

Return to Campus *guidelines for staff*

JULY 2020





Purpose of this pack

This pack provides staff with specific information on:

- The University's staged return to campus plan as part of the recovery response to COVID-19.
- The responsibilities of staff and students in ensuring a safe transition back to campus and managing the prevention of COVID-19 outbreak.
- Approval process for returning to campus.
- Official resources for legislation and health and safety advisories.
- University resources and support.

Purpose of this pack

This pack provides University staff with specific information on:



The University's staged return to campus plan as part of the recovery response to COVID-19



The responsibilities of staff and students in ensuring a safe transition back to campus and managing the prevention of COVID-19 outbreak



Approval process for returning to campus



Official resources for legislation and health and safety advisories



University resources and support

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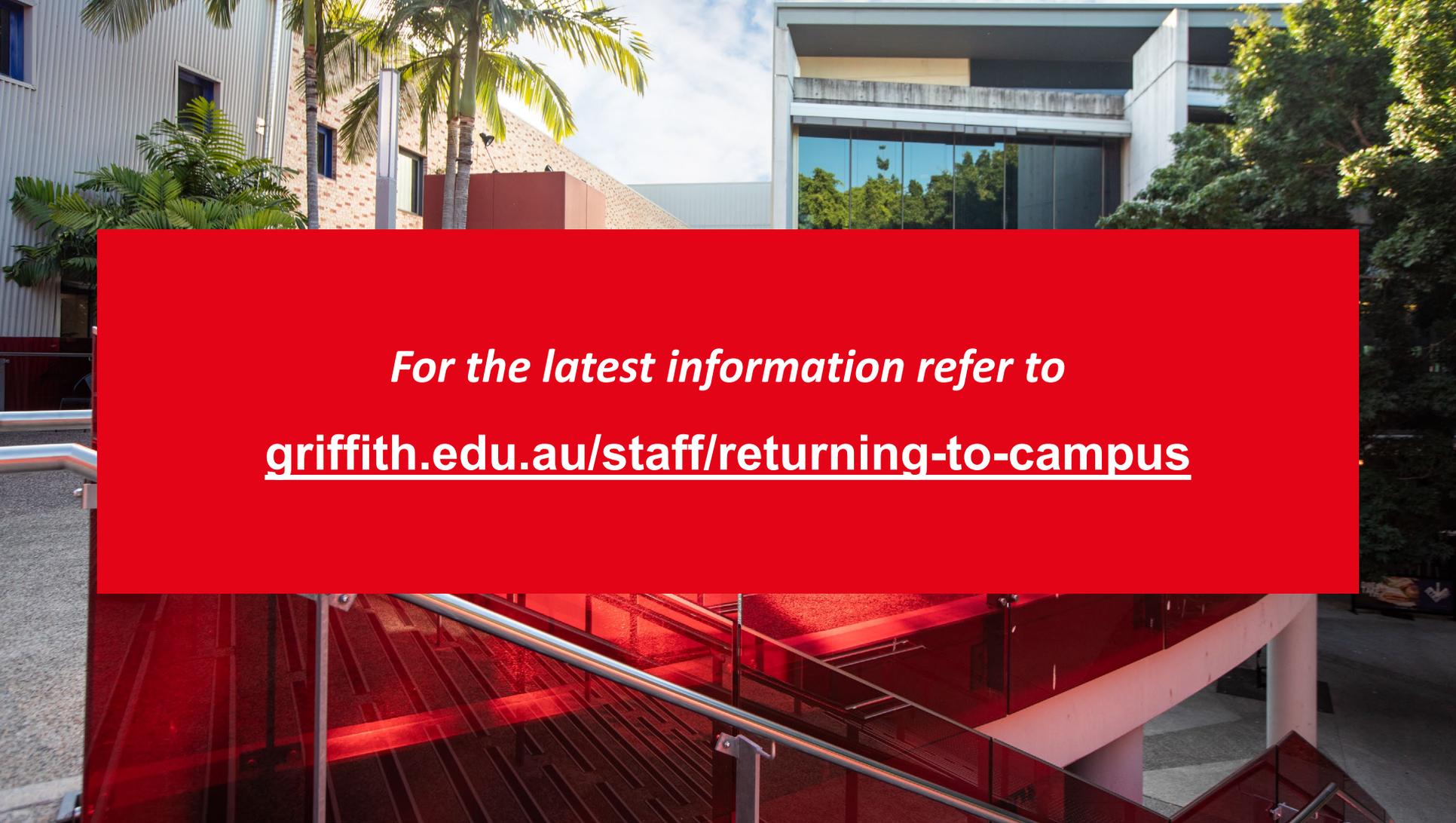


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For the latest information refer to
griffith.edu.au/staff/returning-to-campus



Responsibilities

Responsibilities of University staff



The University has a duty of care to protect our staff, students and community from the risk of exposure to COVID-19 and ensure compliance with Work Health and Safety legislation.

