



St Andrew's College

ESTABLISHED 1867

COVIDSafe Action Plan

June 2020



ST ANDREW'S COLLEGE: COVIDSafe Action Plan

Background

St Andrew's College (St Andrew's), founded in 1867, is a co-residential college within the University of Sydney. St Andrew's is home to around 360 male and female undergraduate students, postgraduate students, resident Fellows and graduate residents. There are a further 30 non-residential students who are members of St Andrew's.

As a world-class university college, St Andrew's founding principles were born of the Scottish Enlightenment: a commitment to social progress, a disposition for challenging authority that refuses to answer for itself, and an unwavering commitment to reason. St Andrew's also remains committed to the principle that students can – and should – be trusted to self-govern and recognise the centrality of fun in university life.

St Andrew's enables students to get the most out of their University education – a combination of intellectual independence, academic support from the College Life team and personal development through involvement in Students' Club activities such as a wide range of sporting, philanthropic and cultural activities. St Andrew's envisions that its community will make a positive difference in the world and that all members of the broader College community will enjoy contributing to a happy and vibrant community.

In 2020, COVID-19 has created an unprecedented challenge on a scale unknown to the community of St Andrew's for more than a century. It has been necessary for the College to identify, evaluate and respond decisively to the unique challenges associated with a global pandemic and to this end the Principal commissioned a COVID-19 Response Team chaired by Dr Hester Wilson.

The College Council monitored the unfolding situation for many weeks, noting the NSW Health report of the first positive case within the University of Sydney on 15 March, and the Vice-Chancellor's decision to close its campus from 23 March and transition to online lectures and tutorials.

At that stage, the Council concluded that the best way for St Andrew's to reduce the growing risk to our students, staff and their families and communities was if students return to their family homes. The health advice highlighted that isolating into smaller household groups was the best way to contribute positively to our national social and economic challenge of flattening the curve. It therefore decided that students in a position to return home safely should do so by Friday 27 March 2020.

Reducing the size of the residential population was an effective preventative measure and whilst we managed a small number of close contact cases, to date there has been no confirmed cases within the St Andrew's campus.



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On Friday 8th May, the Federal Government announced a 3-Step Framework for a COVIDSafe Australia with each state adopting their own specific guidelines. All businesses were encouraged to develop a COVIDSafe Plan and this document is the St Andrew's roadmap to recovery.

We would like to acknowledge Rose Alwyn and the St John's community from the University of Queensland for their assistance in providing the document template.



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GENERAL

Key Principles

The key principles underpinning the operationalisation of the COVIDSafe Action Plan are:

1. The health, safety and well-being of our students and staff is our top priority
2. The College's Respectful Relationships Policy, Code of Conduct and relevant policies continue to apply at all times
3. Adherence to physical distancing guidelines of no more than 1 person per 4 square metres of space, with 1.5m distance between yourself and another person at all times
4. Students and staff have a responsibility to act as ethical bystanders and support one another in doing the right thing, to ensure a collegiate community that supports health & safety together.
5. We aspire to be good community members and do our part to stop the spread of Covid19 within our local area, particularly to the most vulnerable

Scope

This plan is to be understood in the context of the Coronavirus Stage 3 NSW and Federal Government restrictions as publicised on 8 May 2020, with heavy consideration of 3 key restrictions in public areas:

1. 1.5 metre physical distancing
2. An average density of 4m² per person
3. Maximum gathering sizes of up to 100 people, with respect to density restrictions

The College has sought information from the following organisations to inform this plan:

- The Australian Federal Government
- The NSW Public Health Unit
- The Sydney Local Health District Public Health Unit
- COVID-19 advice for residential service providers in New South Wales
- The University of Sydney

Penalties

Section 10 of the Public Health Act 2010 creates an offence if an individual fails to comply with a direction with a maximum penalty of imprisonment for 6 months or a fine of up to \$11,000 (or both) plus a further \$5,500 fine each day the offence continues.

Corporations that fail to comply with a direction are liable to a fine of \$55,000 and \$27,500 each day the offence continues.



