

# Griffith COVID Safe Plan

## Stage 2 - Campus Recovery

(including Stage 2 Guidelines for Return to Research; and Stage 2 Guidelines for Return to Teaching)

This document directs and supports University activity on campus with COVID-19 outbreak prevention and management plans. It is for implementation by all Griffith University staff and students.

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## Response to COVID-19

This document has been developed to provide the essential requirements and standards for Griffith University in response to COVID-19. It specifically refers to the required shared responsibilities of returning to campus. The document is applicable to all Griffith University staff and students.

This guidance is based on what is currently known about the transmission and severity of coronavirus disease 2019 (COVID-19). The University will continue to collaborate, share information, and review plans with local health officials to help protect the community, including those with special health needs.

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

*Chief Health Officer Public Health in accordance with emergency powers arising from the declared public health emergency - Public Health Act 2005 (Qld), as at 10 July 2020 -*  
<https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers/business-activity-undertaking-direction>

*Queensland Government – QLD Health COVID-19 webpage, as at 6 July 2020 -*  
<https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/take-action/coronavirus-prevention>

### *Road Map to Easing Restrictions*

- <https://www.covid19.qld.gov.au/government-actions/roadmap-to-easing-queenslands-restrictions>
- <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/public-health-directions/business-activity>

### *Safe Work Australia*

- <https://www.safeworkaustralia.gov.au/collection/covid-19-resource-kit>
- Useful fact sheets

### *Work Safe Qld*

- [https://www.worksafe.qld.gov.au/coronavirus/workplace-risk-management-b/\\_recache](https://www.worksafe.qld.gov.au/coronavirus/workplace-risk-management-b/_recache)

If unable to comply with the directions in this document:

- University staff and HDR candidates should inform their supervisor/manager, who will then advise the Dean (Academic) (If the staff member is based in one of the four academic Groups), the Director, Institute for Glycomics, or the Professional Area Director (if the staff member is based in Corporate Services, central administration, or other element).
- Students, other than HDR candidates, should inform Student Connect in Student Life.

For the latest information on the University position please visit the following website:  
<https://www.griffith.edu.au/coronavirus>

<b>Revision History</b>			
<b>Version</b>	<b>Date</b>	<b>Reason/Changes</b>	<b>Endorsed by:</b>
1.0	02/06/2020		
2.0	04/06/2020	Updated Research and Teaching & Learning Guidelines	
3.0	19/06/2020	CHO Direction Update	
4.0	08/07/2020	Updated travel advice	
5.0	13/07/2020	Updated Stages graphic. Updated Qld Government and Qld Health directions.	
6.0	23/07/2020	Updated Section 8.1 Vehicle Operation	

## Legal Framework

It is the responsibility of Griffith University 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 by QLD public health authorities<sup>1</sup>. COVID -19 is a notifiable condition under the Australian National Notifiable Diseases Surveillance System (NNDSS).

The University must also fulfil its legal responsibilities in relation to work health and safety as prescribed by the Work Health and Safety Act 2011 (QLD)<sup>2</sup>. The University will achieve this by adopting clear Health and Safety requirements in relation to hazard management to identify the hazards, assess their risks and implement effective control measures to prevent illness occurring to any individual staff and students while conducting University activities.

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

### 1.0 Failure to Comply

Griffith University has clear aspirations and mutual expectations of its staff and students as they work together to achieve the University's Mission. Such expectations include professional standards of behaviour such as acting with care and diligence, and in a safe manner. Expectations are drawn from the University's policies and procedures which are accessible [HERE](#).

All staff and students must comply with the University COVID-19 protocols within this document to ensure that workplaces remain safe environments. If staff or students are unsure of any of the protocols contained within this document, they should seek clarification from their supervisor(staff member or HDR candidate) or Student Connect in Student Life (other students). Clarification of any technical aspect(s) of health and safety should be referred to the Health Safety and Wellbeing Team.

Links to the Staff Code of Conduct and Student Charter are provided below for ease of reference:

[Staff Code of Conduct](#)

[Student Charter](#)

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<sup>1</sup> [https://www.qld.gov.au/\\_data/assets/pdf\\_file/0025/124585/FINAL-QLD-WoG-Pandemic-Plan.pdf](https://www.qld.gov.au/_data/assets/pdf_file/0025/124585/FINAL-QLD-WoG-Pandemic-Plan.pdf)

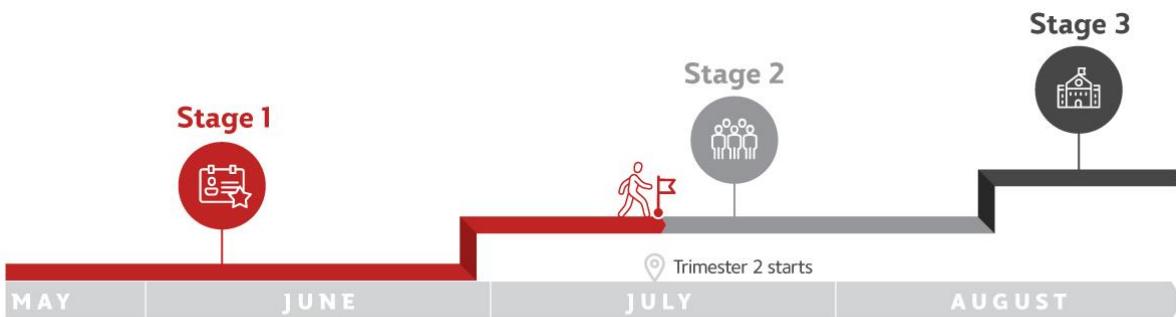
<sup>2</sup> Section 19 of the Act details the primary duty of care to ensure, so far as is reasonably practicable, that the risk to a workers health and safety is managed. *Section 17 Management of risks* requires the elimination of risks as the first option and, where this is not reasonably practicable, to minimise the risks as far as is reasonably practicable. Reasonably practicable is defined in the Act under section 18 as taking into account numerous relevant factors such as: likelihood, degree of harm, knowledge of the risk, availability and suitability of controls and cost. The other key legislative consideration is the duty to consult; this needs to be demonstrated but there are numerous ways to achieve this.

## Stage 2 Definition

Stage 2 adopts a staggered approach. It continues to prioritise staff who support learning and teaching, and research activities, in preparation for students transitioning back to campus during Trimester 2. It also focuses on ensuring we follow COVID-19 safe guidelines to support the health and safety of staff and students. With this in mind, we are asking all vulnerable staff to identify themselves to their managers, so that we can consider everyone's circumstances and ensure we do not put them at risk.

