Australian
National
University

University COVID-19 Guidelines

Version 2.1

Last updated Friday 4 June 2021

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These Guidelines direct and support all activities associated with COVID-19 outbreak prevention and management plans on Australian National University (ANU) campuses. 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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About these guidelines

Version 2 of the University Guidelines has been extensively rewritten to a more risk-based approach that focusses on a set of key principles. It describes accountabilities and responsibilities of ANU staff and students, the key principles that underpin all we do on campus, guidance for specific activities, and the Campus Alert System that allows us to scale our public health measures up and down depending on the risk level in the ACT and other applicable jurisdictions.

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'.

Roles and responsibilities

All individuals have a responsibility to be COVID-safe at all times and to follow the key principles set out in these guidelines. Individuals should be taking a balanced, risk-based approach to everything they do.

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 Division Leads/Directors/Heads.

Consideration and management of COVID-19 related risk should reflect current lines of responsibility and accountability as a specific type of Workplace Health and Safety (WH&S) related risk. However, some COVID-19 specific roles and responsibilities have also been designated by the University.

A complete list of these responsibilities and accountabilities can be found at Appendix A.

Key principles

A number of key principles underpin all activities on campus. These principles are as follows:
1. The health and safety of all members of the ANU community – staff, students, VaHAs, volunteers, external visitors, suppliers/contractors and commercial/retail operators – is paramount. Every measure must be taken by both the University and each individual to ensure the risk of contracting COVID-19 is minimised as far as reasonably practical
2. All individuals have a responsibility to be COVID-safe at all times. This means everyone must:
   a. Maintain good hygiene by frequent washing or sanitising of hands, sneezing and coughing into elbows, and cleaning up your immediate area after use.
   b. Keep their distance from others where possible, particularly when indoors, and avoid crowded spaces.

- Maximum room capacities for each alert level as stipulated in the Campus Alert System should be adhered to.
- If unable to maintain a reasonable distance from others, consider wearing a mask or face covering, particularly if there are local COVID cases in the community[1].

   c. Stay home (or in your room) if you develop any COVID-19 like symptoms[2], self-isolate, get tested for COVID-19[3].

   d. Check in for contact tracing - contribute to contact tracing requirements by downloading the *Check in CBR[4]* application (or jurisdictional equivalent[5]) and check in using the QR code. Alternate means of tracking are also permissible[6]. Individuals should also download and register on the Federal Government COVIDSafe Application.[7]

   e. Monitor the situation – keep up to date with the local Government health advice and the Campus Alert System risk level.

3. ANU must fulfil its legal responsibilities in relation to occupational health and safety[8] by adopting its [Hazard Management procedures](#) to identify COVID hazards, assess these risks and implement effective control measures to minimise the risk (as far as reasonably practical) of any individual contracting the virus/disease while conducting any ANU activities.

   a. All Colleges, Schools, Divisions and Portfolios are responsible for including COVID hazards as part of BAU risk assessments for every area and activities based on the guidance in this document[9].

   b. The University and its staff must follow this guideline and any additional risk control measures identified through a risk assessment.

4. All individuals while conducting Universities activities must comply with COVID-19 directions and guidelines as indicated below. Failure to do so could result in disciplinary action in accordance with existing policies, rules and processes in place for dealing with staff or student misconduct. They must:

   a. comply with the University's COVID-19 guidelines as outlined in this document, as well as the protocols, risk assessments and action plans for the local area, to ensure that all spaces remain a safe environment.

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[1] Information on the use of masks can be found on the NSW Health website: https://www.nsw.gov.au/covid-19/face-masks and the ACT Health website https://www.covid19.act.gov.au/__data/assets/pdf_file/0004/1618816/Face-Mask-Guide.pdf

[2] Symptoms of COVID-19 can be found at: https://www.covid19.act.gov.au/stay-safe-and-healthy/symptoms-and-getting-tested#Symptoms-of-COVID-19

[3] COVID testing sites in the ACT can be found at: https://www.covid19.act.gov.au/stay-safe-and-healthy/symptoms-and-getting-tested#COVID-19-Testing-Clinic-locations

[4] For use of the Check in CBR app at ANU see: https://www.anu.edu.au/covid-19-advice/our-covid-safe-community/staying-covid-safe-and-healthy/using-the-check-in-cbr-app.