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OVERVIEWS

1. St Andrew's College Response to the NSW COVID Roadmap

The College's COVIDSafe Action Plan is aligned with the Australian Government's "3-Step Framework for a COVIDSafe Australia", NSW Public Health Unit advice and the University of Sydney return to campus roadmap, and is informed through the following key priorities:

- All gatherings within all stages must adhere to public health and density requirements
- Physical distancing of 1.5 metres and 4 square metres per person when indoors
- Good hand hygiene
- Respiratory hygiene
- Frequent environmental cleaning and disinfection

The College's COVIDSafe Action Plan will continually be reviewed to ensure that it remains aligned with any changes that are announced to the Australian Government's "3-Step Framework for a COVIDSafe Australia" and NSW Public Health Unit advice.



NSW COVID-19 regulations as of 1 June 2020

New regulation	Description	Application for college
Pubs, cafes and restaurants to have up to 50 customers	<ul style="list-style-type: none">Space must allow for at least <u>4 sqm per person</u>No more than 10 persons per bookingSeated only (no standing)	<ul style="list-style-type: none">Dining Hall can have up to 80 students at a time10 students to enter the servery at a timePhysical distancing between studentsHighlander remains closed
Public gatherings of up to 10 people	<ul style="list-style-type: none">Up to 10 people can gather in a public space (outdoors) eg. picnic	<ul style="list-style-type: none">The Glen, College oval or JCR Courtyard can have groups of 10 students gathering to hang out, eat or drinkPhysical distancing between students
Up to 5 visitors per household	<ul style="list-style-type: none">Up to 5 people (adults and children) can visit another household at any one time (they do not all have to be from the same household)Space must allow for at least <u>4 sqm per person</u>	<ul style="list-style-type: none">No more than 3 visitors at a time.No more than 3 students in a bedroom at one time.Physical distancing between students
Religious gatherings	<ul style="list-style-type: none">Up to 50 people can attend a place of worship	<ul style="list-style-type: none">Chapel service in Chapel with up to 50 students and staffPhysical distancing between attendees
Outdoor playground and exercise equipment	<ul style="list-style-type: none">Outdoor playground and equipment can be used with caution	<ul style="list-style-type: none">Students can use the College OvalPhysical distancing between students
Gyms	<ul style="list-style-type: none">All gyms remain closed in NSW	<ul style="list-style-type: none">College gym remains closed
Regional travel in NSW	<ul style="list-style-type: none">NSW residents can take a holiday anywhere in NSW	<ul style="list-style-type: none">Students may travel throughout regional NSW to visit family, friends or for a holiday



2. Action Overview

i) Key Dates

Below is a timetable of key semester dates for Semester 2 2020. This timetable has been used in planning for the return of students to College. The timeline may be amended if further communications are received from the universities regarding the commencement dates for Semester 2, or NSW and Federal Government announcements.

College	Original Contract Dates (20 weeks) <i>College Sem 2 original contract starts 12 July</i>	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12	W13	W14	W15	W16	W17	W18	W19	W20	W21	W22	W23
		12/07/20	19/07/20	26/07/20	2/08/20	9/08/20	16/08/20	23/08/20	30/08/20	6/09/20	13/09/20	20/09/20	27/09/20	4/10/20	11/10/20	18/10/20	25/10/20	1/11/20	8/11/20	15/11/20	22/11/20	29/11/20	6/12/20	13/12/20
		18/07/20	25/07/20	1/08/20	8/08/20	15/08/20	22/08/20	29/08/20	5/09/20	12/09/20	19/09/20	26/09/20	3/10/20	10/10/20	17/10/20	24/10/20	31/10/20	7/11/20	14/11/20	21/11/20	28/11/20	5/12/20	12/12/20	19/12/20
	Revised Contract Dates (20 weeks) 2 Aug - 19 Dec				W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12	W13	W14	W15	W16	W17	W18	W19	W20
USYD	24 Aug - 12 Dec							W1	W2	W3	W4	W5	W6	Mid-sem break	W7	W8	W9	W10	W11	W12	STUVAC	Examinations		
UNSW	1 June - 10 Dec							Exams	Term break	Term break											STUVAC	Examinations		
	Original Contract Dates (20 weeks) 12 July - 28 Nov	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12	W13	W14	W15	W16	W17	W18	W19	W20			
UTS	27 July - 14 Nov			W1							Mid-sem break						STUVAC	Examinations						
ACU	27 July - 22 Nov			W1								Mid-sem break							Examinations					
Notre Dame	27 July - 21 Nov			W1																Examinations				

ii) Action list

Below is the timeline of key actions to be undertaken to re-open College for Semester 2 2020.. The timeline is subject to change in the event of further NSW and Federal Government, or University announcements.