All staff and students have an important role to play to maintain the health, safety and wellbeing of the University community and are expected to support the University's approach to achieving a COVID Safe work environment.

As valued members of the Griffith community, staff and students should continue to act in line with the [Staff Code of Conduct](#) and the [Student Charter](#).

We all have a responsibility to follow Government and health advice:

- **Stay at home if you are unwell.** If you become unwell on campus, please go home and only return when you are fully recovered.
- Practice physical distancing and good hand and respiratory hygiene.
- Comply with QLD government testing requirements, if required.
- Comply with contact tracing requirements of the University, if required. We strongly encourage you to download the [COVIDSafe App](#) to support contact tracing.

Responsibilities of senior leaders



Senior leaders provide overarching direction for the University's Return to Campus plan and are responsible for:

- Supporting staff to transition safely back to working on campus.
- Ensuring appropriate measures and protocols are put in place to comply with legislation and help manage the prevention of a COVID-19 outbreak.
- Preventing misinformation by ensuring messaging about the Return to Campus plan is clear, consistent and factual.
- Keeping staff in their areas well informed and helping them understand their responsibilities.

Responsibilities of Dean Academics and Professional Area Directors



The ***Dean Academics, Director of the Institute of Glycomics and Professional Area Directors*** are the decision makers for their areas returning to work on campus during Stage 2. This includes:

- Assessment and approval of their areas to return to working on campus during Stage 2 of the Return to Campus plan.
- Approval of short-term, work-related visits to campus during Stage 2.
- Notifying staff in their area when it is their turn to return to working on campus.
- Informing staff of their obligation to act in accordance with the Staff Code of Conduct and comply with COVID-19 protocols.
- Identification of 'at risk' or 'vulnerable' staff in their areas and ensuring they are well supported to continue working remotely for the foreseeable future, including making reasonable adjustments as required.

Responsibilities of Dean Academics and Professional Area Directors



The **Dean Academics, Director of the Institute of Glycomics and Professional Area Directors** must also ensure they comply with legislation and health and safety directives by:

- Ensuring that Health and Safety Protocols for COVID-19 are planned for, implemented and followed.
- Where necessary operating practices are adapted to comply with COVID-19 protocols.
- Ensuring appropriate consultation with Workplace Health and Safety Committees within their area on the impacts and changes resulting from this guideline and report any feedback to the Recovery Planning (Sprint) Team.
- Reporting of any potential or confirmed incidents 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.

Responsibilities of Managers or supervisors



Managers and/or supervisors act under the direction of their Dean Academic or Professional Area Director to:

- Ensure that staff remain well informed and understand their responsibilities and obligations in relation to COVID-19 and the Return to Campus plan.
- Support staff to continue with effective remote working arrangements, ensuring they are set up for success and making reasonable adjustments to tasks or their workplace as needed.
- Be open and flexible to staff seeking flexible working arrangements, including for staff who identify as at risk of, or vulnerable to complications from COVID-19. The University supports this approach.
- As staff return to campus, reinforce messaging about physical distancing to ensure the one person per four square metre rule can be met.



Return to Campus plan

Return to Campus – Stage 2



Stage 1



Stage 2



Stage 3

Focus for stage 2

Phased reintroduction of learning, teaching, research and some office-based areas across campuses.

Griffith COVID Safe Plan Stage 2 - Campus Recovery

Following all government health advice

Stage 2 of the Return to Campus plan runs from 29 June to 16 August.

Staff who support learning and teaching, and research activities have commenced the return to working on campus. Due to the Government's relaxation of restrictions, office-based staff will also start returning to on campus work. This is subject to assessment and approval by their Dean Academic or Professional Area Director.

More detailed information on activities that are returning to campus during Stage 2 is available at: <https://www.griffith.edu.au/staff/returning-to-campus>

Approval process for returning to campus

During Stage 2, we will continue to follow an approval process and ask staff only to return when they are officially advised to do so.

