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Intent

JCU recognises the responsibility to manage our response to the COVID-19 outbreak and ensure the safety of our staff, students, public and our contactors.

JCU will monitor 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 by.

Definitions

Close Contact: As defined by Queensland Health:

- Greater than 15 minutes face-to-face contact (accumulative over the course of a week) 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.

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).

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 24 hours before their symptoms appeared)
- You have shared a closed space with a confirmed case for less than 2 hours (including in the 24 hours before their symptoms appeared)

Wellbeing Response Team:

A collaboration of JCU Staff from the Work Health and Safety unit, the Student Equity and Wellbeing team, and the International Student Support team delivering a coordinated approach to provide support to those within the JCU community who are directly affected by Covid-19.

Procedure

1 Positive Coronavirus Case

Notification of a confirmed case at the University:

- Qld Public Health will inform JCU when a case is confirmed. JCU may not be informed of the identity of the confirmed case due to medical confidentiality;
- Additionally, JCU Staff or Students may choose to disclose their diagnosis;
- While each case may require slightly different response the principles will be:
 - The WHS unit will;
 - Arrange for the completion of a [Quarantine Notification Form](#) by the affected individual to be returned to WHSNotification@jcu.edu.au;
 - Enter the details as known into the Covid-19 database maintained on the WHS unit corporate drive;

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- WHS Manager will contact the DVC Services and Resources, Chief of Staff, Director Estate, Head of Estate Operations and Divisional Executive Officer (DSR);
- WHS unit will consult with the business unit management, together with Public Health when possible, to assist with determining close contacts and arrange contact tracing;
 - To conduct contact tracing:
 - Business units must be able to identify staff that have been in close contact. This could be achieved by:
 - Rostering staff together;
 - Maintaining a listing of staff attendance;
 - Assigning seating locations.
 - Teaching (practicals) will need to have systems in place including roles to allow tracking of students. This would include:
 - Keeping accurate roles available for all practicals;
 - Keeping student groups together;
 - Assigning seating locations during practicals;
 - Staff and faculty contact with student groups must also be recorded.
 - Divisional management to isolate the location for specific cleaning actions:
 - The Estate Directorate will arrange:
 - Locking of the room/s in question:
 - This will result in **immediate suspension of all activities** within the building and potentially the precinct;
 - Two levels of locking may be required depending on the layout, being the external doors to the building and then the rooms deemed to require terminal cleaning;
 - Suspension of operation to allow for confirmation of staff, faculty and students that are required to be quarantined/isolated and the locations where the positive cases and close contacts have occupied.
 - Signage will be installed (No Unauthorised Access) by the Estate Directorate;
 - Discuss scope of terminal clean for each location with contractor/cleaner before cleaning commences including products to be used and Safe Work Method Statement (SWMS) for the unit;
 - Cleaning as per terminal cleaning requirements on the form, cleaner to sign and provide completed terminal clean form to JCU contact;
 - Cleaning contractor must leave the room locked (secured) and signage in place;
 - On completion of the terminal clean WHS Unit or Estate Directorate to check quality of the clean. If satisfactory, signage can be removed by Estate Directorate and the door can be unlocked.
 - Waste to be bagged and disposed of immediately by cleaning contractor.
 - JCU Covid-19 Wellbeing Response Team to conduct wellbeing checks throughout illness for cases who have disclosed their name and agreed to contact (refer to Covid-19 Wellbeing Response Plan).
- Communication of a Covid-19 positive or suspected case to the JCU community or the public will occur through the JCU Head of Media and Communications.

2 Self-Quarantine

2.1 Self-quarantine due to travel

WHS unit will monitor State and Federal government advice regarding the need to self-quarantine around travel, as advice will change over time.

JCU Staff or Students who have travelled will be issued with a Public Health notice to self-quarantine if they are required to. Staff or Students may choose to disclose their self-quarantine requirement, if so, a [Quarantine](#)

Positive Covid-19 Response

WHS-PRO-GUI-005g



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[Notification Form](#) will be provided for completion, to be returned to WHSNotification@jcu.edu.au for entering into WHS Covid-19 Database.

2.2 Self- quarantine due to Close Contact

Public Health to contact those identified as close contacts to direct them to self-quarantine for the required 14 days and monitor their health. JCU Staff or Students may choose to disclose their self-quarantine requirement, if so, a Quarantine Notification Form will be provided for completion, to be returned to WHSNotification@jcu.edu.au for entering into WHS Covid-19 Database.

