

Frequently Asked Questions – WHS COVID Requirements

WHS-PRO-INFO-002s

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CLEANING

1.1 Has JCU modified cleaning practices due to COVID-19?

Yes, the Estate Directorate has prepared a Cleaning Schedule for each facility as operations recommence. The documentation identifies the cleaning products and frequency of cleaning. The products and schedules are based on guidance provided by Safe Work Australia.

The Schedule details items to be cleaned and the frequency for this to occur within the building. In particular, touch points have been increased in each occupied building.

Teaching areas, such as rooms used for practicals, will also have cleaning addressed as part of the planning by the technical teams.

At your own desk, cleaning is to be conducted by the person occupying the desk and supplies can be obtained from the University Store with approval from your Supervisor.

COVID SAFE PLAN

1.2 Does JCU have a COVID Safe Plan?

Due to the size and complexity of the operations at JCU, a number of guidelines and forms have been created to meet the requirements for having a COVID Safe Plan. The guidelines and forms can be found [here](#).

1.3 Do I have to follow an Approved COVID Industry Safe Plan for activities I am organising?

Yes, if a JCU activity is covered under one of the following approved industry safe plans, the Industry Safe Plan should be followed for the activities. Link to Approved COVID Safe Industry Plans: <https://www.covid19.qld.gov.au/government-actions/approved-industry-covid-safe-plans>

- Aquatic Sport Sector (e.g. swimming)
- Australian Attractions Industry (e.g. games, arcades, exhibits, rides)
- Cinema Industry (e.g. cinemas or indoor theatres)
- Dance and Physical Performing Arts (e.g. dance centres)
- Field Team Sports (e.g. AFL, baseball, football, cricket, hockey, netball, touch, ultimate disc, etc.)
- Fitness Facilities
- Food Services
- Indoor Sports Groups (e.g. basketball, badminton, boxing, darts, squash, table tennis, etc.)
- Outdoor Recreation Activity Providers (e.g. abseiling, boating, camping, cycling, trail running, etc.)
- Outdoor Team Sports (e.g. cycling, athletics, lawn bowls, tennis)

- Qld Parks and Wildlife Service Campgrounds (camping)
- Queensland Tourism and Accommodation (e.g. shuttle buses)
- Swimming Pool and Aquatic Centre
- Zoo and Aquarium (e.g. animal visitor interaction)

EVENTS

1.4 I would like to organise an event that is open to the public, what JCU guideline should I follow?

You are required to follow WHS-PRO-GUI-006h Covid-19 Guideline for Managing JCU Controlled Events.

1.5 I would like to organise a retreat for JCU staff only, what COVID controls and approvals are required?

Work retreats involving JCU staff members are permitted in accordance with the current Chief Health Officer Directions. It is your responsibility to seek approval, in writing, from your Dean / Director prior to conducting a retreat. Approval may be in the form of an email or other process as determined by your Dean / Director.

As the organiser of the retreat, you are responsible for ensuring the appropriate Covid controls are in place. As a guide the following should be considered, documented and submitted to your Dean/Director for approval:

1. **Communication to attendees:**

- Stay home if unwell;
- Hygiene practices;
- Physical distancing.

2. **Physical distancing & Density**

- Venues are required to meet the 4 square metres rule;
- 1.5m must be maintained to the extent possible.

3. **Health Screening**

- Attendees (and staff) are required to self-screen before travelling;
- Attendees (and staff) are required to self-screen before attending each day.

4. **Managing unwell people during the retreat**

- Attendees who become unwell during the retreat are required to self-isolate and contact 13HEALTH for further directions. If they are symptomatic the organiser should provide a surgical mask while they are onsite.

5. **Sharing equipment**

- Sharing equipment should be not be conducted where possible. If sharing of equipment is required it should be cleaned and disinfected between users.

6. **Food**

- Buffet / shared food is not permitted;
- Where possible, attend a café / restaurant where a covid safe plan / covid safe checklist is being followed;
- Tea and coffee – coffee and sugar should be provided in single serve portions, also provide disposable cups and spoons/stirrers.

7. Records of attendance

- A record of attendance is to be kept for 56 days. The records must include name of attendee, contact phone number, email address, home address (or residential postcode at minimum). Records must be securely stored for 56 days after the event).

8. Cleaning

- Campus facilities are cleaned regularly by Estate Directorate. You are responsible for conducting / organising additional cleaning for high touch surfaces.

9. Hand sanitiser / hand washing facilities

- Hand sanitiser stations and hand washing facilities are available throughout the campus. Additional hand sanitiser can be provided at the entrance to the retreat rooms;2

Of the retreat is being conducted off campus, hand washing / sanitiser should be reviewed to determine if additional stations are required.

1.6 I would like to hold a morning tea social activity for staff in my area, what COVID controls and approvals are required?

Where possible, attend a café / restaurant where a covid safe plan / covid safe checklist is being followed. Sharing of food should be avoided during the pandemic.

Organise the event in a space that allows physical distancing to occur (1.5m between attendees).

Tea and coffee – coffee and sugar should be provided in single serve portions, also provide disposable cups and spoons/stirrers.

1.7 I would like to conduct an event targeting school students, what COVID controls and approvals are required?

You are required to follow WHS-PRO-GUI-006h Covid-19 Guideline for Managing JCU Controlled Events.

