Griffith COVID Safe Plan

Stage 1 - Campus Recovery

(including Stage 1 Guidelines for Return to Research; and Stage 1 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.

Contents

Appendix 1 - GUIDELINES FOR RETURN TO RESEARCH - STAGE 1
Appendix 2 – GUIDELINES FOR RETURN TO TEACHING – STAGE 1

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:

Queensland Government – **QLD Health COVID-19 webpage**, as at 06 May 2020 - https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/take-action/coronavirus-prevention

Road Map to Easing Restrictions FAQ
o   https://www.covid19.qld.gov.au/__data/assets/pdf_file/0019/127234/Easing-restrictionsQA.pdf
o   Page 7 has useful information for business operators

Safe Work Australia
o   https://www.safeworkaustralia.gov.au/collection/covid-19-resource-kit
o   Useful fact sheets

Work Safe Qld
o   https://www.worksafe.qld.gov.au/coronavirus/workplace-risk-management-b/_recache

Australian Government ComCare – **Coronavirus webpage,** as at 07 May 2020 - https://www.comcare.gov.au/safe-healthy-work/prevent-harm/coronavirus
US Centre for Disease Control – Guidance to Higher Education Institutions, as at 06 May 2020 - https://www.cdc.gov/coronavirus/2019-ncov/index.html

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

Revision History			
Version	**Date**	**Reason/Changes**	**Endorsed by:**
1.0	06/05/2020	Initial Release	
2.0	08/05/2020	Revision	RPT
3.0	11/05/2020	Revision	RPT
4.0	12/05/2020	Endorsed with revisions	EG
5.0	15/05/2020	Edited in accordance with EG recommendations	
6.0	18/05/2020	Feedback from RPT incorporated into re-draft.	
7.0	25/05/2020	Editorial amendments	
8.0 CURRENT	27/05/2020	Incorporate of Return to campus Teaching Guidelines	

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 in the Australian Guidelines for the Prevention and Control of Infection in Healthcare (2019) and by QLD public health authorities[1]. COVID -19 is a notifiable condition under the Australian National Notifiable Diseases Surveillance System (NNDSS). This means that in all Australian states and territories, either the medical officer requesting the test and/or the laboratory performing the test, are responsible for notifying the relevant jurisdictional public health authority of the case of COVID-19, as per local legislative requirements.

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)[2]. 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 a safe environment. 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.

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[1] https://www.qld.gov.au/__data/assets/pdf_file/0025/124585/FINAL-QLD-WoG-Pandemic-Plan.pdf

[2] 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.

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

[Staff Code of Conduct](#)
[Student Charter](#)

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. The most common signs and symptoms include[3]:

- fever
- dry cough

Other symptoms can include:
- shortness of breath
- sputum production
- fatigue

Less common symptoms include:
- sore throat
- headache
- myalgia/arthralgia
- chills
- nausea or vomiting
- nasal congestion
- diarrhoea
- haemoptysis
- conjunctival congestion

2.2 Routes of Transmission

COVID-19 is transmitted via droplets and fomites during close unprotected contact with an infected person. Airborne spread has not been reported for COVID-19. Faecal shedding of the virus has been demonstrated from some patients, and viable virus has been identified in some cases.

2.3 People at risk of complications from COVID-19[4]

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 5yrs
4. Diabetes
5. Morbid obesity

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[3] http://conditions.health.qld.gov.au/HealthCondition/condition/14/217/838/novel-coronavirus
[4] http://conditions.health.qld.gov.au/HealthCondition/condition/14/217/838/novel-coronavirus

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 / Heads of Elements

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. An outbreak is defined as one or more cases of COVID-19 being confirmed. 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 RPT any feedback.
- Ensure that the consequences of non-compliance to COVID-19 protocols are enforced.
- 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 should not attend work or should leave to go home
- Ensure compliance social distancing and hygiene is maintained
- Comply with the contact tracing requirements of the University.

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 QLD Health. To support the return to research the University will:

- Ensure Health, Hygiene and Sanitation arrangements are in place
- Ensure cleaning contractors are briefed on COVID-19 cleaning requirements
- Maintain normal technical and administrative support arrangements for operation (e.g. IT, Maintenance etc.)