**From Monday, 29 June** (two weeks prior to the commencement of Trimester 2), we will start transitioning staff to prepare for face to face delivery of:

- Trimester 1 catch-up laboratory sessions and practicals
- Laboratory preparation
- Research space preparation
- Services to support teaching, learning and research activities, including student support, facilities and maintenance staff.



**Staff should only return to campus when they are officially notified they can do so. There is an official application and approval process which must be adhered to before any return to campus can be initiated.**

## 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.

### 2.2 People at risk of complications from COVID-19<sup>3</sup>

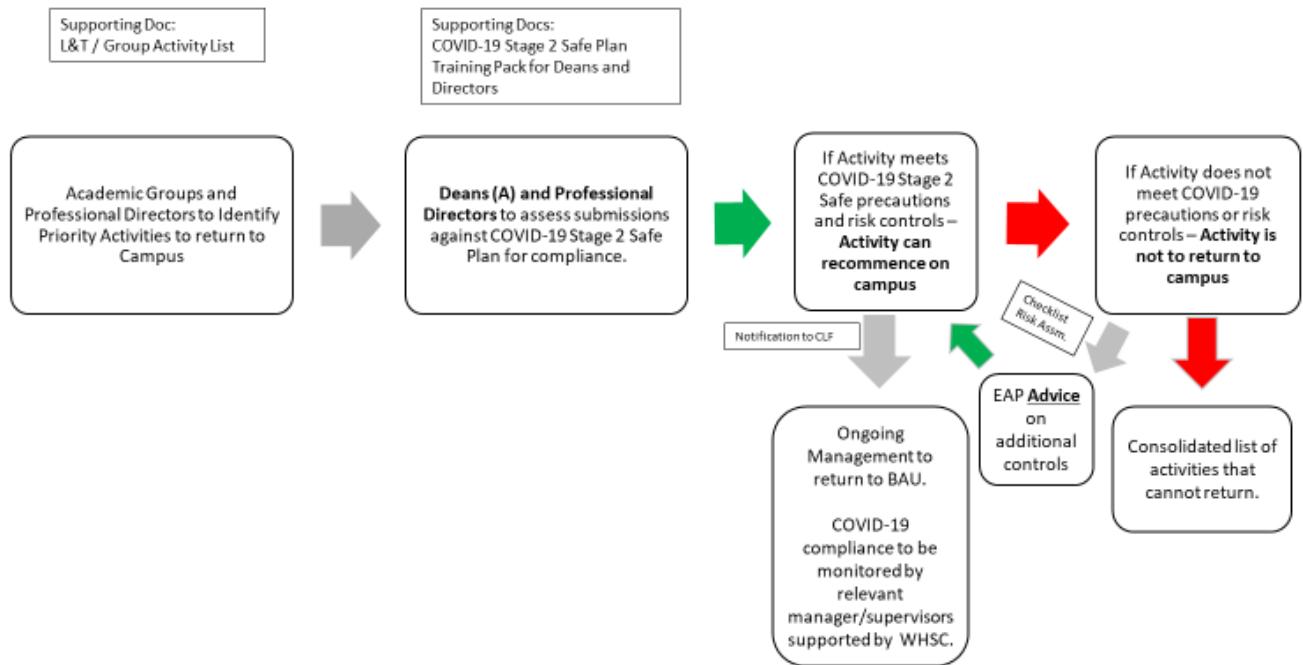
People at risk of complications from COVID-19 include:

1. Age >70yrs
2. Underlying serious chronic disorders of the heart, lungs, or kidneys
3. Cancer within the last 5 years
4. Diabetes

<sup>3</sup> <http://conditions.health.qld.gov.au/HealthCondition/condition/14/217/838/novel-coronavirus>

5. Morbid obesity
6. Immunocompromised for any reason, including receiving immunosuppressive therapy.

### 3.0 Roles and Responsibilities



#### 3.1 Deans, Director, Institute for Glycomics and Professional Area Directors

The primary responsibility of managing prevention of COVID-19 outbreaks lies with Deans (Academic), Director of the Institute for Glycomics, and Professional Area Directors across Griffith, within their responsibilities of oversight for their operating areas. Each Dean, the Director of Glycomics, Professional Area Director, ultimately supported by the University Executive are required to:

- Confirm that Health and Safety Protocols for COVID-19 are planned for, implemented and followed.
- Consult with Workplace Health and Safety Committees within their area on the impacts and changes resulting from this guideline, and report to the Recovery Planning (Sprint) Team any feedback.
- Ensure that the consequences of non-compliance to COVID-19 protocols are enforced, and that staff and students are aware of their obligations under the:
  - [Staff Code of Conduct](#)
  - [Student Charter](#)

to which we are all held to account.

- Where possible Deans, the Director and Professional Area Directors are to ensure any potential or confirmed incidents are reported via GSafe for case management. A reporting protocol from GSafe is in place to notify the relevant authorities including Queensland Health and University Executive Group.

### **3.2 Individual Staff/Students**

Every individual is responsible for maintaining their own health and safety, and that of their colleagues across the University. Each individual is required to:

- Comply with QLD government testing requirements
- If a staff member or student is unwell, they must not attend campus or must leave campus and go home. Staff and students who are unwell should not attend campus until fully recovered.
- Ensure compliance social distancing and hygiene is maintained
- Comply with the contact tracing requirements of the University.

Staff who identify as at risk or vulnerable to complications from COVID-19 should discuss their on-going work arrangements with their direct supervisor. We encourage staff (and students) who identify as vulnerable or at risk to continue to work from home in the immediate future. In the first instance please use the working anywhere anytime guidelines. However, for more detailed support, there are provisions for reasonable adjustments for staff

{<https://www.griffith.edu.au/accessibility/staff-with-disabilities>} with a health condition. Staff should speak to their manager or supervisor in the first instance. Support and advice is also available from the People and Wellbeing Team.

### **3.3 Support Responsibilities of the University**

The University has the overall responsibility to provide a safe workplace for staff and students. Executive Group maintains the responsibility for COVID-19 management and liaison with Queensland Health. To support the return to learning & teaching and research the University will:

- Ensure Health, Hygiene and Sanitation arrangements are in place
- Ensure cleaning contractors are briefed on COVID-19 cleaning requirements

## **4.0 Managing COVID-19**

### **4.1 Screening of Griffith University Research Staff and Students**

Students and staff must continue to adhere to testing requirements for COVID-19 In accordance with QLD Health guidelines. Queensland Health guidelines can be found at:

<https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/take-action/testing-and-fever-clinics>

## **5.0 Standards of Precautions**

If these standards are not already in place, they need to be implemented immediately and considered minimum, mandatory standards. Each activity should consider the requirement to conduct a COVID-19 exposure Risk Assessment in GSafe for submission to Deans, the Director or Professional Area Director if required. If these standard precautions cannot be satisfied, the proposed activity should not proceed.