Date	Action	Details	Outcome	Responsible
14 April	Council updates	Weekly meetings to monitor situation and update Council	Able to evaluate the risks and make an informed decision as to whether to re-open for Semester 2	Principal & Senior Executive
11 May	Conduct SMS survey	Survey of students and parents to understand interest in returning	Distribute survey to resident & non-resident students and parents to evaluation interest as well as any concerns	Vice Principal
18 May	Consider early returners	Discuss requests from individual students	A limited number of residents will be allowed to return for legitimate academic reasons	Principal



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22 May	Release survey results	Distribute to all students and parents	Strong majority response (93%) in favour of returning to College for Semester 2	Principal
25 May	Review revised T&Cs	Changes to terms and conditions for Semester 2 residency	Council approved the revised terms for distribution to students	Dir of Operations
29 May	Announce College re-opening	Distribute to all students and parents	Advise students and parents of Council decision to re-open Semester 2 and the considerable restrictions in place	Principal
29 May	Provide 55% rebate amounts to students	Issue new account statements	Notify all students of the 55% rebate available to be offset against Semester 2 fees	Finance
31 May	COVID Relief Fund deadline	Application due date	Close applications for financial assistance provided through the new COVID Relief Fund	Dir of Operations
12 June	Announce Semester 2 contracts	2 options for available for Semester 2 dates	Publish the different semester dates available depending on the university attended	Principal
12 June	Pilot study for international students	Federal Govt announcement	College contacts international students following Govt announcement to assess plans to return	Registrar
19 June	Announce pre-semester program	Advise list of program inclusions	Circulate detail of the pre-semester program to be held 3-24 August, and reminder of tighter conditions of returning to College	Dir of Ed & SL / Senior Student
30 Jun	Award COVID relief funds	Advise applicants of outcome	Principal to allocate relief funds and contact each family to advise of the outcome of their application	Principal / Registrar
4 July	COVIDSafe Action Plan	Finalise action plan	Sign off and publish the COVID action plan and College response to cases of community transmission	Dir of Operations / Vice Principal
10 July	Issue Semester 2 invoices	Distribute account statements	Invoices sent out for Semester 2 fees	Finance
10 July	Semester 2 calendar approved	Circulate final calendar	List of approved pre-semester and Semester 2 events to be disseminated to students, staff and Council	Dir of Ed & SL / Senior Student
12 July	Students begin returning	UTS/ACU/Notre Dame	1 st group of students commence Semester 2	Registrar / Dir of Ed & SL
13 July	Deadline for signed T&Cs	All remaining T&Cs due	Any outstanding T&Cs not yet returned to Registrar to be finalised	Registrar
1 Aug	Remaining students return	USYD/UNSW	All remaining students return and Pre-semester Program begins	Registrar
24 Aug	Week 1 classes and Intercol	USYD classes commence	Teaching semester begins and Intercol calendar resumes for Semester 2	Students' Club



3. Communications Overview

The College is committed to students and parents receiving regular communications from the College.

St Andrew's College – 10 Week COVID Communications – Countdown to Semester 2

Week Commencing	Message
11 May 2020	SMS survey was sent out at the start of this week Strong response from students interested and enthusiastic about returning to College.
18 May 2020	Early return in Semester 1 for those with legitimate academic reasons such as exams, practical components of their study, compassionate reasons or other reasons eg resumption of sport training. Legitimate reasons will be the only ones accepted/
25 May 2020	Initial mention of the terms & conditions which would apply to all those returning in Semester 2. These will be mentioned several times over the coming weeks prior to return so the message is emphasised and understood across the Students' Club.
1 June 2020	Cover the severe consequences of breaching rules throughout the semester which will remain for as long as restrictions are in place. Make mention of the pre-semester return here – mid-May survey indicated a strong sense of optimism for returning
8 June 2020	Consider and contact our international students – what are their plans? They will be affected by several factors not least whether they can actually return to Australia and then potential quarantine for a fortnight upon arrival
15 June 2020	Share more details about the 3 week pre-semester period – what it involves, what the expectations are, how it will be handled etc. This is an important message for parents as well, who may be more hesitant about the return.
22 June 2020	Emphasise to both parents and students that the logistics of this return to College has been signed off with all measures considered – Ian Smith from an Operations perspective and Dr Hester Wilson from a health perspective. There will be a staged return based on need and circumstances. Many people across the College community have contributed feedback to all of the ideas and suggestions including the Education and Student Life Department and the Students' Club. This will remain a two-way conversation, as it should be.
29 June 2020	Reiterate T&C's again, that they are in a response to external conditions and for the health and safety of all in College
6 July 2020	Formally-approved calendar of pre-semester and Semester 2 events to be disseminated to students, staff, Council and any other relevant parties
13 July 2020	Full terms and conditions for residing in College again laid out – signed off with agreement from each returning student. College will be staying within the boundaries mandated by the State Government.
20 July 2020	TBC based on what the situation looks like in July and what has changed since May