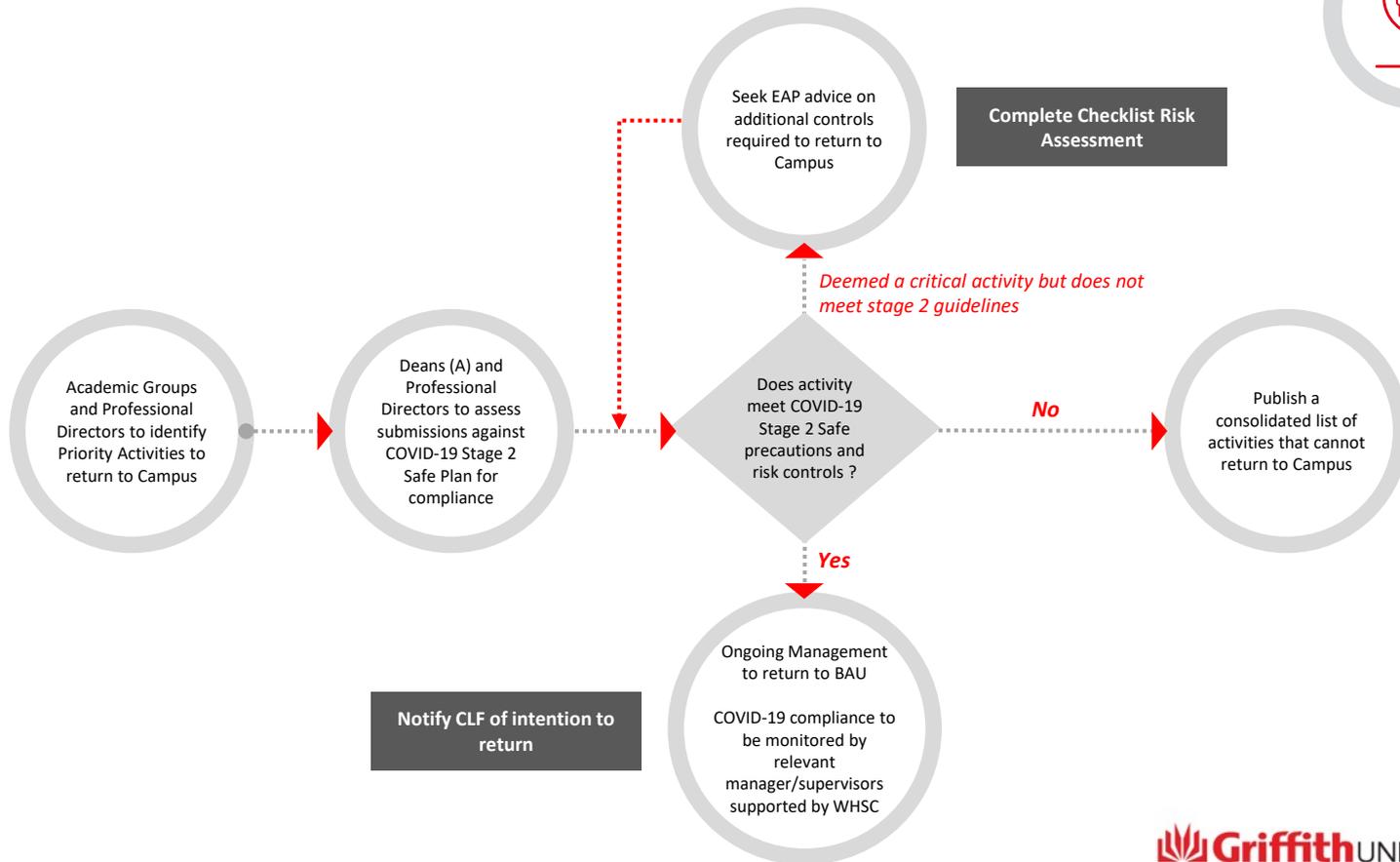
The **Dean Academic or Professional Area Director** will:

- Determine the need and suitability of their team to return to working on campus.
- Read the [COVID Safe Plan](#) for guidance in planning the return of their work area. You can also contact your [Health and Safety Advisor\(s\)](#) for advice.
- Seek endorsement from their Senior Executive, outlining the details of the request to return to work, including:
 - Staff names, staff ID numbers and room and building details
 - Details on how they will meet COVID Safe requirements when they return:
 - Implement suitable hygiene practices
 - Maintain physical distancing – 1.5m between each person and comply with the one person per 4m² (2m x 2m).
 - Identification of communal items or shared equipment that increases the risk of COVID-19 transmission.
- If **approved**, commence planning with Campus Life to enable access to campus buildings.
- Maintain and monitor health and safety practices.
- If the request is **not approved** and **deemed a priority to return**, email the application and supporting documentation to Lisa Cotterell, email: l.cotterell@griffith.edu.au to progress the application to the Health and Safety Expert (Advisory) Panel for consideration and advice.

