

General Guidance Regarding COVID-19	Queensland Law (COVID-19) 03/07/2020	Business Activity	Government Restrictions and Current Operation	Current JCU Guidelines	Control Summary
<p>Movement and Gathering Direction (No. 4) (02/09/2020) (Public Health Act 2005 (Qld) Section 362B)</p> <p>1. Physical distancing Physical distancing to be practiced at all times possible outside of the home to the extent reasonably practicable. This is staying 1.5m away from others.</p> <p>Activities approved by the Divisional Management can occur during study period 2.</p> <p>Contact Tracing Risks <i>(there is a risk that all persons within the following criteria will be excluded from study / work for a 14 day self-quarantine period if a close contact within the work is diagnosed with Covid-19)</i> - Face to face contact for longer than 15 minute cumulative over the course of a week, in any setting; - longer than 2 hours in a closed space.</p> <p>2. Unwell Personnel DO NOT ATTEND JCU FACILITIES.</p>	<p>NOTE: These are the main laws that apply to activities covered in this document.</p> <p>Movement and Gathering Direction (No. 4) (02/09/2020) (Public Health Act 2005 (Qld) Section 362B)</p> <p>Physical Distancing Section 6: An owner, resident, tenant, occupier, temporary occupier or person in control of a premises, including a residence, must take reasonable steps to encourage visitors to the premises to practise physical distancing to the extent reasonably practicable. Section 7: A person who is leaving their principal place of residence must practice physical distancing while outside their principal place of residence, to the extent reasonably practicable.</p> <p>Definition of Physical Distancing: Section 23. Definition of physical distancing: includes remaining at least 1.5metres away from other persons where possible.</p> <p>Gatherings: Section 25. Gathering does not include a gathering: (n) at a school, university, educational institution or childcare facility, that is necessary for the normal business of the facility</p> <p>Section 36. Restricted area means a particular area of Queensland decided by the Chief Health Officer and published on the Queensland Government website.</p> <p>Section 24. Gathering, subject to section 25, means: • Non-restricted area: under section 12 means a gathering of more than 30 persons in a single undivided outdoor space or single undivided indoor space at the same time; or • Restricted area: under section 18 means a gathering of more than 10 persons in a single undivided outdoor space or single undivided indoor space at the same time. Restricted area: Section 18. A person who owns, controls or operates premises, other than a residence, in a restricted area must not organise or allow a gathering of more than 10 people to occur on the premises. Non-restricted area: Section 11. A person who is an owner, resident, tenant, occupier, temporary occupier or person in control of a residence in a non-restricted area may allow up to 30 people to gather at a residence, including the members of the person's household.</p> <p>Restrictions on Businesses, Activities and Undertakings Direction (No. 4) (10/07/2020)</p> <p>Section 6. A person who owns, controls or operates a restricted business, activity or undertaking in the State of Queensland, may operate the business, activity or undertaking: a. in accordance with any restrictions listed in section 17 (see below for university restrictions); and b. on the basis that occupant density is: i. no more than one person per 2 square metres (up to a total of 50 people) for venues or spaces of 200 square metres or less; or ii. no more than one person per 4 square metres for venues or spaces of 200 square metres or more; and c. in accordance with the COVID safe framework; and d. public health controls. Note – people should observe physical distancing to the extent possible.</p> <p>Section 7. If a business, activity or undertaking is required to maintain a 2 or 4 square metre requirement, this applies to areas of the business that are open to or used by the public (for example, for a cafe or restaurant, the dining area, but not the kitchen).</p> <p>Section 17: Universities and other higher educational institutions such as TAFEs and RTOs must ensure there is no more than one person per 4 square metres in large lecture settings. The additional conditions under section 9 do not apply. Note – smaller education 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 should be observed to the extent possible.</p>	<p>Positive COVID-19 Staff / Student Response</p>	<p>Managing on a case by case basis.</p>	<p>WHS-PRO-GUI-005d Positive Covid-19 Response * Reporting process, including monitoring of isolated/quarantined staff or students; * Database of staff/students that have been tested/isolated/quarantined; * Notification form; * Declaration form, for staff or student once recovered; * Return to work / study.</p> <p>WHS-PRO-GUI-006g Covid-19 / Quarantine Wellbeing Response Plan * Wellbeing response team; * Student & Staff wellbeing response process; * Return to work / study.