## 5.1 Restriction to Campus<sup>4</sup>

In line with paragraphs 2.2 and 3.2, staff and students at high risk for COVID-19 complications are encouraged to self-identify so the University can work with them to ensure they are not put at risk.

## 5.2 Hygiene measures<sup>5</sup>

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

## 5.3 Social (Physical) distancing

Social distancing means separating staff and students from each other and other people as much as possible in all places.

In line with QLD CHO direction, 16 June 2020, smaller education and teaching sessions, such as group seminars, tutorials, practicals and laboratory-based learnings, and vocational training sessions are not subject to the one person per 4 square metres rule. Social distancing (Maintain physical distancing – 1.5m between each person) should be observed to the extent possible.<sup>6</sup>

Please note that Research and Student Experience activities that can be considered education sessions, are also not subject to the one person per 4 square metres rule.

**All professional, office and corporate services work on campus must be able to meet the following conditions:**

- Do not enter the campus if you are feeling unwell
- Maintain physical distancing – 1.5m between each person to the extent possible
- 1 person per 4m<sup>2</sup> (2m x 2m) for office, meeting room activities.

Additional guidelines for Professional and Office Staff can be found at **point 8.6**.

## 5.4 Visitors and Communal Activities

The movement of visitors onto campus is restricted. With pre-approval of the relevant Dean, Director of the Institute of Glycomics, or Professional Area Director visitors may be granted access. While on campus, it is the expectation of visitors that they will comply with the University's COVID Safe Plan, maintain physical distancing, and remain on campus for the minimum time possible.

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<sup>4</sup> <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/advice-for-people-at-risk-of-coronavirus-covid-19>

<sup>5</sup> <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/take-action/coronavirus-prevention>

<sup>6</sup> <https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers/business-activity-undertaking-direction>

## 5.5 Signage

Signage must be installed at all entrances, points of egress around the building and in communal areas outlining requirements for social distancing, hygiene and self-isolation protocols which outline staff and students' responsibilities and the current restrictions in place.

# 6.0 COVID-19 Case and Outbreak Management

## 6.1 Response to a Suspected Case of COVID-19 on Campus

**Note: Confirmation of a COVID-19 case will come to the individual from Queensland Health.**

To support Griffith University's community's safety<sup>7</sup>, staff who test positive for COVID-19 are required to inform their immediate supervisor what the situation is, and what advice you may already have been given by Queensland Health, GP, health professional, school or other.

Managers are to lodge an incident in GSafe or contact the People Support Team on 07 373 54011.

The University has developed a comprehensive set of guidelines which detail the steps to be taken by staff, students, managers and supervisors in the event of potential exposure to COVID-19 or a diagnosis.

REFER:

<https://www.griffith.edu.au/staff/coronavirus>

<https://www.griffith.edu.au/coronavirus/information-for-students>

<https://www.griffith.edu.au/coronavirus/coronavirus-information-for-researchers>

## 6.2 Notification – QLD Department of Health and Comcare

Queensland Health will inform us of anyone testing positive for COVID-19. This is a provision in our existing workflows. In all cases, a GSafe incident report will need to be lodged and case managed by the [Health Safety and Wellbeing Team](#) in liaison with Queensland Heath.

The Public Health Unit (PHU) will assist with advice and guidance on appropriate follow on actions. Deans, the Director (Glycomics) and Professional Area Director must be prepared to provide the following information to the PHU:

- Information on the details of the facility (e.g., location and operations)
- date of onset of illness
- total number of staff that work in the facility and in the affected area
- total number of staff and students in the facility and in the affected area.

The PHU will advise and assist with the following:

- confirming the presence of an outbreak
- identifying the control measures that need to be in place.

## 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 contacts and casual contacts. Health services give advice to both of these contact types on what they need to do.

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<sup>7</sup> <https://www.griffith.edu.au/staff/coronavirus/advice-for-staff>

Close contacts are those that are likely to be at a higher risk of being infected. ‘Close contact’ is defined as any person with the following exposure to a suspect, confirmed or probable case during the case’s infectious period, without appropriate personal protective equipment (PPE):

- direct contact with the body fluids or the laboratory specimens of a case
- face-to-face contact in any setting within two metres of a case for 15 minutes or more
- having been in a closed environment (e.g. a classroom or lab) within 2 metres of a case for 15 minutes or more.

Casual contacts are persons with exposure to the case who does not meet the criteria for a close contact.

To support contact tracing the University is strongly recommending that all staff and students download and register the Federal Government COVIDSafe Application.<sup>8</sup> The COVIDSafe app helps find close contacts of COVID-19 cases and also assists state and territory health officials to quickly contact people who may have been exposed to COVID-19.



In addition, it must be reinforced that booking procedures for labs and rooms must be maintained, as it may serve as an additional measure to support contact tracing.

Note – That under the QLD CHO Direction<sup>9</sup>, 16 June 2020, the need to keep contact information about all staff and students for contact tracing purposes does not apply

<sup>8</sup> <https://www.health.gov.au/resources/apps-and-tools/covidsafe-app>

<sup>9</sup> <https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers/business-activity-undertaking-direction>

## 7.0 Cleaning Protocols and PPE

### 7.1 Cleaning

Individuals are responsible for their own workstation and wiping down common areas (e.g. Staff Kitchens) before and after use.

### 7.2 Personal Protective Equipment (PPE)

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

### 8.1 Travel – Vehicle Operation

Queensland Health guidelines are limited on advice regarding travel in a car with someone from outside your household. Travelling in a car is not directly regulated in the Chief Health Officer's directions on public gatherings. Griffith University therefore permits vehicle travel in association with research/fieldwork within Queensland only, in line with existing vehicle procedures and processes.

