

Placements and internships	As per BAU if travel is allowed (College Deans/Directors or delegate)	
Functions on Campus approval	Facilities and Services	Associate Director, Corporate and Client Services
Risk assessment and management		
University wide risk management	ANU Senior Executive	COO
Ensuring a safe workplace	ANU Senior Executive, College Deans and General Managers, School/Division Directors	
Risk Assessment advice	WEG	Manager WHS WEG and WEG WHS Consultants
Conduct Risk Assessment	Managers and Supervisors or WHS Officers as delegated by College Deans or School/Division Directors	
Approve Risk Assessment	As per WHSMS Handbook Chapter 3.1 requirements	
Ensure all workplace WHS risk assessments include COVID-19 hazards	College Deans/Directors	
Determine essential workers list for each workspace	College Deans/Directors	
COVID-safe compliance		
Practicing COVID-safe behaviours	All staff and students	
Abiding by all ACT and other jurisdictional (as appropriate) guidance and direction	All staff and students	
Cleaning areas after use	All staff and students	
Enforcing compliance	College Deans or School/Division Directors or delegate	

Conduct COVID-19 Control Adherence Inspections	WHS Officers or other delegates of the College Deans or School/Division Directors	
Notification of COVID-19 suspected or confirmed cases, close contacts, secondary close contacts and quarantine to CRO	All staff and students	
Residences		
Residential protocols and risk assessments	Residential Experience	Director, Residential Experience
Implementation of protocols	Heads of Residences	
Quarantine protocols	CRO	Public Health Lead
Management of students in quarantine	Heads of Residences	
Public health monitoring of students in quarantine	CRO	Public Health Lead
Individual responsibilities		
Practicing COVID-safe behaviours	All staff and students	
Abiding by all ACT and other jurisdictional (as appropriate) guidance and direction	All staff and students	
Notification of COVID-19 tests, cases and quarantine to COVID Response Office	All staff and students	
Cleaning areas after use	All staff and students	
Visitors and exchanges		
Approval of visiting academics and PhD students	College Dean or delegate	
Approval of inbound student programs (whereby a non-ANU student is to spend time on an ANU campus through a transfer, exchange or cross-institutional program)	DVC Academic (consult with Director, Residential Experience as appropriate)	