</p> <p>COVID-19 Terminal Clean Process * Acceptable disinfectants & cleaning methods; * Terminal clean process (including lock and sign rooms, obtain approval and verify terminal clean); * WHS-PRO-FORM-005f Covid-19 ICU Terminal Clean Form; * Using approved contractors for terminal cleans at main campuses.</p> <p>WHS-PRO-GUI-002m Safe Use of PPE Guideline * Guideline highlights correct use of respirators, masks, gloves, apron and hand washing.</p> <p>WHS-PRO-GUI-005e COVID-19 Accommodation Facilities Located on JCU Campuses * Recommendations to follow while operating accommodation during this time period; * Process for isolation/quarantine of student room.</p> <p>COVID-19 Access – Isolated/Quarantined Room - JCU Student accommodation * Procedure for maintenance in isolated/quarantined room which may have the person present; * PPE requirements, disinfection, process for entry and exit, approval process; * SWMS template developed that can be completed for each task.</p> <p>JCU Accommodation Covid-19 Remote guideline * Recommendations to consider for off campus accommodation including share houses;</p>	<p>1. Reporting - JCU has developed reporting processes for potential and positive cases; 2. Terminal Cleaning - JCU has developed a terminal clean process and have identified contractors to conduct this work as required; 3. Contact tracing - JCU has developed a process in consultation with Public Health to assist with contact tracing; 4. Positive case wellbeing support processes have been developed; 5. Business continuity plans to ensure correct management and continuation of essential services during an 'outbreak' have been developed where required.</p>
		<p>Practicals</p>	<p>Practicals can be conducted on campus. Controls to be in place to maintain physical distancing to the extent possible.</p> <p>Procedures for the practical to be prepared regarding physical distancing and cleaning requirements</p> <p>Government physical distancing requirements are being followed.</p>	<p>WHS-PRO-GUI-002k Covid19 Guideline for Practical If requirements in the guideline cannot be followed, the Practical Leader is responsible for identifying additional control measures and seeking approval from their Supervisor.</p> <p>There may be practicals that should not be carried out as the controls identified are not 'reasonable'.</p> <p>NOTE: Divisional requirements may be additional to this.</p>	<p>1. Determine study activity to occur; 2. Identify components that cannot adhere to the 1.5m physical distance rule. Consider options and only continue activity if no other options are reasonable; 3. Where possible, allocate a specific partner for the semester and ensure physical distancing is maintained with the rest of the class (e.g. 1.5m separation); 4. Designate work spaces for each individual to ensure physical distancing requirements are met (1.5m apart), to the extent possible; 5. Determine the maximum number of students that can attend a practical based on physical distancing calculations, to the extent possible (consider running 2 sessions to decrease number of students where required); 6. Keep a record of all students, staff and volunteers including name, contact number, date, time in and time out; 7. Conduct cleaning of equipment and touch points between use; 8. Exclude ill students / staff; 9. Ensure adequate clean/ fresh PPE is available to conduct the practical safely; 10. Students briefed in additional COVID-19 control measures; and 11. Ensure students / staff / volunteers vulnerable to COVID-19 have been encouraged to advise the Practical Leader. Specific controls will be determined on a case by case basis</p>
		<p>Field Trip</p>	<p>Field trips have continued within government travel restrictions and physical distancing guidelines</p>	<p>WHS-PRO-GUI-002l COVID-19 Field Trip Guideline If requirements in the Guideline cannot be followed, the Field Trip Leader is responsible for identifying additional controls and seeking approval from the Field Trip Leader's Approver (via the field trip module). There may be trips that should not be carried out as the controls identified are not 'reasonable'.</p>	<p>1. Determine if the trip destination has any specific quarantine / other covid controls (e.g. interstate travel to hot spots - refer to field trip guideline for further information); 2. Identify if the project can be suspended or disrupted if the advice from the Government changes and the project needs to be put on hold for a period of time; 3. All participants been advised that they must stay at home if they are sick, or are directed to self-quarantine by Qld Public Health; 4. COVID-19 advice for infection control principles must be met at all times during the trip (i.e. cleaning, handwashing - refer to guideline); 5. Transport - where possible, ensure physical distancing requirements can be met. If there are times where this cannot be met, ensure all participants are given the opportunity to opt out (refer to Field Trip Guideline for more information). Possible