4.0 Identifying COVID-19

4.1 Identification

Deans, the Director and Professional Area Directors must establish systems to monitor staff and students for COVID-19 with a high level of vigilance and have a low threshold for investigation. Effective monitoring will facilitate early recognition and management of cases. The aim of monitoring is to ensure early identification of symptoms that may precede, or indicate early

stages of, an outbreak. Identification of symptoms should prompt investigation of whether formal testing is required.

4.2 Screening of Griffith University Research Staff and Students

In accordance with QLD Health guidelines a student or staff member should get tested for COVID-19. 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, submit to Deans, the Director or Professional Area Director / Head of Element if required. If these standard precautions cannot be satisfied, the proposed activity should not be going ahead.

5.1 Restriction to Campus[5]

In line with paragraph 2.3, staff and students at high risk for COVID-19 complications will not be allowed on campus

5.2 Hygiene measures[6]

- 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, including halls of residence. **All work on campus must be able to meet the following conditions:**

- Do not enter the campus if have a fever and/or cough (all contacts must isolate until case proven negative).
- Maintain physical distancing – 1.5m between each person
- 1 person per 4m2 (2m x 2m) for office, meeting room or laboratory activity.
- No gathering to eat food and no sharing of food. Stagger start, finish and break times to minimise possible contact.

Insofar as it practicable, staff and students should continue to work and/or study from home.

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

[6] https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/take-action/coronavirus-prevention

Laboratory and Studio, Office environment

- Implement a roster system to minimise staff interaction and maximise existing work stations without the requirement to move furniture.
- Avoid hot-desking unless a comprehensive cleaning regime is in place between users.
- Clean workstation before and after use.
- Numbers of people in a lab at one time will depend on size of lab and whether conditions can be met.

Additional guidelines provided by Safe Work Australia relating to COVID-19 and the workplace should be followed and can be found at:

https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/workplace_checklist_covid-19_0.pdfhttps://www.safeworkaustralia.gov.au/sites/default/files/2020-04/Infographic-Suspected-or-Confirmed-Cases-COVID_19.pdf

5.4   Visitors and Communal Activities

The movement of visitors into and within the facility is highly restricted. Staff are not permitted to have visitors at this time. In extenuating circumstances, however, pre-approval by the relevant Dean, Director of the Institute of Glycomics, or Professional Area Director may be granted.

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.

5.6 Risk Assessment Requirement
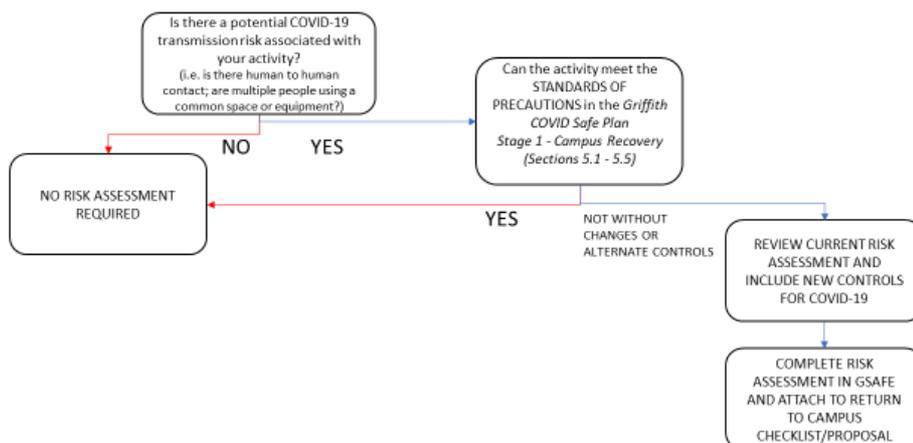
6.0 COVID-19 Case and Outbreak Management

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

Note: It is most likely that confirmation of a COVID-19 case will come to the individual from Queensland Health, as the University is not conducting independent testing.

