

## Intent

JCU recognises the responsibility to manage our response to the COVID-19 outbreak and to ensure the safety of our staff, students, public and our contractors. JCU has prepared this guideline to assist the University community with determining activities that are essential and the associated government requirements that apply at this point in time.

The document will need to be reviewed as government restrictions change over the course of the pandemic. The WHS unit will monitor the Federal and State Government advice and update internal procedures as the requirements change. Queensland Public Health may provide overriding directives, to which JCU will be required to abide.

## Definitions

**Close Contact:** As defined by Queensland Health:

- Greater than 15 minutes (accumulative over the course of a week) face-to-face contact in any setting with a confirmed case in the period extending from 48 hours before onset of symptoms in the confirmed case; or
- Sharing of a closed space with a confirmed case for a prolonged period (e.g. more than 2 hours) in the period extending from 48 hours before onset of symptoms in the confirmed case.

Close contact needs to have occurred within the period extending 48 hours before onset of symptoms in the case until the case is classified as no longer infectious by the treating team (usually 48 hours after the resolution of symptoms).

**Self-Quarantine:** As defined by Queensland Health:

Self-quarantine means staying in your home, hotel room or provided accommodation, and not leaving for the period you are required to quarantine. Only people who usually live in the household should be in the home. Do not allow visitors into the home.

**Casual Contact:** As defined by Healthdirect:

A casual contact is someone who has been in the same general area as a person who has tested positive for COVID-19 while infectious:

- You have had less than 15 minutes face-to-face contact (in any setting) with a confirmed case (including in the 48 hours before their symptoms appeared);
- You have shared a closed space with a confirmed case for less than 2 hours (including in the 48 hours before their symptoms appeared).

## Social Distancing:

Social distancing includes remaining at least 1.5 metres away from other persons, regular washing of hands and avoiding handshaking.

## Procedure

### 1 Current Legislative Framework

The Chief Health Officer in Queensland issues public health directions that apply to workplaces. These directions form the bulk of the legal requirements that JCU and members of the public must comply with. As such there are sections of the directions that allow the University to operate for **essential teaching and business** and **allow** a student or staff member to leave their residence to attend the University for **essential study or business** that cannot be conducted from home.

Summarised in Table 1 below are the primary requirements for JCU the Entity, Staff and Students to comply with as of the 28<sup>th</sup> of May 2020.

**Please note that the requirements are changing frequently. As such constant review will need to occur.**

Table 1: Public Health Direction Summaries

<b>Home Confinement, Movement and Gathering Direction (No.6) (19/05/2020) (Public Health Act 2005 (Qld) Section 362B)</b>			
<b>Highlighted Section:</b>		<b>JCU Current Interpretation:</b>	
Essential Activities / Work * Section 6. A person who resides in Queensland must not leave their principal place of residence except for, and only to the extent reasonably necessary <b>to accomplish, the following permitted purposes:</b>		A member of staff or a student must only leave their home to conduct essential work or study that cannot reasonably be performed from their home.  This is the first question to ask regarding any work or study needs to take place away from the home.	
e. <b>to perform work</b> or volunteering, or carry out or conduct an <b>essential business, activity or undertaking</b> , and the work, business activity or undertaking to be performed is of a nature that cannot reasonably be performed from the person's principal place of residence;		ESSENTIAL ACTIVITIES THAT CANNOT BE PERFORMED IN THE PERSON'S PRINCIPAL PLACE OF RESIDENCE: * This must be decided on a case by case basis by the Division.	
k. to attend a school, university, or other educational institution, to the extent			
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<p>instruction cannot reasonably be obtained in the person’s principal place of residence, but subject to paragraph (ka);</p> <p>ka. from 12.01 am on Monday 11 May 2020 to attend community kindergarten, Prep, Year 1, Year 11 or Year 12 of schooling and from 12.01 am on Monday 25 May 2020 to attend Year 2, Year 3, Year 4, Year 5, Year 6, Year 7, Year 8, Year 9 or Year 10 of schooling;</p>	<ul style="list-style-type: none"> <li>* Have you considered and exhausted alternative delivery / postponement options?</li> <li>* Can you justify why the study / work cannot be conducted via an online platform?</li> <li>* If there is doubt, the Dean should be consulted.</li> </ul> <p>Examples of acceptable justification: Practicals that involve equipment / substances that can only be accessed at the University (i.e. unsafe to send the equipment / substances to a person's home); Course work is unable to be compliantly delivered using an alternative mode of delivery.</p> <p>NOTE: Where an essential activity needs to be conducted on campus, social distancing and other COVID-19 controls must be implemented (refer to JCU guidance documents).</p>
<p>Section 15. Social Distancing: A person who is leaving their principal place of residence <b>must practice social distancing</b> while outside their principal place of residence, to the extent reasonably practicable.</p> <p><i>Definition of Social distancing - <b>includes remaining at least 1.5 metres away from other persons, regular washing of hands and avoiding handshaking.</b></i></p>	<p>Anyone who leaves their home must practice social distancing. This is to stay at least 1.5m from others when reasonably practicable.</p> <p>Where it is essential this distance may be reduced. This could apply such as a two person lift, activities such as physiotherapy where the distance cannot be maintained.</p>
<p>Gatherings:</p> <p>Section 13. Gatherings in non-residences: A person who owns, controls or operates premises, other than a residence, <b>must not organise or allow a gathering to occur on the premises.</b></p> <p>Section 24. Gathering does not include a gathering: (k) at a school, <b>university</b>, educational institution or childcare facility, including a family day care service or stand-alone care service, that is necessary for the normal business of the facility.</p> <p>Section 23. Gathering, subject to paragraph 24, means: a gathering of more than 10 persons in a single undivided outdoor space at the same time; or a gathering of more than 10 persons in a single undivided indoor space at the same time.</p>	<p>Section 24 excludes the University from the gathering rules. This allows, where essential for work or study, groups of people to be at the University.</p> <p>Non study / work gatherings should not exceed the current government requirements (i.e. 10 persons refer to section 23 in column 1) on any JCU campus.</p> <p>JCU has a legal obligation to prohibit public gatherings that fall outside of the current government requirements to occur on the campus.</p>