solutions include taking additional / larger vehicles, seating arrangement within the vehicle; 6. Accommodation - where possible ensure physical distancing requirements can be met (refer to the Field Trip Guideline for more information); 7. Conducting the activity in the field - where possible ensure physical distancing requirements can be met. If there are times where this cannot be met, determine if this activity is essential; 8. Develop a plan to manage a person who becomes ill during the trip; 9. Ensure participants vulnerable to COVID-19 have been encouraged to advise the Field Trip Leader. The vulnerable person should provide the Field Trip Leader with the advice from their treating medical practitioner. Specific controls will be determined on a case by case basis; 10. Provide participants with training specific to COVID-19 (as part of the pre-trip safety briefing / planning phase).</p>

General Guidance Regarding COVID-19	Queensland Law (COVID-19) 03/07/2020	Business Activity	Government Restrictions and Current Operation	Current JCU Guidelines	Control Summary
<p>distancing should be observed to the extent possible.</p> <p>Businesses, activities and undertakings such as cafes or sporting-based activities conducted at universities or other educational institutions must comply with the applicable requirements under this Direction.</p> <p>Section 9. (Note – University is exempt from this requirement) A person who owns, controls or operates a restricted business, activity or undertaking must keep contact information about all guests and staff for contact tracing purposes for a period of 56 days, unless otherwise specified. This information must include: name, phone number, email address, and the date and time period of patronage. If requested, this information must be provided to public health officers. The information should be securely stored, not used for any other purpose and deleted after 56 days.</p> <p>Section 25. Public health controls are measures to reduce public health risks. These measures may include environmental cleaning, hygiene measures, regular washing of hands, availability of hand sanitiser and avoiding handshaking.</p>	<p>distancing should be observed to the extent possible.</p> <p>Businesses, activities and undertakings such as cafes or sporting-based activities conducted at universities or other educational institutions must comply with the applicable requirements under this Direction.</p> <p>Section 9. (Note – University is exempt from this requirement) A person who owns, controls or operates a restricted business, activity or undertaking must keep contact information about all guests and staff for contact tracing purposes for a period of 56 days, unless otherwise specified. This information must include: name, phone number, email address, and the date and time period of patronage. If requested, this information must be provided to public health officers. The information should be securely stored, not used for any other purpose and deleted after 56 days.</p> <p>Section 25. Public health controls are measures to reduce public health risks. These measures may include environmental cleaning, hygiene measures, regular washing of hands, availability of hand sanitiser and avoiding handshaking.</p>	<p>Accommodation - on campus</p>	<p>Modifications are currently in place for dining facilities (food distribution), cleaning and social gatherings/activities.</p>	<p>WHS-PRO-GUI-005e COVID-19 Accommodation Facilities Located on JCU Campuses *Recommendations to follow while operating accommodation during this time period including cleaning, outbreak management, dining halls, gatherings, isolation and quarantine; *Process for isolation/quarantine of student room.</p> <p>Maintenance works within contaminated rooms, follow COVID-19 Access – Isolated/Quarantined Room - JCU Student Accommodation Procedure *Procedure for maintenance in isolated/quarantined room, including if the person is still within the room; * Includes PPE requirements, disinfection, process for entry and exit, approval process; *SWMS (maintenance within room) template developed that can be completed for each task.</p>	<ol style="list-style-type: none"> COVID-19 outbreak plan developed for student accommodation; Student wellbeing support processes in place; Rooms identified for self-isolate/self-quarantine (including amenities); Risk controls in place for staff transporting ill students to health services; Dining halls meet the current government restrictions; Social gatherings and activities managed in accordance with government social gathering advice and approved industry covid safe plans; Self-isolation / self-quarantine students are monitored to ensure they do not breach isolation / quarantine laws; Maintenance works in self-isolation / self-quarantine spaces manage the risk of exposure to maintenance workers (e.g. PPE, personal hygiene enforcement); Terminal cleans are completed with the correct controls in place (including restricted access to isolated/quarantined persons).