To support Griffith University's community's safety[7], 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 on 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.

A 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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[7] 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.[8] 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.

Alternatively staff and students are encouraged to keep a written record or 'diary' of their movements and interactions with others on campus to support contract tracing. At a minimum, staff and students are required to record:

- Arrival time to facility
- Rooms used for research activity
- Other rooms used
- Persons you have interacted with
- Exit time from facility.

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

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.

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 for Research/Fieldwork

QLD 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 QLD only, in line with existing vehicle procedures and processes, but limits vehicle occupancy to two persons per vehicle.

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 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 and passengers should sit in the back seat when travelling in vehicles when possible.
- 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 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. While cleaning, appropriate PPE must also be used to minimise exposure to chemicals or other biological agents.

8.3 Lift use

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

8.4 Fire Alarms and building evacuations

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

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
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 - STAGE 1

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.

Stage 1 will enable the return of identified key staff who support essential learning, teaching and research activities. Most 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.

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.
- Appropriate supervision should be in place for all researchers, research support staff and research higher degree candidates to ensure that both physical distancing and 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 Finkle-led review 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.
- A risk assessment is required for all activities and specific risk management plans may be requested prior to approval for specific activities to or commence or resume.

3. Priority Activities and Personnel during Stage 1 Return

In assessing what research work can be undertaken on-campus during Stage 1 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 how the activity would be rapidly shut down, should restrictions be reintroduced. 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.

4. Activity/Venue Guidelines during Stage 1 Return
A.   Lab based research
- Physical distancing controls should be established and adhered to within laboratory spaces, including managing access to equipment and workspaces.
- Each lab should develop a physical distancing plan which allows research to continue within guidelines and which may consider staggered access times to facilitate research.
- 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 may be requested. Refer also Section 4F in relation to human participants.

B.   Fieldwork
- During Stage 1, fieldwork that is local to the campus may be approved where they comply with the Queensland Government's public health directions regarding permitted travel distances.
- 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.
- Consideration may be given to staggered access times to facilitate activity.
- 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
- 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.
- Approvals for office-based research activities must ensure physical distancing is in place in shared office environments.
- Office space allocations will typically be made into shared spaces in building that are open and not necessarily to the researcher's usual workspace. Shared workspaces (e.g. hot desk) should have an agreed disinfecting protocol prior to use.

E.   Biosciences Resources Facility
- During Stage 1, approvals for priority research activities 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 participant
- Participants in a vulnerable risk group or who are who are exhibiting cold or flu symptoms should be advised not to participate until further notice.
- During Stage 1, studies involving healthy participants, do not require physical contact, can be conducted in appropriately managed spaces and meet other priority criteria and physical distancing requirements may be approved for priority projects during Stage 1.
- 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.
- 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).

G. *Off-campus/third party facilities*

- A range of University research activities are conducted off-campus, in third party facilities, including hospitals clinics, laboratories and other facilities. During Stage 1, 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 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.
- 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.

GUIDELINES FOR RETURNING TEACHING TO CAMPUS - STAGE 1

Stage 1 Time phase for planning: May 18 – 10 July

General principles for Stage 1:
- Only critical teaching staff are required to be on campus as identified in the Business Continuity Plans and the Business Impact Analysis. Unless otherwise advised, the default teaching approach is online, so that should an activity/building/campus need to close there would be continuity in provision.
- If a Group or Element is unable to comply with the stipulations in the COVID Safe Return to Campus "Checklist" they will be 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.
- 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.
- 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.
- Course Convenors should ensure students are clear about in person working arrangements to ensure social distancing at all times within teaching spaces and more widely on campus (1.5 metres apart / 1 x 4m2).
- Entry into spaces and exit needs to be managed to ensure social distancing.
- Suitable cleaning processes should be confirmed, with Campus Life, and endorsed by the Health, Safety and Wellbeing team and be completed prior to commencing and at the end of teaching sessions. Hand hygiene products and suitable waste disposal bins should be provided, and regular cleaning and waste disposal programs should be in place.
- A risk assessment is required for all activities and specific risk management plans may be requested prior to approval for specific activities to commence or resume – REFER above.
  - Stage 1 Protocols - Action Plan
  - COVID-19 Exposure Risk Assessment
  - Return to Campus Checklist