[5] For example, Information on the Service NSW app can be found at: https://www.service.nsw.gov.au/transaction/check-covid-safe-business-service-nsw-app

[6] Privacy Impact Assessment (PIA) obligations are applicable when undertaking these processes: https://policies.anu.edu.au/ppl/document/ANUP_019407

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

[8] As prescribed by the *Work Health and Safety (WHS) Act 2011* (Cth) and WHS Regulation 2011 (Cth)

[9] Note – this does not mean a COVID-safe plan is required for BAU functions. Such as plan is only required for functions and events.

b. follow all enforceable public health directions[10], guidelines, protocols and advice from the ACT or other jurisdictional governments (as applicable).

5. Individuals most at risk of complications of COVID-19[11] are subject to these guidelines but are not excluded from campus. Individuals who feel they are at increased risk of COVID-19 should discuss alternative work and/or study arrangements with supervisors. If the individual has an onsite dedicated responsibility, appropriate alternate arrangements need to be made on campus before transitioning to working from home.

6. The COVID-safe campus alert system (Appendix B) will guide and determine all risk mitigation measures on campuses. This includes but is not limited to the following:
   a. Wearing masks on campus
   b. Physical distancing/room capacity limits
   c. Cleaning protocols
   d. Functions and Events
   e. Travel – domestic and international
   f. Field-based studies, professional and clinical placements and internships
   g. The presence of vulnerable people on campus
   h. Visitors to campus.

7. Facilities and Services Division will install and monitor signage and *Check in CBR* QR Codes at all entrances, points of egress around buildings and in communal areas on each floor. The ANU UniSafe team will check and report that this signage is in place daily. if the signage is not visible, a workflow to replace the missing QR code will be created.

8. Indoor environments must be well ventilated to reduce the risk of aerosol transmission of COVID-19. Heating, ventilation and air conditioning (HVAC) systems must be well-maintained and operating properly. Consideration should be given to opening windows where applicable or moving events outdoors where appropriate.

9. Individuals who are a suspected[12] or confirmed case of COVID-19, or who have been identified as either a close contact of someone with COVID-19 or is a close contact of a close contact, must self-isolate, follow medical advice and notify the COVID Response Office. Individuals who have otherwise been told to self-isolate or quarantine should also notify the COVID Response Office. They should follow all health guidance and not return to campus until they have been cleared to do so. More information on notification and processes required in these

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[10] ACT Government 2021, Public Health Directions. Available at: https://www.covid19.act.gov.au/help-and-advice/public-health-directions.

[11] Australian Department of Health website: https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/advice-for-people-at-risk-of-coronavirus-covid-19

[12] A suspected case is 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; interstate travel to a known hotspot; healthcare, aged care or residential care workers or staff with direct patient contact

situations is available in the [COVID-19 Notification Requirements at ANU](#) (PDF, 630.84 KB).
10. The [COVID Response Office](#) will be the primary liaison point with ACT Health, including in relation to contact tracing and outbreak management. It will also be the single point of contact for any questions or concerns about COVID-19 related matters. After hours ACT Policing or ACT Health may contact ANU UniSafe (Security) to conduct self-isolation or quarantine checks. In these cases, the COVID Response Office should be notified by email where possible.
11. Each College or Division is to determine who are essential workers in accordance with Appendix C.

Guidance for specific activities or circumstances

In addition to the Key Principles, the following general guidance is provided on specific activities. This guidance will vary depending on the Campus Alert Level.
1. All events and functions must seek approvals in accordance with the [Functions on Campus Protocol](#) (PDF, 650.32 KB). Informal student events and study groups may continue if individuals are COVID-safe.
2. The requirement to use Personal Protective Equipment should be based on official health advice and be used as outlined in specific protocols based on the level of risk.[13].
3. Staff and students who are health care workers or students must follow the specific directions, guidelines and protocols of their place of work.
4. The University permits vehicle travel (in line with existing vehicle procedures and processes) in accordance with current restrictions in the local State or Territory[14].
5. Communal spaces can be used provided COVID-safe practices are followed, including ensuring any food handling is done with gloves and appropriate utensils, or food is individually plated.
6. Sport is allowed on campus provided ACT Health[15] (or other jurisdictional) and general COVID-safe guidelines are followed.
7. Students living in Residential student accommodation must abide by the principles in these guidelines and also comply with specific guidance as outlined in the [Residential COVID Guidelines](#) (PDF, 771.9 KB).
8. Details on the management of quarantine on campus can found in [Annex 3 to Residential Guidelines - Home based quarantine in student accommodation](#) (PDF, 824.44 KB).