Good practice from other State guidelines advises that you should follow these good hygiene practices to protect yourself from viruses *in a vehicle*:

- Stay home if you are feeling unwell.
- Wash your hands regularly with soap and water for 20 to 30 seconds or use an alcohol-based sanitiser.
- Cover your cough and sneeze with a tissue or your inner elbow and wash your hands afterwards.
- Avoid touching your eyes, nose and mouth.
- Practice physical distancing by separating yourself by 1.5 metres from other people when practicable.
- Clean surfaces with detergent/disinfectant wipes when available if droplets are spread (such as sneezing or coughing) so that the potential spread of infection can be minimised.

### 8.2 Travel – General

To slow the spread of COVID-19, the Queensland Government has restricted travel into the state. In response to the COVID-19 pandemic, entry into Queensland is temporarily prohibited unless the travel is exempt under the Chief Health Officer's [Border Restrictions Direction](#).

The University continues to operate within the Queensland Government's restrictions and in accordance with broader government travel advice:

<https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/stay-informed/travel-advice>

<https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers/border-restrictions>

When restrictions are relaxed, it is anticipated that University travel will resume based on the **normal approval process** for the Group/Centre/Institute/Professional Area. The University's travel policy outlines the conditions under which staff may travel on University business. The Travel Policy is accessible on the website at:

<https://intranet.secure.griffith.edu.au/travel>

The University Travel Policy is accessible to staff in the Policy Library [HERE](#)

Based on **current advice**, the following guidelines are to be applied.

### 8.2.1 Travel – Domestic travel – Inter-state

All domestic, inter-state travel for the purposes of learning & teaching, and research is not deemed essential by the University and staff are not immediately entitled to the travel exemption at this point. The University, in response to the broader COVID-19 event, has suspended domestic inter-state travel until further notice. Exemptions may be obtained through application to the relevant Professional Area Director or Group Dean (Academic). There are currently no insurance restrictions for domestic inter-state travel.

### 8.2.2 Travel – Domestic travel – Intra-state

Intra-state travel is currently not restricted by the Queensland Government. All current restrictions are based on the University exercising its duty of care for staff. If travel is considered a priority for the purposes of research or teaching & learning, it may be approved by the relevant Group Dean (Academic), or the Deputy Vice Chancellor (Research), as appropriate. Approved domestic travel would be covered by the University's insurance.

### 8.2.3 Travel – International travel

Based on the directive of the Department of Foreign Affairs and Trade, no applications for international travel will be approved, as currently Australian citizens and permanent residents cannot leave Australia due to COVID-19 restrictions, unless they have an exemption. From the position of the University, the only exceptions where an application may be considered for an exemption must meet at least one of the following professional reasons:

- your travel is as part of the response to the COVID-19 outbreak, including the provision of aid; and/or
- your travel is in the national interest.

This travel requires approval from either the Deputy Vice Chancellor (Research) or the Vice Chancellor and President.

### **8.3 Common areas and Communal Items**

Any non-essential communal items in common areas (crockery, cutlery, shared tea, coffee sugar and milk etc.), must be placed in storage to limit the opportunity for use. Staff and students 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 space within computer labs, audio-visual equipment, chairs, tables, kettles, coffee machines and microwaves.

### **8.4 Lift use**

- No more than two persons are allowed to use a lift at one time.

### **8.5 Fire Alarms and building evacuations**

- If there is a Fire Alarm, the standard protocols must be followed.

### **8.6 Additional Guidance to the Return of Professional Staff**

In returning staff to campus to work, Leaders and Managers should consider arrangements which optimise the health, safety and wellbeing of staff. Insofar as is reasonably practicable, staff working in an office environment should maintain social distancing and adhere to safe work practices at all time.

Staff who normally occupy a single-occupancy office will work under these business as usual conditions. In areas where staff work in open plan, with multiple occupants, Leaders and Managers should consider operational conditions which minimise the possibility of community transmission e.g., staff work on a roster A and B rotation to reduce the number of occupants in open plan areas and to maintain compliance with the 1 person per 4m<sup>2</sup> rule.

## **9.0 Accessing support**

Staff and Students can access support 24 hours a day, 7 days a week via the Griffith University staff counselling service or Griffith Mental Wellbeing Support Line (Students). Details of these services are provided below:

### **Staff –**

The Griffith University staff counselling and coaching program is a confidential wellbeing resource available for all employees and their immediate family. The services are delivered by an external provider, Benestar.

### **Contact details**

Call 1300 360 364

Book online at: <https://www.benestar.com/>

**Students -**

**The Griffith Mental Wellbeing Support Line  
operates 24/7.**

**Text or call this service for help to:**

find immediate relief from emotional distress  
explore coping strategies for current problems  
or a crisis  
open pathways to find longer-term solutions  
help you work out the next steps to take  
manage safety concerns.

**Contact details**

Call [1300 785 442](tel:1300785442)  
Or text 0488 884 146

**Please note**

Call 000 (emergency services) if you are in danger. This service does not offer ongoing counselling, but we can link you with on-campus and community counselling and wellbeing services and resources.

## GUIDELINES FOR RETURN TO RESEARCH

### 1. Purpose

These guidelines form an Annex to the Campus Recovery Plan for Griffith University, to provide additional research-specific guidelines. The Campus Recovery Plan is informed by the University's COVID-Safe Plan and outlines the approved staging of the University's return to on-campus activities.

These guidelines apply to research-related activities for all researchers, research higher degree candidates, Honours students (from Stage 2) and technical and professional staff who support research.

### 2. General Principles for our Return to Research

- Research staff who can attend work safely should seek approval to do so in line with each Stage of the University's recovery plan.
- Staff, HDR candidates and Honours students who are in vulnerable populations should continue to work from home or seek medical advice from their health practitioner to support informed risk assessment and decision-making regarding the suitability of returning to university environment.
- All research staff and students are encouraged to download the Federal Government [COVID Safe App](#), which will help support contact tracing if needed, as more people to return to campus.
- Appropriate oversight should be in place for all researchers, research support staff and research higher degree candidates and Honours students to ensure that physical distancing is observed where possible and that appropriate health and safety measures are undertaken.
- Supervision arrangements of laboratory-based research higher degree candidates should be in line with risk assessments for the research activity and physical environment.
- Facility-specific and activity-specific inductions and training should continue with the inclusion of additional information on physical distancing and other requirements, either in person or in virtual mode if necessary.
- During the Stages of the University's recovery plan, consideration should be given to where facilities or office areas require a roster of researchers coming on-site to ensure that research can be completed with optimal compliance to physical distancing requirements.
- Researchers with primary carer responsibilities should be given preference for rostered times, noting the Rapid Research Information Forum [reviews](#) of COVID impacts on research clearly indicates the pandemic has disproportionately affected women researchers.
- A visible security presence will continue on campus as part of our safe working environment and with attention to areas with rostered activities outside of normal business hours.
- Essential meetings should continue to be held via MS Teams or other videoconferencing tools, teleconferencing, outside in the open air or in large venues that allow physical distancing regulations to be observed.
- Shared research areas should establish suitable cleaning processes to be endorsed by the Health, Safety and Wellbeing team and to be completed prior to commencing and prior to finishing in the area, provide hand hygiene products and suitable waste disposal bins, and maintain regular cleaning and waste disposal programs.