The approval process will vary for some areas of the University, such as research support staff and HDR candidates, third party and off-site activities, and teaching and health clinics. Please visit the [Returning to campus web page](#) for more information. The approval processes can be found below the Stage 2 information on the page.



Approval process for returning to campus



Short term visits to campus



- During Stage 2, staff are permitted to return to campus for a short period of time for a work-related activity, if they have prior approval.
- A short-term visit will be limited in time and frequency.
- The staff member must obtain approval from their Dean Academic or Professional Area Director via email.
- The staff member can only visit campus at the specified date and time in their approval email. This will ensure they have appropriate building access and Campus Security are aware of their planned attendance.
- Short term visits to campus for activities which are not work-related, such as health appointments, flu shots and visiting the gym or post office, do not require prior approval.

<https://www.griffith.edu.au/staff/returning-to-campus>



Safeguarding your health

Safeguarding our health



We all have a part to play in safeguarding our health and the health of others. Across the University we have implemented measures to provide a safe and healthy work environment, by:



Keep your space

- Installing signage on physical distancing and hygiene practices in front facing locations and common use areas.
- Supporting flexible work arrangements.



Keep clean

- Routine cleaning of shared items and high touch surfaces by the contract cleaners.
- Increased cleaning frequency and sanitiser for toilets and common/tea rooms.
- Installing hand sanitiser stations at the entrance to all buildings and near common learning spaces such as lecture theatres, seminar rooms, studios, practice rooms, computer rooms, libraries and collaboration areas.
- Providing disinfectant wipes in common learning spaces for staff and students to use.



Keep well

- Providing flu vaccinations for all staff.
- Providing special COVID sick leave arrangements.
- Supporting you to stay home if you are unwell.



Additional steps to safeguard our health



Each Dean Academic or Professional Area Director will need to determine, implement and monitor any changes to their area to ensure COVID Safe requirements are met. This includes support for:

- Adapting the way we work to ensure Physical distancing and good hygiene practices are maintained (1.5m between each person) and 1 person per 4m² (2m x 2m) is implemented for activities, office spaces and meeting rooms.
- Any additional hand sanitiser and cleaning products required to be used in general office areas and individual workstations.
- Installing any additional signage in general office areas. A selection of approved social distancing signage is available on the [Returning to Campus webpage](#).
- Ensure non-essential communal items in common areas are placed in storage to limit the opportunity for use.

Smaller learning 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 (1.5 m between each person) should be observed to the extent possible.

Keep your space

All Deans Academic or Professional Area Directors will need to work in collaboration with their staff to determine, implement and monitor any changes to their activities, general office spaces and meeting rooms to ensure physical distancing (1.5m between each person) and 1 person per 4m² (2m x 2m).



To help achieve 4 square metres of space per person, options that can be considered to limit the number of staff in general or open plan offices includes:

- Continuing to support working from home, where you can.
- Reduce the number of staff on campus in shared office areas at any given time by splitting and rostering attendance.
- Spread out or reduce furniture in common areas.
- Install local signage to ensure all staff are informed of the maximum occupancy numbers in a work area or meeting rooms.
- Supporting use of digital communication methods rather than face to face meetings.
- For staff who are singular occupants of an office space there are no changes required.

[SpaceAid](#) can provide you with details of floor areas for office spaces. This will help you to determine the number of staff you can have in the area to comply with physical distancing and comply with COVID Safe occupancy levels.

Where the nature of work means you are not able to provide 4 square metres of space per person, Deans Academic or Professional Area Directors will need to liaise with [Health and Safety Advisors](#) to seek advice and support on additional controls.

Keep your space



To help maintain physical distancing (1.5 m between each person) it may be necessary for Deans Academic or Professional Area Directors, in collaboration with staff, to consider:

- Adjusting the layout of the office space and workflows to enable staff to keep at least 1.5 metres apart to continue performing their duties.
- Reviewing tasks and processes that usually require close interaction and identify ways to modify these to increase physical distancing between people where it is practical and safe to do so.
- Installing local signage (floor and walls) to help remind and reinforce the need to maintain physical distancing.