Strategy for return:
- Teaching will continue to be delivered online for the entirety of Trimester 2 (13 July to 9 October 2020).
- 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 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, 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 1:
  - o The following are the identified criteria for determining the safe return to campus for students:
  - o Graduating students
  - o Students from any year engaged in essential work that cannot be completed remotely:
    - o Lab/clinical
    - o Ensemble/performance
    - o Studio work/ Film Production
    - o Placements
    - o Selected tutorial
  - o Selected WIL placements
- Each Group is to review all teaching activity within and across programs for Stage 1 and 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.

Current teaching context summary in response to COVID 19 as of May 15 2020 to July 10 2020

- For the remainder of Trimester 1, teaching and learning remain online*. There are no in-person lectures or tutorials.
- The Library will remain closed to students with resources accessible online only.
- All international Work Integrated Learning (WIL) placements have been suspended for both Trimester 1 and 2.
- 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). Prior to any placement of staff or student, a risk assessment, and a placement assessment must be completed.
- Health-related placement activities will not be able to meet the social distancing requirements and must ensure they follow an approved risk management plan as advised by the Queensland Health guidelines and the health and safety Expert (Advisory) Panel.
- *Some students (i.e. students with special needs and those who do not have access to equipment or the environment needed to complete an online exam) will return to campus during Trimester 1 Examination period: May 25 – June 6 2020, to enable students to complete online exams and practicums where access to labs, clinics (medical/dental is essential/performance related teaching) are required (see Group summaries). A risk assessment is to be conducted prior to allowing any staff and student into any teaching space, ensuring the 4m2 distancing per person and 1.5m in between people.
- CYO studios at Nathan and Gold Coast open. The social distancing rules must be applied, with identified cleaning schedules adhered to.
- Some Computer lab facilities are open. The social distancing rules must be applied, with identified cleaning schedules adhered to.
- Open days and campus tours will be held online only.

2. Priority Activities and Personnel during Stage 1 Return

The critical learning and teaching work that is approved to commence in Stage 1 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.

All returned activities, regardless of teaching space and location, will have a completed risk assessment with appropriate safety control measures in place.

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.

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

Considerations for the approval of priority teaching activities will be guided by the following:
- o Essential teaching activities that cannot be done online, specialist facilities or infrastructure, including secure and reliable access to key software and data sets.
- o Students at high risk of not being able to complete with priority given to final year students.
- o 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.
- o Submission, and access to gallery spaces to enable examinations to proceed.
- o WIL placements essential for students to meet requirements.

3. Activity Venue Guidelines during Stage 1 Return

The health, safety and wellbeing of all students and staff is a priority. The following requirements will apply during Stage 1:
- 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.
- 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 Queensland Government's 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 will be online only.

B. Medium Groups (20-100)
- Selective return based on essential need to enable students to complete Trimester 1 studies.
- Activities should comply with social distancing or be conducted in accordance with a specific approved risk management plan*.
- Exams - there should be no more than one person per four square metres and fewer than 100 persons.
- 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.
- Physical distancing measures should be established and adhered to within studio spaces.
- Consideration may be given to staggered access times to facilitate activity.
- 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).
- 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.
- Physical distancing controls should be established and adhered to within laboratory spaces, including managing access to equipment and workspaces.
- Each lab should develop a physical distancing plan which may consider staggered access times.
- Where possible, lab activities should be videoed to facilitate online delivery and reduce need for face-to-face delivery.
- 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 risk assessment 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.
- 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.

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.
- Social distancing requirements are to be maintained in clinical activities   where possible.
- Where physical distancing is not possible, approved risk management strategies should be implemented in line with Queensland Health Authority Guidelines.
- 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 Queensland Government's health advice is required to assess workplace suitability.
- All WIL placements must have the risk assessment, site evaluation and the required checklist completed before commencing placement.
- Maintain social distancing.
- 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 1, 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.