- Risk assessments are required to consider the specific requirements of activities to be undertaken and the spaces in which those activities will occur. These will be required for all research activities and specific risk management plans may be requested prior to approval for activities to commence or resume.

### **3. Priority Activities and Personnel**

In assessing what research work can be undertaken on-campus during campus recovery, and who needs to attend so that work can proceed safely, considerations will take into account requirements of the research, the expertise of researchers, and existence of appropriate supervision.

Similar considerations will be undertaken in assessing what research work can be undertaken at locations off-campus, such as in hospitals and other clinical settings, facilities and institutions, in line with those organisations' approvals, safety controls and protocols.

Planning for the resumption or commencement of any research activities, regardless of location, **must include planning for how the activity would be rapidly shut down, should restrictions be reintroduced.**

#### **3a. STAGE 1 Return to Research On-Campus and in 3<sup>rd</sup> Party Facilities**

Stage 1 will enable the return of identified key staff who support essential learning, teaching and research activities. Most research staff and HDR candidates will not be included in Stage 1 returns to campus and will continue to work remotely. Staff and HDR candidates should only return to campus when they are officially notified that they have been approved to do so. The approval process can be accessed [here](#).

Considerations for the approval of priority activities will be guided by the following:

- Research activities where further delays or cessation is untenable because of the nature of the work, e.g. stage of development, the level of prior investment, capacity for retrieval, particular geography or its national importance, for example, certain clinical research, public health and diagnostic activity;
- Proximity of deadlines, such as external milestone requirements of deadlines for contracted research and grants;
- Proximity of deadlines and stage of program for HDR candidates, including for example, due consideration of final experimental or data collection work required to finalise a thesis for submission, and access to gallery spaces to enable examinations to proceed;
- Time-sensitivity of studies;
- Level of reliance on access to specialist facilities or infrastructure, including secure and reliable access to key software and data sets;
- Key support roles that enable research programs/activities. This may include: professional and technical staff responsible for core and/or major research equipment or facilities who are required for start-up, monitoring and research service provision, including the workshops and stores; staff required for safety assessment and compliance; and reception staff for clinical work.
- Criticality of progressing pilot studies for specifically targeted external funding applications.

#### **3b. STAGE 2 Return to Research On-Campus and in 3<sup>rd</sup> Party Facilities**

Stage 2 will involve a phased reintroduction of research and other operations onto campus. Priorities for return to campus will be research activities that require face to face collaboration or access to specific resources that are unavailable off campus.

When considering who should return to campus in Stage 2, approvers will continue to consult with a team of health and safety experts to ensure we are able to comply with social distancing guidelines. Adherence to health and safety protocols will limit the number of people able to

simultaneously occupy some facilities, office and other spaces; staggered returns and rostering will be required.

**Where research activities can be effectively and efficiently undertaken remotely, researchers, research support staff, HDR candidates and Honours students are advised to continue working remotely during Stage 2.**

Staff, HDR candidates and Honours students should only return to campus when they are officially notified that they have been approved to do so and only in accordance with any timing or rostering procedure specified in that approval (e.g. on specified days or during particular hours).

Wherever there are limits on the availability of space or resources, facility or resource specific criteria need to be established to ensure fair, equitable, transparent allocations of time and where required, technical and professional support. Criteria may also include:

- Proximity of deadlines, such as external milestone requirements of deadlines for contracted research and grants;
- Proximity of deadlines and stage of program for HDR candidates, including for example, due consideration of final experimental or data collection work required to finalise a thesis for submission, and access to gallery spaces to enable examinations to proceed;
- Time-sensitivity of studies;
- Criticality of progressing pilot studies for specifically targeted external funding applications.;
- Availability of alternate resources or facilities to support the research activity
- Absence of alternate methodologies or approaches to satisfactorily complete requirements for Honours programs.

#### **4. Activity/Venue Guidelines**

##### **A. *Lab based research***

- Physical distancing controls should be established where possible and adhered to within laboratory spaces, including managing access to equipment and workspaces.
- Each lab should develop a plan which allows research to continue in accordance with the COVID Safe Plan and may need to consider staggered access times to facilitate research.
- Where staggered or rostered access times are required to accommodate researchers and HDR candidates, the general principles outline above must be adhered to ensure fair, equitable, transparent allocations of time both to facilities, equipment and technical or professional support.
- Planning staggered or rostered occupancy should also consider the suitability of rotating working groups, so the same group of people are working together on the same days/times and do not physically interact with the other group/s, to minimise exposure.
- Each lab should review cleaning protocols and regularly disinfect high touch surfaces, such as benches, door handles, etc.
- Each lab should ensure relevant PPE is used, where appropriate, to avoid contamination and for personal protection.
- Essential visitors (including contractors required for start-up and/or maintenance of core and/or major research equipment facilities) may be approved to attend where physical distancing can be established and managed.
- The process for managing external participants, volunteers and sample collection should be developed in line with physical distancing to the greatest extent possible. A risk management plan will be required. Refer also Section 4F in relation to human participants.

**B. Fieldwork**

- Options such as video and teleconference should be used as first priority.
- During Stage 1, fieldwork that is local to the campus may be approved where they comply with the Queensland Government's public health directions, including permitted travel distances.
- During Stage 2, fieldwork within Australia may be approved where that activity complies with the travel and public health directions of each State or Territory to be attended.
- All travel for research (and any other University business) must comply with Griffith University Travel Policy and with public health directions of each jurisdiction to be entered.
- Assessment must consider how researchers can access the site safely, including determining what form of transport is appropriate and parking availability.
- Activities should comply with physical distancing or be conducted in accordance with a specific approved risk management plan.
- The number of participants should be minimised with consideration as to how interactions may be completed without physical contact or staggered over different periods of time.
- Appropriate levels of PPE, disinfectant and cleaning products should be made available in the field.
- Emergency response plans should be established in case of incident.
- Travel approvals will still be required in accordance with normal procedures.