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The following regular communications will be implemented following the return of students to the College from 12 July.

1. Internal Communications

a. College-wide Update Emails

Regularity: Weekly

A weekly update will provide information about important hygiene practices, responses to any reports of close contacts or positive cases in College, or any applicable NSW or Federal Government announcements.

b. Students' Club meetings

Regularity: Weekly

The Students' Club Executive will continue to disseminate information amongst the student community via a weekly meeting, initially hosted remotely until such time as restrictions are lifted to allow gathering of more than 100 people indoors. College Staff may also attend as required to provide updates and respond to questions.

c. Council Reports

Regularity: Weekly (initially), before reducing to Bi-monthly

The Principal and Senior Executive Staff will provide update reports to the College Council detailing any changes to timelines, adjustments due to COVID-related issues and student compliance with the Terms & Conditions of residency in Semester 2.

2. External Communications

a. Parent Updates

Regularity: Weekly

Parents will continue to receive the weekly email updates jointly with students regarding the College operations and relevant health and well-being information.

b. Social Media Publications

Regularity: Weekly

The College will continue to publish stories and articles of interest to the community as usual, distributed by the Communications & Marketing Officer.



PROCEDURAL CHANGES

1. Enrolment

Offers of a residential place from Semester 2 2020 may be made to fill vacancies left from approved absences (internationals unable to return, university exchanges or placements). All new residents will undergo an interview and health survey prior to arrival.

2. Rules of Residency

All residents will be required to complete a health survey and agree in writing to the Terms & Conditions of Semester 2 2020 Residency as a condition of returning. This is to ensure that the College community complies with all NSW and Federal Government guidelines and for the safety and well-being of students and staff.

The College's Code of Conduct and relevant policies continue to apply and strict sanctions will apply to any resident who breaches these terms and conditions, thereby putting other members of the community at risk.

3. Residential Contracts

Due to the change in the University of Sydney's academic timetable for Semester 2, an alternate 20 week contract option will be provided for undergraduate residents as follows:

UTS, ACU & Notre Dame	12 July 2020 – 28 November 2020
USYD & UNSW	1 August 2020 – 19 December 2020

4. Cancellation/Late Withdrawal

Residents are expected to fulfil the commitment made to the College to stay for the full year, unless written notice of withdrawal was provided to the Registrar prior to the Easter deadline. The following arrangements will apply for any subsequent changes:

1. Student Does Not Return for Semester 2

Any resident who does not return will forfeit the \$2,000 Commitment Deposit. In addition, the resident will remain responsible for the Semester 2 fees on a proportionate basis for the number of weeks the room is vacant until a replacement can be found. The minimum administrative fee will be \$1,500.



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2. Suspension or Exclusion from College for Breach of T&Cs/Code of Conduct

Where a resident is found to be in serious or persistent breach of College's terms and conditions for Semester 2, or the College's Code of Conduct or related policies, the resident will be removed from College and will remain liable for all outstanding fees for the remainder of semester.

3. College Campus Closure

Where the Council requests that residents return home in the interests of the community's health and well-being, the College will advise the amount of any applicable refund based on the date of departure and the number of weeks remaining. The College commits to continuing to provide an online Education & Students Life program to assist residents with their academic performance.