		<p>Accommodation - off campus (placement)</p>	<p>Off campus accommodation has continued.</p>	<p>WHS-PRO-GUI-005d JCU Accommodation Covid-19 Remote Guideline * Recommendations to consider for off campus accommodation including share houses; * Includes disinfectants, considerations for transport of sick students, isolation and quarantine, cleaning after a positive case (terminal clean).</p>	<ol style="list-style-type: none"> Extra management strategies need to be considered for accommodation in remote locations that have reduced access to health services (i.e. reporting, extraction of students, diagnosis); Extraction plans for ill students in place for remote accommodation; Student wellbeing support plans are developed; The ability to self-isolate/self-quarantine students sharing the accommodation has been assessed; Essential living provisions (e.g. food, toiletries) arrangement in place if a student is required to self-isolate / self-quarantine; Maintenance works in self-isolation / self-quarantine spaces do not expose maintenance workers to risk of exposure to the virus (e.g. PPE, personal hygiene enforcement) in these cases it will be a contractor engaged by the Accommodation Coordinator; Cleaning - Terminal Clean capability has been identified for remote locations (risks - ability to source a suitable contractor, quality of clean, transmission to cleaner if incorrect controls implemented); Infection control - education to students on preventative measures when in accommodation (e.g. cleaning standards, cleaning chemicals, response to illness in residents); Availability of personal protective equipment and cleaning supplies needs to be considered.
		<p>Placement</p>	<p>Placements have continued in a reduced capacity.</p>	<p>N/A</p>	<ol style="list-style-type: none"> Evidence required from the provider that COVID-19 risks have been identified and controlled; Allowances for the student to stay at home and not attend placement if ill (students need to feel comfortable that they are able to not attend the placement if they are sick); Insurance coverage has been confirmed; Hand sanitiser provision; Response plan for students in rural / remote location being exposed / falling ill to virus; If placement location is outside of state / country - ability to quarantine for prescribed period.
		<p>Overseas travel</p>	<p>Restricted by Australian Government, not considered relevant at this point in time.</p>	<p>N/A</p>	<p>N/A</p>
		<p>Domestic travel - within Queensland</p>	<p>Essential travel only has continued. Assessed on a case by case basis.</p>	<p>N/A</p>	<ol style="list-style-type: none"> Essential travel can be justified; Essential work activities can be justified; Physical distancing - where possible ensure physical distancing requirements can be met. If there are times where this cannot be met, determine if this activity is essential. Possible solutions include taking additional / larger vehicles, seating arrangement within the vehicle; Response plans in place to extract participants / manage participant medical conditions in remote locations with limited access to medical services.
		<p>Domestic travel - interstate</p>	<p>Restricted by State Government. May require 14 day quarantine at destination and on return (e.g. hot spots are visited). Travel from a hotspot will require quarantine in a designated quarantine hotel incurring charges for the stay. At airport questions will be asked of your essential need to travel, if not adequate, travel will be stopped by staff at airport.</p>	<p>N/A</p>	<ol style="list-style-type: none"> Essential travel and activity can be justified; It is important that people are aware of the hot spots as declared by the Chief Health Officer. If an area is a hot spot, self-quarantine may be required. Travel from hotspots will incur cost of hotel quarantine
		<p>Facilities</p>	<p>Open as required</p>	<p></p>	<ol style="list-style-type: none"> Terminal clean arrangements; Access to cleaning products, PPE, hand sanitiser; Availability of additional offices to increase physical distancing; Night access (to increase ability to physical distance); Estate Directorate control the access to campus facilities.