**C. Studio based**

- Physical distancing measures should be established and adhered to within studio spaces where possible.
- Consideration may be given to staggered access times to facilitate activity.
- Where staggered or rostered access times are required to accommodate researchers, research support staff, HDR candidates and Honours students (from Stage 2), the general principles outline above must be adhered to ensure fair, equitable, transparent allocations.
- Planning staggered or rostered occupancy should also consider the suitability of rotating working groups, so the same group of people are working together on the same days/times and do not physically interact with the other group/s, to minimise exposure.
- The numbers of participants in activities should be minimised to support physical distancing and consideration given to alternative arrangements to physical contact such as use of technology to enable reduced physical contact (e.g. video conferencing, remote camera, etc).
- Any requirements for specialist surface cleaning requirements in practice/studio areas, e.g. piano keys, should be confirmed.

**D. Office based, including HDR Hubs**

- During Stage 1, only research that cannot reasonably be undertaken remotely will be considered for return to campus. This includes where personal circumstances may prevent reasonable progress remotely. Office space allocations will typically be made into shared spaces in building that are open and not necessarily to the researcher's usual workspace
- During Stage 2, the staggered return of research staff, HDR candidates and Honours students to on-campus office-based research can be supported where there is a need for collaborative engagement that is unduly limited when attempted remotely, and that can be achieved safely on-campus.
- Shared workspaces (e.g. hot desk) should have an agreed disinfecting protocol prior to use.
- Approvals for office-based research activities must ensure physical distancing is in place in shared office environments.

- Where staggered or rostered access times are required to accommodate researchers, research support staff, HDR candidates and Honours students (from Stage 2), the general principles outline above must be adhered to ensure fair, equitable, transparent allocations.

#### **E. Biosciences Resources Facility**

- Approvals for all research activities planned to be undertaken within the Biosciences Resources Facility will include confirmation of current protocols approved by the University Ethics Committee.
- The number of people in the Biosciences Resources Facility should be limited by use of a roster to minimise contact time and to avoid cross contamination.
- Use of appropriate PPE must be maintained along with careful observance of physical distancing and other separation standards.
- Sample transfer processes should be managed remotely, in an appropriate allocated area.

#### **F. Clinical/human participants**

- Participants in a vulnerable risk group or who are exhibiting cold or flu symptoms should be advised not to participate until further notice.
- Clients and staff should maintain physical distancing requirements where possible.
- Where physical distancing is not possible, approved risk-management strategies should be implemented.
- Cleaning and disinfecting protocols should be developed for communal equipment and areas.
- Minimise the number of participants and consider how interactions may be completed without physical contact (e.g. via video conferencing).
- Clinical trials must comply with the Commonwealth Department of Health [Guidance on clinical trials for institutions, HRECS, researchers and sponsors](#) and any site specific protocols.
- During Stage 1, studies involving healthy participants and that do not require physical contact and can be conducted in appropriately managed spaces and meet other priority criteria and physical distancing requirements may be approved for priority projects.
- Where an existing trial is in progress with cohort, to ensure continuity of treatment, approval may be granted to resume recruitment of new participants, for priority projects during Stage 1.
- During Stage 2, studies involving human participants and that do not require physical contact can be conducted in appropriately managed spaces and meet physical distancing requirements may be approved. Ethics approval and the associated informed consent is essential. A risk management plan is required, which includes detail of the type of participants and notice of any potentially vulnerable groups. Advice from the Expert Advisory Panel may be sought in relation to each case.
- During Stage 2, studies involving human participants and that involve some level of physical contact, while utilising appropriate PPE may be considered. These must be able to be conducted in appropriately managed spaces. Ethics approval and the associated informed consent is essential. A risk management plan is required, which includes detail of the type of participants and notice of any potentially vulnerable groups. Advice from the Expert Advisory Panel will be sought in relation to each case, prior to approval

#### **G. Off-campus/third party facilities**

- Guidelines for the conduct of off-campus research workshops and events are provided below in Section 4H.
- A range of University other research activities are conducted off-campus, in third party facilities, including hospitals clinics, laboratories and other facilities. Approvals to undertake

research activities in third party facilities will only be considered where these activities are in line with those organisations' safety controls and protocols and can provide written approval from the relevant authority in the third-party organisation.

- Griffith staff who have funded research carried out at off-campus sites must abide by the risk-mitigation requirements of those locations in conjunction with Griffith University procedures.
- The same guidelines for "Priority Activities and Personnel" and "Specific Activity Venue Guidelines" should be considered in assessing these requests.

#### ***H. Research workshops and events***

- This section relates to workshops and events that are for the conduct or dissemination of research that cannot reasonably or effectively be conducted remotely.
- Wherever possible, researchers are encouraged to hold virtual meetings via use of technology to enable reduced physical contact (e.g. video conferencing).
- Physical distancing and hygiene measures for any face-to-face engagement should be established and adhered to within workshop and event spaces when held and should extend to assessment of the cleaning protocols for the venue.
- Consideration should be given to staggered cohort presentation and/or meeting times within the event agenda.
- On-campus face to face research workshops and events are not supported during Stage 1.
- During Stage 2, on-campus research workshops and events, including classes, need to be approved in accordance with COVID Safe Plan Guidelines.
- Face to face research workshops and events in off-campus venues can only be supported where:
  - the work can be where that activity complies with the travel and public health directions of each State or Territory to be attended;
  - where the conduct of these activities is in line with the proposed venues' safety controls and protocols, in conjunction with Griffith University procedures; and
  - an approved risk assessment and risk management plan is place.
- The same guidelines for "Priority Activities and Personnel" and "Specific Activity Venue Guidelines" should be considered in assessing these requests.

## GUIDELINES FOR RETURNING TEACHING TO CAMPUS - STAGE 2

### **TIMELINES**

In Stage 2 we will see a staged return to teaching on campus – indicative timelines below.

We will develop hybrid teaching provision in that we are committed to providing online provision and this will need to be coupled with face to face teaching elements as appropriate given the nature of the course and precise context of delivery. Groups to develop guidelines around principles underpinning return with their Schools and elements.

