

Return to campus plan for ACU staff

May - July 2020

Introduction

As COVID-19 restrictions start to ease, the university is working on its recovery plans including how staff and students can safely return to campus. Our recovery plan follows advice from the National Cabinet, the Universities Australia *Principles and Protocols for reducing the potential risk of COVID-19 transmission at Universities* and actions by state and territory governments to slowly lift restrictions – including transitioning schools back to classroom-based learning.

Staff have commenced their return to campus, with some returning full-time and others combining work from campus with working remotely. From May to July 2020 more staff will return to campus and this gradual approach helps ensure the safety and wellbeing of staff and students.

Key points

- ACU will comply with government restrictions and public health directives.
- ACU will continue to ensure the physical campus is prepared and ready for staff and students to return to campus by managing workplace safety and hygiene.
- Return to campus will support the business activities and services of the university.
- Staff have personal responsibility to maintain good hygiene and physical distancing practices, including remaining at home when unwell.

Complying with public health orders

Principle 1: Compliance with public health orders

ACU have remained open during the COVID-19 shutdown while remaining compliant with state and territory health orders. On 11 May, ACU allowed staff who were working from home to return to campus where it was compliant with state and territory health orders. As the states and territories work through their steps of shutdown rollback, ACU is gradually building up the on-campus workforce in preparation for Semester 2, 2020.

In Semester 2, 2020 students can continue their studies in a hybrid mode – a mix of on-campus and online. ACU expects that the commencement of Semester 2 on 27 July 2020 to align to all states and territories being at step 3 in rollback of shutdown. To support Semester 2, ACU staff will be required to return to campus, if doing so is compliant with state and territory health orders. ACU has identified a target date for staff to return to campus of 1 July 2020. As the rollback step schedule becomes clearer ACU may need to refine this date, and due to different rollback timelines in each state, may need to have different dates for each state and territory. Further communication on these developments will be provided by the Chief Operating Officer during June.

Timeline*

	Activity
4-18 May 2020	Prepare campuses and buildings for COVIDSafe staff return
11 May 2020	Staff can return to campus, where public health orders allow
18 May 2020	Practical and simulation classes gradually recommence
18 May 2020	Cafés reopen
1 June 2020	Chapels and multifaith spaces reopen with limited opening times
1 June 2020	Staff will be notified officially to return to campus by 1 July 2020
1 July 2020	Staff to return to campus, where public health orders allow
13-17 July 2020	Virtual International Orientation Week
20-24 July 2020	Virtual Orientation Week
27 July 2020	Semester 2 recommences

* Subject to ongoing review of the COVIDSafe Rollback Plan, and state and territory public health orders.

Campus services

- Libraries, AskACU Centres, cafés, and medical clinics are open.
- Student facing services will be open including student enrichment, student associations, welfare and counselling services.
- Chapels and multifaith spaces open with some space restrictions and physical distancing.
- Campus gyms, lifestyle clinics, and art galleries will reopen when restrictions are lifted.
- Campus bookstore “The School Locker” remains open at the Melbourne Campus and online.

A. Preparing our campus

Principle 2 – Ensure buildings are safe and functioning

- Facilities management and security personnel have been briefed on appropriate COVIDSafe practices.
- Modifications have been made to the campus grounds and buildings to adhere to COVIDSafe principles. This includes student and visitor facing work areas and services.
- The following cleaning arrangements have been implemented:
 - Campus cleaners will clean and disinfect frequently used high touch surfaces across campus buildings more regularly (these arrangements are in place until September 2020).
 - In specialist teaching spaces – sanitary wipes will be available to wipe down the equipment before and after use.
 - Facilities management will be responsible for ensuring adequate hand sanitisers are available across the campuses.