Where the nature of work means staff are unable to maintain physical distance of 1.5 metres, the Dean Academic or Professional Area Director should consult with their Health and Safety Advisors to seek advice and support on additional controls.

Further resources and support on physical distance measures is available in the COVID Safe Plan and the Safe Work Australia webpage.

Supporting you to work flexibly



- The University supports flexible work arrangements including working from time to time in locations that are more convenient and appropriate to the circumstances we experience and are balanced by supporting the achievement of our objectives and outcomes.
- It is very important to consider your work location in the context of the work you do. There is work that is required to be done on campus and work that can be done at any location. Most staff will find that, at times, there are on and off campus requirements of their job.
- Depending on the stage of return some staff may be asked to continue to work remotely. This may be to ensure adequate physical distancing in some workspaces.
- You should discuss flexible work arrangements at a local level with your manager including if you identify as 'at risk' or 'vulnerable' to complications of COVID-19.
- If you have any queries in relation to flexible work arrangements there are [Working Anywhere, Anytime resources](#) available to support you or contact your [HR Business Partner](#) who will be able to provide advice and support.

Keep well



We encourage all staff to keep well:

- Stay home if you are sick.
- If you become unwell while on campus, please go home and do not return until you are fully recovered.
- If you have any [COVID-19 symptoms](#), no matter how mild, get [tested](#).
- Stay 1.5 metres away from other people - think two big steps.
- Get the flu shot to help prevent the spread of germs.
- Download the [COVIDSafe app](#).
- Staff who identify as at risk or vulnerable to complications from COVID-19 should discuss their ongoing work arrangements with their direct supervisor.

Keep it clean



We encourage all staff to:

- Wash your hands regularly with soap and water, or hand sanitiser.
- Sneeze or cough into your arm or a tissue. Then put the tissue in the bin immediately.
- Keep your own workstation clean.
- Wipe down common areas (e.g. staff kitchens) before and after use.





Support and resources

Support for staff



Griffith University

- Dedicated website to provide information on returning to campus to staff and students: [griffith.edu.au/staff/returning-to-campus](https://www.griffith.edu.au/staff/returning-to-campus)
- Dedicated website to provide information and updates on COVID-19 to staff and students: [griffith.edu.au/coronavirus](https://www.griffith.edu.au/coronavirus)
- 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). The 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.
 - **Benestar Contact details:** call 1300 360 364 or book online at <https://www.benestar.com/>
- Contact People and Wellbeing: +61 7 3735 4011 or email: peoplesupport@griffith.edu.au

<https://www.griffith.edu.au/staff/returning-to-campus>

Support for managers or supervisors



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- [SpaceAid](#) can provide you with details of floor areas for office spaces. This will help you to determine the number of staff you can have in the office to comply with physical distancing and comply with COVID Safe occupancy levels.
- **People and Wellbeing contacts**
- The **People Support Team** are available for general enquiries, assistance and a contact point should you need more help or support for your needs. Email: peoplesupport@griffith.edu.au or call 07 3735 4011.
- **HR Business Partners** – are available to partner with you or your staff if have any concerns in relation to returning to campus (e.g. staff wishing to continue to work from home) or would like advice about [reasonable adjustments](#), you should consult your HR Business Partner(s).
- **Health and Safety Advisors** can assist you with any health and safety concerns you may have, be it on campus or at home, and in preparing a COVID Safe compliant return to campus plan (if required).
- **Contact** the relevant team to discuss operational arrangements which support you and your team in returning safely to campus OR to discuss reasonable adjustments for staff who might continue to work from home.

<https://www.griffith.edu.au/staff/returning-to-campus>

Information sources



Health and safety advice

- [Queensland Health – How to protect yourself and others – coronavirus \(COVID-19\)](#)
- [Chief Health Officer Public Health Direction](#)
- [Safe Work Australia](#)
- [Work Safe Qld](#)

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- Dedicated website to provide information on remote working arrangements: <https://intranet.secure.griffith.edu.au/employment/learning-and-development/working-anywhere-anytime>
- [COVID-19 Safe Plan](#)
- Contact People and Wellbeing: +61 7 3735 4011 email: peoplesupport@griffith.edu.au

<https://www.griffith.edu.au/staff/returning-to-campus>

THANK YOU