Stage	Activities returned to campus	Key dates
Stage 1	Return of essential items that could not be delivered in T1 to include clinics, labs and performance subject to COVID Safe guidelines and approval by the Recovery Team.	18 May 2020- 10 July 2020
Stage 2	<b>Staged return – focusing on essential areas – labs, clinics and performance items including WiL and some tutorials</b>	<b>13 July 2020- 14 August 2020</b>
	<b>CYO and GUAVER studios open</b>	
	<b>Dental and health clinics open; selective opening of labs</b>	
Stage 3	HYBRID MODEL: Return of face to face teaching opportunities and continuance of fully online provision	17 August 2020- 30 October 2020

General principles and implications for Stages 2:

- There will be a **phased return to teaching on campus during T2**. Courses will aim to offer hybrid delivery involving face to face and online elements subject to decisions made at the Group level and principles underpinning staged return.
- Documentation process streamlined using new summary template doc agreed 2 June 2020.
- Stage 2 will continue under current guidance with social distancing and COVID Safe requirements in place. This will mean highly selective return of key elements.
- The Stage between T2 and T3 will be utilised for catch up activities as necessary.
- The increased rate of change and adaptation of strategy to bring students and staff onto campus more quickly has resource implications and the need for more sessional staff to be agreed with Group PVCs and Deans (L & T) and Deans (A).
- Should an activity/building/campus need to close, **provision would revert to fully online**.
- For Stage 2, If a Group or Element is unable to comply with the stipulations in the COVID Safe Plan – Stage 2 Return to Campus, they are required to complete a risk assessment to identify the risks and mitigations to return to work safely and ensure the Queensland Health Guidelines and social distancing requirements are in place.
- Stage 2: Only teaching staff who have been approved to teach on campus may do so with the understanding they will observe safe work practices and comply with the social distancing guidelines in accordance with the University's COVID Safe Plan.

- Stage 2: Staff and students who are considered at sufficiently high risk for COVID-19 as detailed in the COVID Safe Plan, *Section 2.3 People at risk of complications from COVID-19* should continue to work remotely.
- Staff and students are encouraged to download the Government contact tracing COVID Safe APP.
- Course Convenors and teaching staff are to maintain a list of students attending in-person.
- Essential meetings should continue to be held via MS Teams or other videoconferencing tools, teleconferencing, outside in the open air or in large venues that allow physical distancing regulations to be observed.
- Groups of up to 20 can meet but need to observe social distancing regulations.
- Entry into spaces and exit needs to be managed to ensure social distancing.
- Supplies of sanitiser will be available at building entrances and in common learning spaces. Disinfectant wipes will also be provided in common learning spaces to enable staff and students to reclean tablet arms, tables and chairs should they wish to do so.
- A risk assessment is required for activities that **do not** meet the existing controls and guidance, and require specific risk management plans requested prior to approval for specific activities to commence or resume:
  - COVID-19 Exposure Risk Assessment
  - Return to Campus Checklist

**Strategy for return:**

- For stage 2: Teaching activities that come back onto campus for T2 will need to be shortened by 15 minutes (from 10 minutes). This is to reduce congestion in hallways and foyers, and minimise the potential for close contact at room entry and exit points during the changeover period.
- Exams in Trimester 2 will be delivered online via ProctorU or as appropriate to the respective Group. Students with special needs or limited access to equipment will complete exams on campus in designated computer labs. Risk assessments will be required to be completed prior to hosting students on campus with the cleaning schedule adhered to.
- Decisions around return of teaching elements to Campus for **Stage 2** will be made based on:
  - the basis of necessity to enable students to cover curriculum aspects that cannot be delivered online and therefore impact their ability to complete
  - to provide enrichment opportunities to enhance curriculum offer through focused tutorial activities as part of the ‘new normal’.
  - cost efficiency (utilising lessons learnt from Trimester 1 to maximise efficiencies in delivery to enable consolidation of approaches),
  - space requirements to enable social distancing compliance.
- **Priorities for return in Stage 2:**  
Please note during the phased return of teaching to campus, key priority areas identified in Stage 1 will remain in Stage 2:
  - Graduating students
  - Students from any year engaged in essential work that cannot be completed remotely:
    - Lab/clinical
    - Ensemble/performance
    - Studio work/ Film Production
    - Placements
    - Selected tutorials
  - Selected WIL placements

- Each Group is to review all teaching activity within and across programs for Stage 2 in relation to what can reasonably be returned to campus using a staggered approach (continuum from all online to blended delivery to fully on campus) and to develop a coordinated communications plan explaining the reasoning for distribution to students. Plans to be agreed and discussed at Deans L& T CMT and then to proceed to Deans (Academic) for endorsement.
- Emphasis is on limiting movement from one campus to another as much as possible.

### **Key provision in Stage 2**

- Orientation activities will all take place online.
- Open days and campus tours will be held online only.
- Teaching and learning remains online with some on campus delivery (prioritised areas and tutorials).
- There will be no in-person lectures but lecture halls may be used to livestream teaching.
- Selected and staged return of tutorials across disciplines as determined by Deans (L&T) in consultation with Schools/elements/timetabling/campus and student life and approved by Dean (A).
- Priority given to clinical, lab and performance requirements as per Stage 1.
- Phased opening of Library operations across 6 sites (tbc). Selective opening e.g. Collective Service at QCA
- International Work Integrated Learning (WIL) placements remain suspended for T2.
- Period between T2 and T3 will be used for intensive catch up for key activities (e.g. labs).
- Domestic Work Integrated Learning will be explored where it is safe to place the student in placement. Queensland Health Guidelines and the University's policies must be adhered to before a placement occurs (in person or online).
  - WIL Placement organisations to confirm that their COVID 19 Safe Plan complies with the requirements set down by Queensland Health and that they have a system in place to manage risks.
  - Students need to sign off that they acknowledge and comply with the rules set down by schools for their workplace context in terms of compliance with the above.
  - Clarify with students their responsibilities from a COVID-safe perspective
- CYO studios at Nathan and Gold Coast open.
- The GUAVR studio will open at Nathan. The social distancing rules must be applied, with identified cleaning schedules adhered to. Staff need to book access to this space – limited access per day.
- Computer lab facilities are open. The social distancing rules must be applied to the extent possible, with identified cleaning schedules adhered to.
- Guild/SRC/GUPSA activities will be returned to support student wellbeing.
- Some Health-related placement activities may not be able to meet social distancing requirements. In this event, ensure they follow an approved risk management plan as advised by the Queensland Health guidelines and the health and safety Expert (Advisory) Panel.

### **2. Priority Activities and Personnel during Stage 2 Return**

STAGE 2: The return of staff to campus will need to be managed and an expected mixed mode of working from home and office based is likely to be the norm. Groups to identify core staff to come back onto campus to provide essential services, and teaching/research delivery, and to agree protocols for staff for working at home and on campus as part of new normal. It is not envisaged that all activities will return to how they were delivered prior to COVID 19 and nor should they be. A key issue will be management of space and approaches for prioritisation of activities.