Principle 3 – Maintain physical distancing of 1.5 metres between individuals

- Members of the Executive with their managers and supervisors are responsible for ensuring their workspaces comply with physical distancing requirements. This includes a review of staff workspaces to ensure physical distancing is maintained, specifically between workstations. This may require some adjusting of workstations. If so, please submit a Service Central request for Facilities staff to assist where changes are feasible.
- All student and visitor facing work areas and services should be appropriately assessed to ensure physical distancing can be maintained.
- No more than one person per four square metres in large teaching spaces.
- Building lifts require physical distancing based on revised Safe Work Australia guidelines.
- Building fire stairs are being made accessible as an alternative to using lifts and to avoid congestion when waiting for lifts.
- Good kitchen hygiene to be maintained, including no shared foods and responsibility for washing and storing any cutlery and crockery used.
- Meetings which can be held with physical distancing measures in place can occur, but long or large meetings should continue to be held online via Teams from individual workspaces.

B. Preparing our teams

Principle 4 – Personal hygiene practices to be maintained

- Remind staff to stay away from campus when unwell.
- If a staff member displays any symptoms of COVID-19 advise them to seek testing and notify the university through the [ACU reporting form for staff](#).
- The university encourages all staff to have a 2020 flu vaccination
- The university recommends downloading the COVIDSafe app.
- Maintain 1.5m physical distancing.
- Maintain personal hygiene standards:
 - hand hygiene
 - cough and sneezing hygiene
 - disposal of used tissues and paper towels
- The university will provide hand sanitiser and soap across the campuses.

Principle 5 – Gradual return for staff to ensure physical distancing and to support the vulnerable

- To ensure physical distancing, staff will return to campus gradually until July 2020. To achieve this Members of the Executive with their managers and supervisors will need to:
 - determine the approach to gradually return staff to campus appropriate for your work activities and environment
 - identify roles and/or staff who need to return to campus to support the business activities and services of the university, and those roles and/or staff who can continue to work remotely
 - communicate the approach and have discussions with staff.

Members of the Executive with their managers and supervisors should consider:

- rostering staff to work on campus
- varying start and finish times within the extended span of hours (7:30am to 7pm for professional staff) to assist with physical distancing and travel to work on public transport
- staggered start and finish times

- Arrangements for staff to work remotely beyond the date that all staff are required to return to campus is subject to formal approval by the relevant Member of the Executive through a [Flexible Work Arrangement](#) Request.
- Staff who live with a family member who is in a higher risk category for COVID-19 will need to consider:
 - putting in place a temporary [flexible working arrangement](#) due to exceptional circumstances to allow you to continue to work remotely with an agreed date to return to work on campus
 - taking annual leave and/or long service leave, and where leave is exhausted leave without pay.
- Additional (paid) parking options are available for North Sydney and Melbourne campus staff as an alternative to public transport for some staff. See the FAQs under Staff/Transition back to working on campus, for more information.

C. Arrangements for students

Principle 6 – Continuing to prioritise support for students

1.1. SEMESTER 1

- Lectures and tutorials remain online
- Practical classes requiring access to labs and simulation wards will recommence 18 May 2020 and run through to July 2020

1.2. SEMESTER 2

- Virtual Orientation Week will commence 20 July 2020
- Lectures and tutorials will be a combination of on-campus and online
- Practical classes requiring access to labs and simulation wards will operate on campus

D. Ensuring your safety while on campus

Principle 7 – Individual responsibilities to safeguard our community

The Commonwealth Government's approach to the relaxing of restrictions relies on a robust regime of test, trace and isolate.

- Anyone who is sick with cold and flu symptoms must NOT attend campus. If you have symptoms, we strongly encourage you to get tested.
- Any patient wishing to access medical and counselling services on campus who has flu or cold-like symptoms must be assessed through a telehealth consultation first and only visit the campus if asked to do so by a medical practitioner.
- We are encouraging the university community to download and utilise the COVIDSafe app to assist in contact tracing, recognising that it is an individual's choice.
- Anyone who has been in contact with someone who has contracted COVID-19 is required to self-isolate and consult with their GP.
- If you are being tested for COVID-19 or in self-isolation you should notify your manager and complete an [ACU reporting form for staff](#). Students being tested should complete an [ACU reporting form for students](#).
- We encourage everyone to get a 2020 flu vaccination.