1.8 Can I Organise Catering from an On-Campus Food Business for an event?

Yes, catering is available from some on-campus food businesses. However, self-serve shared food is not permitted. This means that the Event Organiser or his/her delegate must serve the shared food to seated attendees or implement controls to prevent attendees from congregating in a line to reduce the risk of COVID transmission.

FIELD TRIP

1.9 I am planning a field trip, have there been any changes due to the pandemic?

Yes changes have been made. During the planning stage of your field trip, please read and follow the information in JCU's [COVID-19 Field Trip Guideline](#).

MASKS

1.10 Am I allowed to wear a mask to campus?

Currently, the Queensland Chief Health Officer does not require the public to wear face coverings in Queensland. This advice may change at a later date.

If staff or students wish to provide and wear their own face covering JCU is happy to support this.

Please see vulnerable staff [COVID-19 Guideline for Managing Vulnerable Staff](#) in relation to face coverings for vulnerable staff.

1.11 Types of Face Masks/Coverings

In relation to COVID-19, the types of coverings and their use are outlined in the table below, this advice does differ slightly when compared to selecting respiratory protective equipment for specific hazards.

Type of Face Covering	Description:	Use
Cloth face mask	<p>Cloth face masks are the type of covering suggested under a health direction for the general population to wear.</p> <p>These face coverings do not meet a particular standard.</p> <p>The masks should consist of a three layer design. Outer layer is water resistant (polyester, polypropylene), middle layer is fabric blend (cotton polyester blend/polypropylene). Inner layer is water absorbing fabric (cotton).</p> <p>Cloth face masks can be washed and reused.</p>	<p>Primary worn by people that cannot maintain social distancing or by health direction.</p> <p>These masks primarily stop the infected person spreading the virus to others by trapping droplets from the nose and mouth.</p> <p>Do not use where a P2 or surgical mask would be required. Such as conducting procedures with a potential for splash or aerosol.</p>
Surgical mask	<p>These masks may be substituted instead of cloth face masks.</p> <p>The mask is primarily intended to stop large droplets.</p> <p>Ideally meet certification to AS4381:2015 single use face masks for use in health care. Otherwise:</p> <ul style="list-style-type: none"> • ATSM F2100-11 (USA); • (EN) 14683 (European). <p>The certification does not reflect protection from aerosol to the wearer. The certification is based on the amount of liquid the mask should stop.</p> <p>Typically disposable.</p>	<p>Vulnerable people would wear this type of mask.</p> <p>Potentially during low risk tasks this type of mask may be used.</p> <p>A symptomatic person could use this type of mask to avoid spreading the virus.</p> <p>Do not use where a P2 mask is required.</p>
P2/N95 respirator	<p>Masks designed to stop aerosol exposure when fitted and used correctly.</p> <p>Test certificate to AS1716 2012 for the mask in question.</p>	<p>Would be used in a PC2 or PC3 laboratory.</p> <p>Worn by medical practitioner when</p>

	<p>P2 masks are in short supply and many new brands are appearing. Guidance on selecting an appropriate P2/N95 mask can be found at the link below.</p> <p>https://www.aioh.org.au/static/uploads/files/guide-p2-respiratory-protection-in-anz-final-wfchrjnemgl.pdf</p>	<p>conducting aerosol producing tasks e.g. dental clean.</p>
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1.12 Where do I get a mask?

As the masks are not currently mandatory in Queensland for general use, if you choose to wear one, it is your responsibility to source and pay for the mask. If wearing a mask has been identified as work-related control in your work area, they can be ordered through JCU Central Store.

QUEENSLAND PUBLIC HEALTH LAW & PRINCIPLES

1.13 What are the key public health principles that need to be considered when planning an activity?

- Communication;
- Physical Distancing (1.5m);
- Density within the space (4 square metres per person rule);
- Health Screening;
- Contact Tracing Details;
- Cleaning;
- Hand Sanitiser and Hand Washing;
- Hygiene;
- Looking after Vulnerable People.

1.14 Where do I find the Queensland legal requirements for COVID?

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. Directions can be accessed at <https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers>

VOLUNTEERS

1.15 I would like to use volunteers to conduct a JCU activity, what COVID controls and approvals are required?

The Volunteer Induction Checklist has been updated to incorporate COVID requirements. All volunteers are required to be inducted prior to commencing work. An important addition is to ask the volunteer if they are 'vulnerable', additional control measures may be required.

VULNERABLE PEOPLE

1.16 I am vulnerable or I care for a vulnerable person to COVID-19, what processes are in place to keep vulnerable people safe at JCU?

JCU has developed a [COVID-19 Guideline for Managing Vulnerable Staff](#). You will need to work with your Manager to assess the risks and identify controls specific to your job and work environment.

WORKSTATION

1.17 Setting up your Workstation on campus

Workstations on campus should be set up in accordance with the physical distancing requirements (minimum 1.5m between people). Where possible there should only be one person per four square metres in offices. If workstations are shared, the workstations should be cleaned and disinfected between users. Workstations should not be set up with individuals facing each other where possible.

Document Control

Version	Date	Prepared By	Comments
20-1	13/08/2020	WHS Unit	Document established.