

Safe Work Procedure

Access – Isolated/Quarantined Room - JCU Student Accommodation

WHS-PRO-TEM-002o



Electronic copies of this SWP are current. All other copies are uncontrolled and currency can only be assured at the time of printing



Report all incidents immediately
Complete a SLAM prior to work. If additional risks (not covered in this SWP) are identified, complete a separate risk assessment in Riskware

DO NOT PARTICIPATE IN / CARRY OUT ACTIVITY IF YOU ARE NOT PHYSICALLY / PSYCHOLOGICALLY CAPABLE

Discuss any fitness for work requirements (e.g. fatigue, injury, illness and medication effects) with your Line Manager / Activity Supervisor



Do not take action regarding a quarantine or self-isolation room without permission of Estate Director and approval of work plan



Ensure at risk staff do not conduct work in area with potential for COVID-19 exposure

Definitions:

At Risk	For the purpose of this document, the term 'at risk' will be used for people who are more at risk of serious illness if they get the virus. These people include: <ul style="list-style-type: none">• people with compromised immune systems (eg. Cancer patient);• elderly people; and• people with chronic medical conditions.
Casual Contact	A person who has had a level of interaction with a confirmed case of covid-19, but does not meet the definition of close contact.
Close Contact	As defined by QLD Health: <ul style="list-style-type: none">• Greater than 15 minutes face-to-face contact in any setting with a confirmed case in the period extending from 24 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 24 hours before onset of symptoms in the confirmed case. <p>Close contact needs to have occurred within the period extending 24 hours before onset of symptoms in the case until the case is classified as no longer infectious by the treating team (usually 24 hours after the resolution of symptoms).</p>
Outbreak (Coronavirus-covid-19-guidelines-for-outbreaks-in-residential-care-facilities)	Within an individual college / accommodation: <ul style="list-style-type: none">• Potential - 5 or more cases in students / staff / contractors within 3 days (72hours); or• Confirmed – 2 or more cases in students / staff / contractors within 3 days (72hours) and at least 1 confirmed COVID-19 through laboratory testing. <p><i>While the definition provides guidance, JCU will assist the individual colleges in deciding whether to declare an outbreak.</i></p>
Self-Quarantine	Self-quarantine is the term used for a person quarantining themselves due to travel, potential exposure, or while awaiting a COVID-19 test.
Self-Isolation	Self-isolation is for a confirmed COVID-19 case. If the person is not unwell there is potential they may stay in the accommodation under the direction of the Public Health unit.

The following are principles for maintenance of rooms with either self-quarantine or self-isolating students:

General:

- A resident may remain in the room during maintenance works if they are non-symptomatic or displaying minimal symptom residents;
- IF A RESIDENT IS DISPLAYING SYMPTOMS (E.G. COUGHING UNCONTROLLABLY), MAINTENANCE WORK MUST NOT BE COMPLETED UNTIL THE RESIDENT HAS BEEN RELOCATED TO ANOTHER SPACE. Only safe work can be conducted (e.g. burst water pipe, immediate risk of fire) in these spaces. A terminal clean should be completed before attempting full repairs;
- Ensure the room has signage attached to indicate status;
- General maintenance within the room will be stopped until the room is cleared;
- Cleaning of the room will be stopped.

General maintenance or cleaning will not recommence until:

- The person has been cleared and the self-quarantine status is lifted;
- The positive person is cleared and self-isolation is finished, and the room has had a terminal clean conducted.

Maintenance work identified:

- Student accommodation maintenance issues with a self-isolation or quarantine are to be raised in the Mex system highlighting "Self-Isolation/Self Quarantine Area". The person logging the mex must also contact Estate Directorate via phone to advise that the maintenance request may have a Covid-19 potential exposure;
- Estate representative and accommodation representative to determine scope;
- Conduct risk assessment for works and determine if:
- Non urgent works:
 - Minor works possible;
 - Emergency works.

Non urgent works:

- Works that do not pose any issues with occupying the room are to be postponed until the person is either cleared or the room has had a terminal clean performed.

Minor Works Possible:

- Minor works that may be needed to keep the room occupied such as changing a light bulb:
 - Conduct when it is thought to pose greater risk moving the occupant;
 - Do not conduct if the person is highly symptomatic (moving the person would be the preferred);
- Options may include:
 - Providing the equipment to the student to conduct the repair themselves if possible:
 - Where full PPE if any contact will occur;
 - Disinfect items when removed from the room:
 - Such as bleach wipe down of step ladder;
 - Immediately dispose of any items removed from the room (example light bulb);
 - Entry to the room in full PPE to conduct the task in less than 15 minutes:
 - P2 respirator;
 - Coveralls;
 - Disposable gloves;
 - Hand sanitiser;
 - Disinfectant (bleach, ethanol, disinfectant);
 - Waste bags for contaminated material;
- If not successful decant and organise to move the student;

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Involved works:

- This could include works to diagnose faults or that may take considerable time. Such as air conditioner breakdown;
- The most likely option will be to move the student to a fully functional room:
 - Staff member to supervise movement from greater than 1.5 m;
 - If the student/s are moving:
 - Consult COVID-19 accommodation guide;
 - The student must wear a surgical mask and a distance must be maintained for 1.5m from others;
 - Student to take personal belongings:
 - Only the student handles their possessions;
 - Multiple trips may be required;
 - Warning signage to remain on the room and new signage to be placed on new room.