E. Health promotion – we’re all in this together

There is a Communications Plan that reinforces the messages around hand hygiene, safe physical distancing, and not attending campus if you are unwell – and to remind us that we are all in this together.

Further information

- Please refer to the [ACU COVID 19 website and FAQs](#)
- Submit a [Service Central](#) request for assistance
- Speak to your manager or supervisor for further clarification on your return to campus arrangements

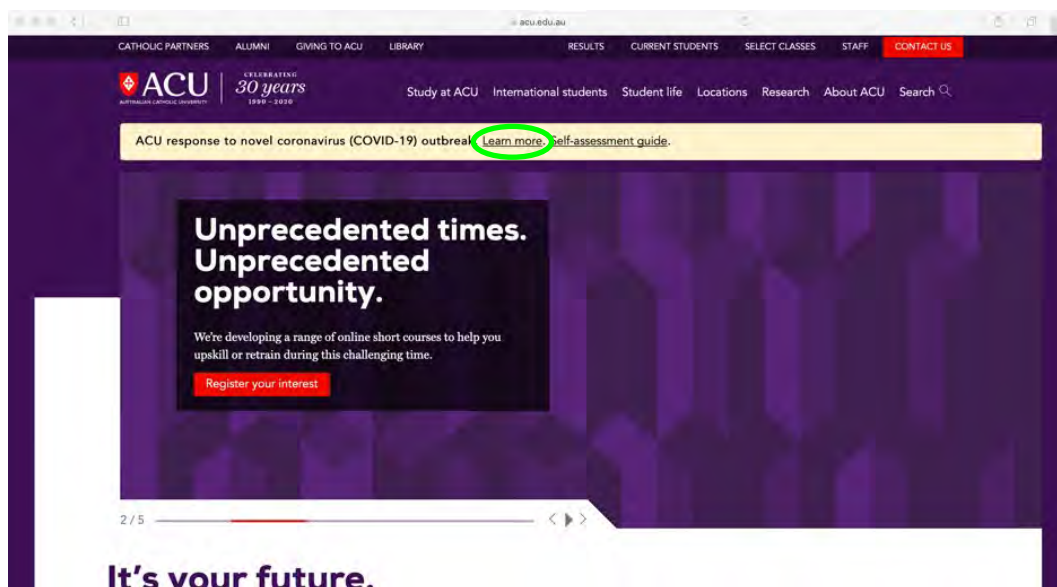
Employee Assistance Program

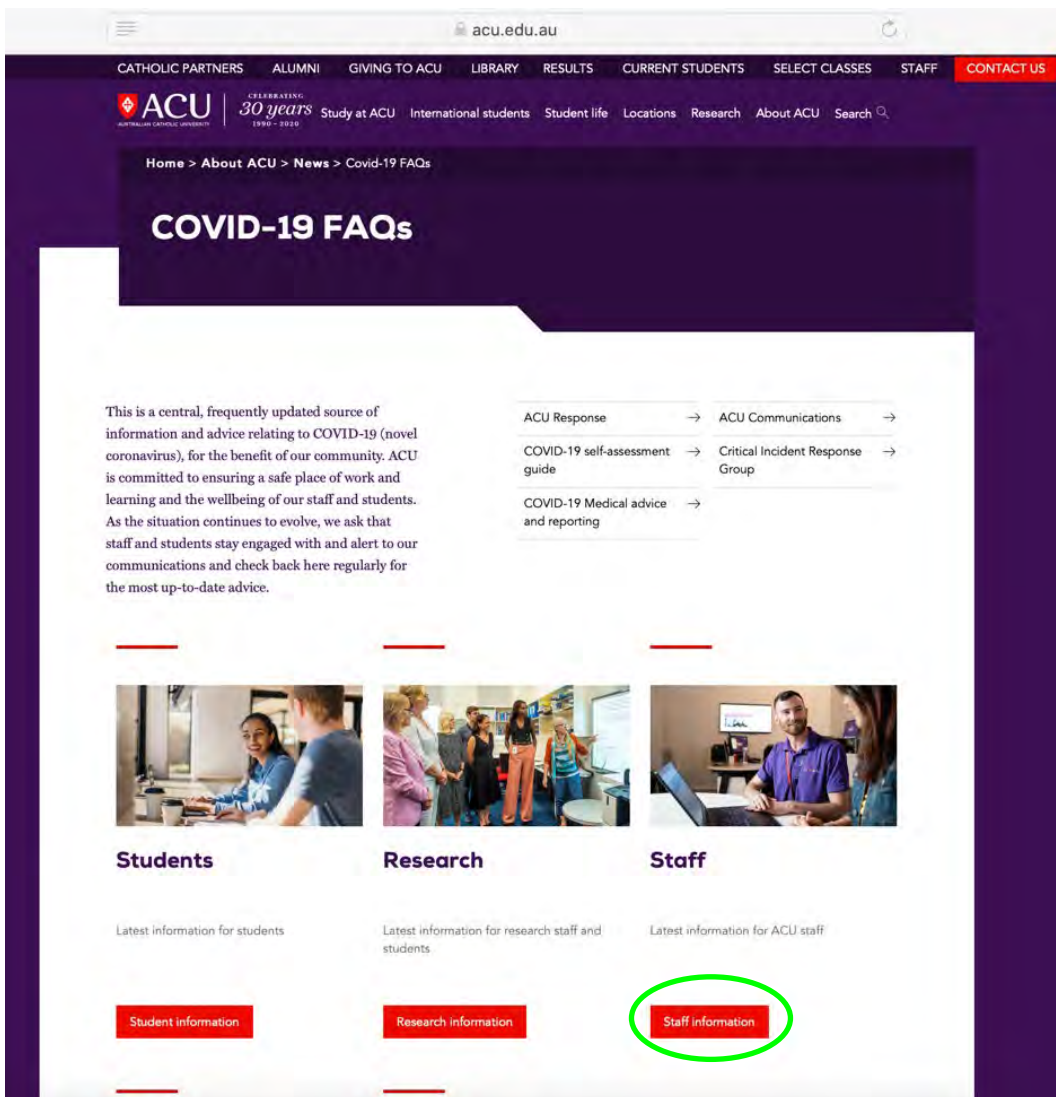
Trained counsellors are available if you need someone to talk to. If you have experienced assault, harassment or just need someone to talk to, our Employee Assistance Program (EAP) offers free counselling sessions either in person, or over the phone. EAP is available for ACU staff members and their immediate family who are facing personal and/or work-related issues. The service is confidential.

EAP appointments can be made by calling AccessEAP on 1800 818 728. Appointments can be made face-to-face at a time and location that’s convenient to you. Counselling services are also available via telephone and online.

Further information is available in the [EAP brochure](#).

How to find the FAQs





acu.edu.au

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Home > About ACU > News > Covid-19 FAQs

COVID-19 FAQs

This is a central, frequently updated source of information and advice relating to COVID-19 (novel coronavirus), for the benefit of our community. ACU is committed to ensuring a safe place of work and learning and the wellbeing of our staff and students. As the situation continues to evolve, we ask that staff and students stay engaged with and alert to our communications and check back here regularly for the most up-to-date advice.


ACU Response →	ACU Communications →
COVID-19 self-assessment guide →	Critical Incident Response Group →
COVID-19 Medical advice and reporting →	



Students

Latest information for students


[Student information](#)



Research

Latest information for research staff and students

[Research information](#)



Staff

Latest information for ACU staff

[Staff information](#)

The University of Canberra's Return to Work Plan was used as a template in the preparation of this document.