COVID-safe campus alert system

The COVID-safe campus alert system has been established to clarify ANU control practices to be activated as the COVID-19 situation changes in Australia, the ACT and

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[13] A guide to safe donning and doffing can be found at:
https://www.covid19.act.gov.au/__data/assets/pdf_file/0011/1653959/COVID-19-PPE-for-health-care-staff.pdf
[14] ACT guidelines can be found at: https://www.covid19.act.gov.au/community/transport
[15] ACT Health guidance on use of community sport and swimming pools is at:
https://www.covid19.act.gov.au/business-and-work/pools

other jurisdictions as appropriate. This will ensure the University will continue to operate in a COVID-safe manner despite changing circumstances.

The various risk levels including triggers for escalating risk, are detailed below:
- **NORMAL** (Green) – Pandemic has been declared over
- **LOW RISK** (Blue) - COVID normal. No local transmission in jurisdiction
- **MEDIUM RISK** (Amber) – local transmission in jurisdiction
- **HIGH RISK** (Orange) – local outbreak or hotspot. May include:
  - Cases on campus
  - Lockdowns or severe restrictions in jurisdiction
- **EXTREME** (Red) – large local outbreak; widespread hard lockdowns

The requirement to move between these stages will be determined by the Public Health Lead - COVID Response Office and a recommendation will be made to the VC to formally increase or decrease risk level. The community will be alerted immediately via the ANUOK app when there is a change in level.

A more detailed list of changes to control measures at different risk levels is at Appendix B. These measures are the minimum required. The local risk assessment should inform any additional measures that may be required.

References

The key references utilised for the development of this document include:
- Australian Capital Territory Government – ACT Health COVID-19: https://www.covid19.act.gov.au/home
- Australian Government ComCare – Coronavirus (COVID-19) https://www.comcare.gov.au/safe-healthy-work/current-workplace-hazards/coronavirus
- Safe Work Australia – National guide for safe workplaces COVID-19: https://www.safeworkaustralia.gov.au/doc/national-guide-safe-workplaces-covid-19

Appendices

A. Roles and responsibilities
B. COVID-safe campus alert system
C. Essential Workers

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)	

Approval of outbound programs for ANU students (interstate and overseas)	DVC Academic	
Other visitors	As per BAU if allowed under Campus Alert System	

Appendix B to the University COVID-19 Guidelines – COVID-safe campus alert system

Controls and activities	NORMAL Green	LOW Blue	MEDIUM Amber	HIGH Orange	EXTREME Red
Masks	No	If unable to physically distance	Mandated	Mandated	Mandated
Physical distancing	No limits	A reasonable separation between each other where possible	1.5 meters between each other for any activity face-to-face. For customer service workers, install physical barriers to prevent exposure. For specific tasks, refer to local risk assessment for additional controls.		
On campus activity and room capacities	No limits	In general, 1 person per 2m^2. However, 100% capacity is allowed in the following cases: i. Activities which are part of ANU core business and involve only ANU staff or students. This does not include social functions. ii. Specific venues as listed in the Functions on Campus protocol	1 person per 4m^2	No face-to-face teaching; most staff work from home Essential workers	Essential workers only

Cleaning	Normal	Wipe surfaces after use	Extra high touch point. Multiple times a day. Individuals - wipe surface or equipment before and after use	Medium risk cleaning, plus full cleaning for areas where suspected or confirmed cases.	Medium risk cleaning, plus full cleaning for areas where suspected or confirmed cases.
Functions and events	No restrictions	ACT Health restrictions	ACT Health restrictions, if essential	Online only	Online only
Informal gatherings	Yes	Yes – COVID-safe measures	No	No	No
Travel - domestic	Yes	Required travel as determined by appropriate delegate	Essential travel only	Only if for government-related work	Nil
Travel - international	Yes	Only if for government or international organisation, or if a travel bubble is in place	Only if for government or international organisation	Only if for government or international organisation	Nil
Field-based studies, professional/clinical placements, internships	Yes	Yes – observe local protocols	Only if essential	No	No
Vulnerable people on campus	Yes	Yes, if comfortable to do so	Work from home	No	No

Visitors to campus (does not include contractors)	Yes	Yes (unless travelling from a domestic hotspot)	Approved by College Dean or equivalent	No	No

Appendix C to the University COVID-19 Guidelines – Essential staff and activities under the ANU COVID-safe Campus Alert System Level Extreme or High

Guidelines for decision makers

Background

1. The ANU has created a COVID-safe Campus Alert System to clarify ANU control practices to be activated at as the COVID-19 situation changes in Australia and the ACT.