		<p>Events</p>	<p>Events can occur, a specific COVID-19 safe plan is required to be developed and followed for each event</p>	<p>WHS-PRO-GUI-002r COVID-19 Guideline for Management JCU Controlled Events * Maximum permissible people involved in a JCU event is 500. * JCU staff / student only, up to 100 attendees can be approved by Dean/Director * JCU staff / student events over 100 attendees or any event involving external (non-JCU people) regardless of the numbers must be approved by the Dean / Director plus the CIMT (Critical Incident Management Team) * JCU has developed a COVID Safe Checklist to be used in conjunction with the Qld Government Checklist.</p>	<ol style="list-style-type: none"> Health screening will apply to staff, volunteers and attendees Physical distancing will apply Contact tracing details of all attendees will be required Venue capacity limitations will apply Regular cleaning will be required

General Guidance Regarding COVID-19	Queensland Law (COVID-19) 03/07/2020	Business Activity	Government Restrictions and Current Operation	Current JCU Guidelines	Control Summary
		Remote Research facilities	Remote research facilities are open with a specific operating plan in place for each facility	WHS-PRO-GUI-005d JCU Accommodation Covid-19 Remote * Recommendations to consider for off campus accommodation including share houses; * Includes disinfectants, considerations for transport of sick students, isolation and quarantine, cleaning after a positive case (terminal clean).	<ol style="list-style-type: none"> All guests must be advised that they must stay at home if they are sick, or are directed to self-quarantine by Qld Public Health; All research projects should determine if the project can be suspended or disrupted if the advice from the Government changes and the project needs to be put on hold for a period of time; Booking will be classed as a single group for the purpose of physical distancing; COVID-19 advice for infection control principles must be met at all times (i.e. cleaning, handwashing,) – refer to WHS-PRO-GUI-005d JCU Accommodation Covid-19 Remote Guideline; COVID-19 physical distancing principles must be applied at all times to the extent reasonably practicable; Transport to and from the research station - where possible ensure physical distancing requirements can be met. If there are times where this cannot be met, ensure participant is given the opportunity to opt out prior to arrival; Accommodation - where possible ensure physical distancing requirements can be met; Conducting the research activity - where possible ensure physical distancing requirements can be met. If there are times where this cannot be met, determine if this activity is essential; Guests vulnerable to COVID-19 have been encouraged to advise their Supervisor. The vulnerable person should provide the Supervisor with the advice from their treating medical practitioner. Specific controls will be determined on a case by case basis with the Person, Supervisor and Station Manager; Guests must be provided training specific to COVID-19 controls (as part of the station induction processes include additional COVID-19 control measures); Self-Quarantine: Each research station needs to determine how they can safely manage a person who during their stay at the station is required to self-quarantine. Guests instructed to self-quarantine will be required to leave the station due to the limited access of medical care if the person becomes unwell – refer to individual station plans; Ill person at the research station: Each research station will require a plan for managing a person who becomes ill while at the station including transporting an ill person to health service; Cleaning - cleaning standards in the JCU Accommodation COVID-19 Remote guideline (including terminal)
		At risk persons	<p>At risk persons as defined by Queensland Government, 28/04/2020.</p> <p>At risk of severe illness: * 70 years of age or over * 65 years or over and have a chronic medical condition * Is Aboriginal or Torres Strait Islander aged 50 years and over with chronic medical conditions * Has had an organ transplant and are on immune suppressive therapy * Has had a bone marrow transplant in the last 24 months * Is on immune suppressive therapy for graft versus host disease * Has blood cancer eg leukaemia, lymphoma or myelodysplastic syndrome (diagnosed within the last 5 years) * Is having chemotherapy or radiotherapy</p> <p>Refer to the WHS-PRO-GUI-006h Guideline for Managing Vulnerable Staff Member for more detailed on people classified as 'vulnerable'.</p>	N/A	Vulnerable persons are encouraged to advise the JCU Supervisor. The vulnerable person should provide their Supervisor with the advice from their treating medical practitioner. Specific controls will be determined on a case by case basis. e.g. front counter reception staff member who is 'at risk' may be transferred to a position that has a reduced exposure to members of the public; or if available, working from home arrangements.