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Other:

Non-essential business, activity and undertaking  
Closure Direction (No. 10)

This health direction highlights businesses and other activities that must close or the permitted version of the business undertaking under COVID-19 rules.  
Such as food services or accommodation.

## 2 JCU Principles for Operating During COVID-19 Pandemic

The attached document provides guidance for categories of business and activities that are conducted by the University including:

- General Guidance Regarding COVID-19 including essential work and social distancing that needs to be applied to all business activities;
- The home confinement, movement and gathering directions from Queensland legislation for COVID-19 which is the current law as of the date listed in the document;
- Categories of activity conducted by the University are listed such as practicals, accommodation, offices and so on;
- Current guidelines that have been developed by JCU and summary of inclusion in the document for the types of activities where in existence;
- Control summary which lists the principles to apply if conducting the activity. The most important two aspects being:
  - Is the teaching or business activity essential to be conducted as it cannot reasonably be conducted at home;
  - If any activity occurs social distancing including separation by 1.5m is to be applied, except where this is essential and cannot be achieved.

## 3 Forecast (Recovery)

Currently operations are restricted due to particular requirements below:

- Only work and study that cannot be conducted at the persons residence is allowed;
- Social distancing required when conducting essential work or study;
- Limitations on non-essential gatherings.

There are other requirements that have an effect on our business including travel bans and restrictions, local designated areas, interstate and overseas, which may also impact on students' ability to engage with on-campus activities in particular. These travel restrictions may also have associated quarantine periods that preclude staff or students to attend on campus activities.

To make any changes to the current model of operation the University sector would need the government to make changes to the above requirements. This may occur in two approaches:

- Government changes the requirements to allow face to face teaching that can be conducted at home on campus while following social distancing:
  - Example: the guidance changes to allow lecture type classes (i.e. learning / teaching that could have been conducted at home) to commence on campus obeying social distancing. As such we could conduct face to face teaching with social distancing in place.
- In the future, if management of the pandemic is deemed to be successful by the government, there is potential that restrictions may be lifted on teaching / work that could have been conducted at home, public gatherings and social distancing no longer being required. However this scenario seems unlikely without a treatment or vaccine being available.

The guidance around conducting essential activities in Appendix 1 will most likely apply into the future; however, categories of essential activities or allowed activities may change. As more activities are allowed the principles will be updated.

Unfortunately, the timeline for changes to occur that allow face-to-face lectures and public gathering on campus cannot be predicted.

## Schedules/Appendices

Appendix 1 JCU Principles for Operating during Covid-19 Pandemic

## Document Control

Version	Approval/Implementation Date	Author	Details
7.0	28/05/2020	JCU WHS Unit	Updated due to release of Home Confinement, Movement and Gathering Direction (no.6) 19/05/2020  Addition of Gathering Definition (section 23) to clarify social gathering requirements.  Update to ka.  Document Control table added to guideline.

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