2. Within the COVID-safe Campus Alert System Level, the term Essential Staff is utilised from stage **High** to **Extreme**. These guidelines provide further instruction on determining which staff members or activities should be categorised as "essential", and clarify the delegation to make that determination.

Principles

3. The core business of the ANU is to undertake research and to educate our students. Any definition of Essential must include the continuation of these two core elements

4. All staff are essential to the operation of the University. For the purposes of the remainder of this guide Essential Staff and Services are those that cannot be performed remotely, rescheduled or deferred.

5. It is understood that for most staff members, some but not all elements of their work can be performed remotely. This should be taken into consideration when determining which activities are to be undertaken on campus.

6. The relevant Federal, State or Territory rules on occupancy density and time limits on potential exposure should guide decisions as to how many and for how long people are allowed in buildings and work spaces at any one time. Any relevant Federal, State or Territory guidance on definitions that describe Essential Services and Staff must be adhered to.

7. Other key activities that must be considered in determining Essential personnel and Services include:
   a. Continuation of critical and/or Essential Services that must be completed on-site
   b. Maintaining integrity of infrastructure, property or systems on-site
   c. Necessary on-campus work to maintain the safety and wellbeing of students, faculty and staff
   d. The welfare of animals, plants, cadavers and specimens

The COVID-safe Campus Alert System Level

The COVID-safe Campus Alert System applies on a whole of campus basis rather than at a precinct or building basis.

At lower levels within the ANU COVID-safe Campus Alert System, levels Normal (Green) and Low (Blue), the campus remains accessible and there are few access controls placed on staff and students. At all times staff and students must follow the correct hygiene protocols and university guidelines.

At the Medium level (Yellow) the campus remains accessible however, at this stage vulnerable staff and students should work and study from home. Decision-making delegates (discussed below) should consider a level of access control and monitoring of vulnerable staff and students, given the risk involved.

At the High (Orange) and Extreme levels (Red) it is expected that decision-making delegates introduce additional approval processes for campus access including steps consistent with the increased level of risk (e.g. staff and students wearing full PPE to continue research experiments). Access control methods may be considered to restrict access to the campus. As the COVID threat levels escalate risk assessments must reflect this change and management controls should be implemented to monitor campus access.

Decision-making delegation and process

Each College Dean and Service Division Director is responsible for the determination as to which of its personnel and activities are essential on campus during the COVID-19 pandemic at risk levels **High** or **Extreme**.

This determination should be done in advance as part of business continuity planning.

The process to provide access to the campus at High or Extreme levels includes:
1. Areas and staff that wish to be considered as Essential must provide a Risk Assessment outlining the work they intend to perform on campus and the method in which that work will be completed, using COVID-safe practices. Information should be reviewed and approved prior to submission
2. Information within colleges and research schools to be submitted to the College Dean for approval
3. Information for other areas to be submitted to COO, DVCA, DVCR or DVCSUE for approval
4. If approved by 2 or 3 above, Risk Assessment for each activity on campus during the period must be conducted and have sufficient, specific and appropriate controls implemented in addition to the control measures specified in the Campus Alert System.
   The risk assessment must be managed in accordance to the WHS Management System Handbook Chapter 3.1. However, the approval authority during the time of high or extreme risk levels changes to the Director of the School/Division for all risk assessments. In addition:
      a. A COVID-19 Control Adherence Inspection must be conducted at least weekly for each area with workers on campus by that local area using the local Risk Assessments and the COVID-Safe Campus Alert System to ensure controls are adhered to at all times during on campus operation; and

      b. Non -compliance to the local Risk Assessment and the COVID-Safe Campus Alert System must to be addressed **immediately.**
5. A register of all approved essential staff and services will be maintained and available to the COVID Response Office, who will inform ACT Health of the required essential staff if the Campus Alert System is elevated to High or Extreme risk.

In considering the approval of a request, all delegates are required to comply with State and Territory regulations in action at the time.
Additionally staff members or groups may be designated essential on a case by case basis, based on the nature of the emergency and/or the availability of staff and resources.