		Office / Workshop (i.e. area where tools are used)	Office and workshop staff have returned to campus. Some work at home arrangements are still in place. Estate TUBS provides additional details on offices that are open.	N/A	<ol style="list-style-type: none"> Identify components that cannot adhere to the 1.5m physical distance rule and identify if there are any reasonable control measures that can be implemented; Adhere with physical distancing, to the extent possible; If sharing office maintain 1.5m distancing to the extent possible; - Use flexible arrangements - working from home or other locations, staggering start and finish time, compressed hours / working week, flexible rostering; Hand hygiene available and encouraged; Cleaning surfaces (conducted by contractors, cleaning supplies available for staff to conduct cleans in between contractor cleans); Avoid sharing equipment; Clean and disinfect shared equipment between users; Ill staff / students do not attend the campus; Maximum capacity for each office / workshop determined (4 metres squared per person); Signage at room entrance (i.e. maximum capacity & physical distancing requirements).
		Reception areas	Reception areas have been made contact free where possible.	N/A	<ol style="list-style-type: none"> Mark out social distancing requirements (e.g. crosses on floors); Signage to prevent / discourage customers / clients entering area when unwell; Physical barriers (e.g. Perspex barrier, table in front of counter) where physical distancing is likely to be breached; Increased cleaning of touch points (by contractors and staff); Handling of hard copy forms / documents reduced wherever possible; Conduct meetings via social media wherever possible / hold meetings in outdoor spaces while maintaining 1.5m between personnel; Signage (i.e. maximum capacity & physical distancing requirements).
		Amenities	Amenities have been restricted due to the closure of buildings. Amenities in occupied buildings are open.	N/A	<ol style="list-style-type: none"> Maximum capacity signage on all amenity entrances; Prop doors open to prevent persons touching door handles where possible; Allocate staff-only amenities where possible; Discourage sitting in lunchrooms to eat (i.e. staff encouraged to use external tables and chairs or eat at their desk); Physical distancing signage.
		Large Lectures	JCU has decided to avoid large lectures during SP2	N/A	<ol style="list-style-type: none"> Large lectures not occurring during SP2 Small tutorials or workshops permitted with physical distancing applied to the extent possible Attendance records maintained Cleaning and seating precautions followed
		Gym	Covid safe plan in place for gym		1. COVID safe plan in place

General Guidance Regarding COVID-19	Queensland Law (COVID-19) 03/07/2020	Business Activity	Government Restrictions and Current Operation	Current JCU Guidelines	Control Summary
		<p>Researching COVID-19</p> <p>No COVID-19 research activities are currently being conducted on JCU campuses.</p> <p>Government guideline on research with COVID-19 virus: * PC2 for clinical samples; * PC3 for culturing of COVID-19 Virus or infection trials.</p>	<p>No COVID-19 research activities are currently being conducted on JCU campuses.</p>	<p>A research guideline needs to be developed prior to the commencement of any COVID-19 research. The guideline requirements must include:</p> <ul style="list-style-type: none"> * PC2 laboratory for clinical samples; * Conduct all activities within a Class II Biosafety cabinet for aerosol generating procedures (such as centrifuging without sealed carriers, vortexing); * Conduct the research in separate facilities designated for COVID-19 research. Limiting access and number of persons that could potentially come into contact with COVID-19 virus; * Viral culture can only be undertaken in PC3 facility; * Approved biosafety application (JCU requirement) to be in place including approved risk assessment; * Specimen transported in accordance with current regulatory requirements for transport of infectious or clinical samples; * Stocks of personal protective equipment are secured; * Disposal of all waste as clinical waste with regulated waste contractor; * Autoclave or chemical disinfection of virus before material leaves laboratory. 	<ol style="list-style-type: none"> 1. A Research Guideline needs to be developed; 2. Additional training of research team in the operating practices for the facility: * Procedures for entry and exit; * Correct laboratory techniques; * Use of Biosafety cabinet for techniques that could create aerosol. 3. Procedure required for loss of containment, release of virus through spill, person contracting virus could result in terminal clean of facility and isolation/quarantine of staff or students; 4. Facility access restrictions required; 5. All research with COVID-19 must be approved through the Biosafety SubCommittee prior to commencement.
		<p>PC Construction Projects</p>	<p>Principal Contractor sites have continued to operate on JCU sites.</p>	<p>N/A</p>	<p>Principal Contractor is required to provide JCU with a pandemic management plan / address COVID-19 in safety management plan.</p>