Vulnerable persons (staff and students) will need to self-identify and should work from home in the immediate future. Vulnerable staff need to notify relevant line managers to enable future planning of course/program delivery to be managed effectively. Vulnerable persons should liaise with line managers and HR around any exceptional circumstances to manage return to on campus working.

Group meetings should take place remotely via teams where possible. Small group meetings may take place on campus subject to social distancing regulations.

Staff who have approval to return to campus are encouraged to not work across campuses during this Stage but to stick to one campus wherever possible.

The critical learning and teaching work that is approved to commence in Stage 2 is done so on the understanding that safe work practices will be observed and that compliance with the Queensland government guidelines and the University's risk assessment will be adhered to.

Similar considerations will be undertaken in assessing what work integrated learning and practical training can be undertaken at locations off-campus, such as in hospitals and other clinical settings, facilities and institutions, in line with those organisations' approvals, safety control and protocols.

Considerations for the approval of priority teaching activities will be guided by the following:

- Essential teaching activities that cannot be done online, specialist facilities or infrastructure, including secure and reliable access to key software and data sets.
- Students at high risk of not being able to complete with priority given to final year students.
- On campus ProctorU exams, or as appropriate to the respective Group, for students with special needs and/or lack of equipment and/or space to undertake the exams at home.
- Submission, and access to gallery spaces to enable examinations to proceed.
- WIL placements essential for students to meet requirements.
- Establishment of tutorials to provide students with access to face-to-face delivery in selected programs.

### **3. Activity Venue Guidelines during Stage 2 Return**

The health, safety and wellbeing of all students and staff is a priority. The following requirements will apply during Stage 2:

- Hand hygiene facilities and products will be provided and promoted widely.
- Physical distancing guidelines, good hygiene practices should be promoted, and staff/students reminded of avoiding physical greetings.
- Regular communication and updates on health protocols should be provided to staff and students (e.g. via digital notice boards, email, signage, within classes, etc).
- Efforts to avoid queuing should be in place and where necessary establish clear 1.5 metre separation between people to the extent possible.
- Staff/students should be encouraged to use online ordering services for retail outlets on campus where available (e.g. pre-order takeaway online and set up a pickup area).

If a student or member of staff is unwell and think they might have contracted COVID-19, they should follow the Australian Government's Department of Health [advice](#) on what they should do next.

If a student is unwell, they should notify their Course Convenor and not come onto campus until the student is well again. The student can apply for special consideration or deferred assessment if they are sick and cannot complete any course assessment.

Where there is a suspected or confirmed case of COVID-19 in a campus environment, staff should work through their WHS officer who will contact the National Coronavirus Helpline (1800 020 080) which operates 24 hours a day, 7 days a week for further advice or their State/Territory based health department.

It is important that all areas follow situationally appropriate environmental cleaning following a confirmed case of COVID-19 in a facility.

**A. Large Groups (over 100)**

- No in person lectures. Lectures will continue to be delivered online using video/ECHO 360 recordings and transcripts.
- Library resources to be returned selectively – phased opening to be agreed.

**B. Medium Groups (20-100)**

- Activities should comply with social distancing where possible.
- Exams - should be carried out online wherever possible with some selected computer labs being available for students with special needs etc.
- Computer equipment will need to be cleaned pre and post use.

**C. Small Group work Studio based**

- The CYO studio remains open at Nathan and Gold Coast to support video production for staff. GUAVR studio opened June 8 2020.
- Consideration may be given to staggered access times to facilitate activity.
- The specialist surface cleaning requirements/regimen in practice/studio areas, e.g. piano keys, should be confirmed.

**D. Lab-based**

- Appropriate hand hygiene and cleaning products should be available in all computer labs, with signage to promote pre-use and post use cleaning.
- Each lab and specialist teaching space should ensure relevant Personal Protective Equipment (PPE) is used, where appropriate, to avoid contamination and personal protection.
- Each lab should review cleaning protocols and regularly disinfect high touch surfaces, such as benches, door handles, etc. The opportunity for increased ventilation by adjusting air-conditioning, where appropriate, should also be considered.

**E. Field-based**

- Field based activities can proceed in line with appropriate university and host organisation COVID Safe Plan, risk assessment (as necessary) and guidance on physical distancing.
- Assessment must consider how researchers can access the site safely, including determining what form of transport is appropriate and parking availability.
- The number of participants should be minimised with consideration as to how interactions may be completed without physical contact or staggered over different periods of time.
- Appropriate levels of PPE, disinfectant and cleaning products should be made available in the field.
- Emergency response plans should be established in case of incident.
- Travel approvals will still be required in accordance with normal procedures.

**F. Clinical/human participant**

- Risk assessments are to be undertaken prior to clinical placements commencing in order to ensure the continued safety of students, supervisors and participants.

- If the risk exposures cannot be appropriately mitigated to an acceptable level of risk the clinical activity must not proceed. Any student, staff, supervisor or participant who presents with COVID-19 symptoms and/or are living in the same dwelling as anyone presenting with COVID-19 symptoms are not to participate in the clinical activity, to self-isolate, and to inform their Course Convenor immediately.
- Regular cleaning and disinfecting protocols are to be developed and maintained for communal equipment and areas.
- Clinical participant numbers are to be reduced the number of participants and consider how interactions may be completed without physical contact (e.g. via video conferencing).

#### **G. Work Integrated Learning (WiL) and school-based placements**

- All international WIL placements are suspended for Trimester 1 and 2. Domestic WIL placement is to be managed at the Academic Group Level on a case-by-case basis.
- Continued compliance with the Work Integrated Learning at Griffith Policy, the [national](#) and [state](#) health advice is required to assess workplace suitability.
- All WIL placements must demonstrate and ensure the gaining location has a COVID Safe Plan in place.
- Other placements can be phased-in where appropriate, in line with relevant university and host organisation's risk assessment and guidance on physical distancing.

#### **H. Off-campus/third party facilities**

- A range of University teaching activities are conducted off-campus, in third party facilities, including hospitals clinics, laboratories, schools, industry and business locations. During Stage 2, approvals to undertake teaching activities in third party facilities will only be considered where these activities are in line with those organisations' safety controls and protocols and are endorsed by the relevant authority in the third-party organisation.
- The same guidelines for "Priority Activities and Personnel during Stage 1 Return" and "Specific Activity Venue Guidelines" should be considered in assessing these requests.