Emergency maintenance:

- This could include burst water pipe, gas leak, power isolation or roof leak;
- The source of the emergency maintenance is to be isolated external to the self-isolated/self-quarantine room:
 - Isolated water, gas, power main;
- If a self-isolated or self-quarantined person must leave their room provide a surgical mask and the person located away from other occupants;
- Determine if any works will be conducted in a potentially contaminated area:
 - Estate Directorate (both campuses) must have a kit ready at all times containing:
 - Safety glasses;
 - P2 respirator;
 - Coveralls;
 - Disposable gloves;
 - Hand sanitiser;
 - Disinfectant (bleach, ethanol, disinfectant);
 - Waste bags for contaminated material;
 - Hazard tape if area is required to be sealed off;
 - Determine scope of works and develop risk assessment:
 - What works need to occur:
 - Disinfect surfaces before touching;
 - Determine PPE donning area and removal locations:
 - See PPE guide from JCU;
 - Obtain permission from Estate Director before entry on explaining works and controls;
 - Accommodation provider to determine in consultation with Estate Directorate if student is moving:
 - If the student/s are moving:
 - Consult COVID-19 accommodation guide;
 - The student must wear a surgical mask and a distance must be maintained for 1.5m from others;
 - Student to take personal belongings:
 - Only the student handles their possessions;
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PERSONAL PROTECTIVE EQUIPMENT - The following PPE is necessary to complete the task.

<input checked="" type="checkbox"/>  Fully enclosed footwear (clean and disinfect the sole of the footwear)	<input checked="" type="checkbox"/>  Disposable Tyvek suit	<input checked="" type="checkbox"/>  Safety glasses (if not disposable must be cleaned and disinfected after use)	<input checked="" type="checkbox"/>  Disposable	<input checked="" type="checkbox"/>  Surgical masks for the resident to prevent spreading aerosols. P2 for protection of the worker whilst inside the room.
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SCOPE (detail who, what and when this SWP applies)

This SWP applies to any maintenance processes that are required at student accommodations within self-isolated / self-quarantine identified spaces. This SWP covers the COVID-19 risk only, other activity risks need to be addressed via risk assessments / SWMS, in accordance with normal processes. This SWP applies to all contractors, JCU staff and Uni Lodge staff.

RISKS (list the risks that are associated with this activity / plant / equipment)

Potential exposure to COVID-19:

- Touching contaminated surfaces within the room;
- Inadvertent removal of items from the room that has been contaminated;
- Entering quarantine areas without appropriate PPE resulting in uncontrolled potential exposure requiring the person to self-quarantine for 14 days.

MINIMUM SKILLS / EXPERIENCE / QUALIFICATIONS

- JCU staff & contractors to have current WHS induction;
- Competence in the correct donning / doffing of PPE;
- Prior to entry to the space the maintenance worker is to have signed off on this SWP. Note: Contractors may have their own processes – process must be equivalent or higher standard;
- If a maintenance worker is to enter the space the JCU Supervisor or Manager, the maintenance worker and the safety observer are to acknowledge the SWP by signing it and providing the signed copy to the JCU Supervisor / JCU Manager at the completion of works;
- If it is assessed by the JCU Supervisor or Manager that the maintenance worker does not understand these requirements then the worker is to be denied entry.

SUPERVISION & MINIMUM NUMBER OF PERSONS (for the activity / equipment / plant to be used / conducted safely)

Minimum people involved (3):

- Worker/s (may be more than 1 person in the room e.g. heavy item requires to 2 people to move it);
- Safety observer (this position is required to limit the number of times that the people working within the room are required to leave/enter the space. The safety observer will be used to pass equipment in/out of the space and disinfecting tools. The safety observer also need to maintain positive communication with the worker/s – e.g. voice, walkie talkie, mobile); and
- JCU Supervisor / Manager.

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EQUIPMENT & FACILITIES (Not including PPE – identified above. E.g. mobile phone, 1L of water per person, basic first aid kit)

- Only take in essential tools / equipment and supplies (e.g. light bulb without the cardboard box, just the tool that is going to be used not the tool box);
- Communication equipment (e.g. walkie talkie, mobile phone).

COMPLETION, HOUSEKEEPING, MAINTENANCE (if isolation is required - list method for de-energising the plant / equipment.)

- All items taken into a space to undertake a maintenance task will require to disinfection or disposal of after completion of the works. Therefore only the tools and equipment that is necessary are to be taken into the space;
- Used PPE and other items for disposal can be double bagged and placed in normal waste streams;
- Area to be put back in working order prior to leaving.

EMERGENCIES (Identify the types of emergency and the emergency response)

- Follow college / accommodation / JCU emergency procedures;
- Prior to the works the safety observer is to have adequate PPE i.e. the same used by the maintenance worker, to enable entry to the space to retrieve the maintenance worker.

PERSONNEL PERFORMING TASK SIGN ON:

In signing on, I have read and understood my obligations to comply with the requirements of this SWP.

I have been provided with an opportunity to provide feedback on this SWP and I will advise my Direct Manager / Supervisor in the event that additional hazards are identified.

NAME	DATE	SIGNATURE