However if instructed by public health officials the WHS unit will notify close contacts that they may have been exposed to COVID-19 and communicate quarantine direction to the individual/s.

2.3 Support in self-quarantine

The JCU Wellbeing Response Team, in line with the Covid-19 Wellbeing Response Plan, will provide contact to ensure the affected individuals have access to wellbeing support and the necessary resources during their period of quarantine.

2.3.1 Staff

- Affected staff to liaise with their Manager about their ability to work from home;
- In line with the Covid-19 JCU Wellbeing Response Plan, WHS unit will contact staff who have been determined as close contacts for wellbeing checks, provide Safe Work from Home Guideline if able to work from home;
 - WHS unit to refer to EAP if a need for counselling identified.
- Managers will need to maintain contact with the staff members to keep open communication whilst in self-quarantine:
 - Manager to notify WHS unit if any changes occur in the health status of the staff member.

2.3.2 Student

- On campus Students will be supported through their College Manager and in line with the Accommodation Coronavirus Response Plan.
- In line with the Covid-19 JCU Wellbeing Response Plan, wellbeing checks will be conducted throughout the period of quarantine for students who have agreed to contact:
 - JCU Covid-19 Wellbeing Response Team to continue to liaise with WHS unit to provide any update on change in health status;
 - JCU Covid-19 Wellbeing Response Team able to refer students for counselling if the need has been identified and coordinate academic support.

2.4 Casual Contacts of Confirmed Case

WHS unit and the Wellbeing Response Team are available to discuss concerns raised by Staff or Students across the University who may be identified as a casual contact of a confirmed case.

2.5 Work-related Cases

In the event a Staff Member believes they have contracted the virus in their line of work, they are eligible to lodge a WorkCover Claim to compensate for medical costs and time lost from work. WorkCover Queensland will assess the case against the legislation. These cases will be managed in accordance with the Health Management Procedure, Section 2: Work Related Injury.

3 Return to Work / Study

3.1 Positive Coronavirus Cases

A staff or student is able to return to work or study following their diagnosis, provided they meet both the following criteria and complete the [Declaration of Fitness to Return to Work / Study](#):

- At least 14 days has passed since their diagnosis, provided they have not been given a further direction to self-isolate during that time; or
- A least 14 days has passed since they were given a further direction to self-isolate; or
- A doctor or nurse certifies that the staff / student no longer needs to self-isolate.

If the staff / student still has symptoms after 14 days, they must continue to self-isolate.

3.2 Negative test result / not tested

Individuals who were *directed* by Public Health to self-quarantine due to suspected coronavirus diagnosis, close contact or travel, must remain in quarantine for 14 days or the duration specified on their Public Health Notice. Even those with a negative Covid-19 test result are required to complete the whole 14 days of self-isolation as per current government health guidelines.

Individuals who were in self-quarantine due to ill health, although were *not directed* by the Government to quarantine, have been tested for Covid-19 and the result was negative, can resume their usual duties (in accordance with government advice on social distancing) if they are well. If an individual remains unwell, they should seek further medical advice.

3.3 Declaration of Fitness to Return to Work / Study

JCU is requesting that all staff / students provide a Declaration of Fitness to Return to Work / Study to notify the University of their intention to return to work or study.

- WHS unit to provide Fit to Return to Work Declaration to affected staff; to be completed prior to return to work following self-quarantine period:
 - Once the Manager has received the Fit to Return to Work Declaration form, the staff member can return to work;
 - Copy to be provided to the WHS unit for filing and update of database;
- JCU Covid-19 Wellbeing Response Team to ensure student provides Declaration of Fitness for Work before returning to classes or other face to face interactions at the University and places of residence;
 - Copy to be provided to the WHS unit for filing and update of database.

Related Resources

[WHS-PRO-GUI-006d Home Workstation Safety Guideline – Coronavirus 2020](#)

[HSE-PRO-025 Contractor Safety Management Procedure](#)

[WHS-PRO-006 Health Management Procedure](#)

[WHS-PRO-FORM-005c Covid-19 Quarantine Notification Form](#)

[WHS-PRO-FORM-006f Declaration of Fitness to Return to Work / Study: Covid-19 2020](#)

[WHS-PRO-CHK-005d Accommodation Coronavirus Response](#)

[Employee Assistance Program](#)