4. Students' Returning

A number of protocols and controls have been implemented to manage the arrival of students for Semester 2 2020.

i) Survey Prior to Return

All residents will be required to complete a survey relating to general health, places visited since leaving College and any contact with suspected or positive COVID cases. The survey will make enquiries such as any international or domestic travel, symptoms of any recent illness, and ask if a resident has completed the 2020 influenza vaccination as evidenced by a vaccination certificate. Residents will be asked to download the COVIDSafe App or maintain and submit a weekly diary of close contacts.

ii) Staggered Arrival

The College will be returning students in a staggered process over July and August to ensure that procedures can be safely followed and that physical distancing can be maintained. Any student who wishes to arrive outside of the contracted dates may apply to the Registrar. Additional weekly fees will apply outside of the advised 20 week semester.

iii) Self-Isolation and Quarantine

In accordance with NSW Public Health Guidelines for dealing with contacts, suspected or confirmed COVID cases. The College's COVIDSafe Plan includes protocols to be enacted for any resident/s who are

- close contacts of a confirmed case
- confirmed cases, or
- suspect cases (anyone displaying cold or flulike symptoms).

1. contacts of confirmed cases



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All close contacts of confirmed cases are required to self-isolate for 14 days. The Public Health Unit will be involved in this process.

Self-isolation must take place in a setting where complete separation from others can occur. This may take place in College in an ensuite room either on the College precinct or in a local hotel, where College supports the individual virtually and provides meals. Some may be permitted to return home if it safe to do so and their home set up allows complete separation with separate facilities including bathroom.

2. Confirmed cases

confirmed cases must self-isolate until at least 24 hours after complete remission of symptoms. The Public Health Unit will be involved in this process. Self-isolation must take place in a setting where complete separation from others can occur. This may take place in College in an ensuite room, where College supports the individual virtually and provides meals. The Public Health Unit may require the individual to quarantine in a specified hotel.

3. Suspect cases

Suspect cases include anyone that has ANY cold or flu like symptoms. All suspect cases must undertake a Covid test through the Royal Prince Alfred Hospital Covid Clinic. All suspect cases are required to self-isolate in either an ensuite room at College until they receive a negative result.

Self-isolation must take place in a setting where complete separation from others can occur. This may take place in College in an ensuite room, either on the College precinct or in a local hotel, where College supports the individual virtually and provides meals. Some may be permitted to return home if it safe to do so and their home set up allows complete separation with separate facilities including bathroom.

On receipt of a negative test they are required to remain separate from others until 24 hours after complete remission of all symptoms. This involves wearing a mask when they leave their room, frequent hand washing, wiping down any shared bathroom facilities they use, avoiding contact with others, collecting take aways meals, not attending any College events, taking leave from work and face to face university commitments.

A number of ensuite rooms will remain empty throughout Semester 2 2020 to be available for immediate use by any contacts, suspect or positive cases. These rooms will be cleaned regularly, and deep cleaned following use by a confirmed case.

College maintains the right to ask any resident to change bedroom or be relocated until it becomes safe to re-enter the community.

iv) Induction



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Residents will be required to attend education workshops (either via remote learning or smaller groups) as part of the 3 week pre-semester program, covering COVID precautions and the changed terms and conditions of residency. All residents will be educated in how to help protect themselves against community transmission by following physical distancing rules and using hand hygiene.

v) Off-Campus Visits

Refer to the "Operationalisation of a COVIDSafe Action Plan" (Appendix 2).

vi) Visitors

Refer to the "Operationalisation of a COVIDSafe Action Plan" (Appendix 2).

vii) Density Requirements

NSW Public Health Orders and Federal Government guidelines have legislated spacing restrictions that impose new density requirements, impacting on all areas of College. These require 1.5 metre physical distancing and 4m² density restrictions indoors.

All indoor communal spaces have been identified and measured to determine the allowable density. These areas have been identified below:

Space	Size	Density
Dining Hall	320m ²	80
Junior Common Room	134m ²	
Reading Room	m ²	
Senior Common Room	m ²	
Chapel	m ²	
Main Library	m ²	
Law Library	m ²	
Spann Library	m ²	
Highlander	m ²	
JCR Lounge	m ²	
Carol Raffan Room	m ²	
Link Tutorial Rooms	m ²	
Music Practice Rooms	m ²	
Gym	m ²	
Glen	m ²	
Oval	m ²	
Tennis Courts	m ²	

The above guidelines will be made available in each areas. Students will be responsible for making themselves aware of the density requirements and for ensuring compliance.

Bedrooms

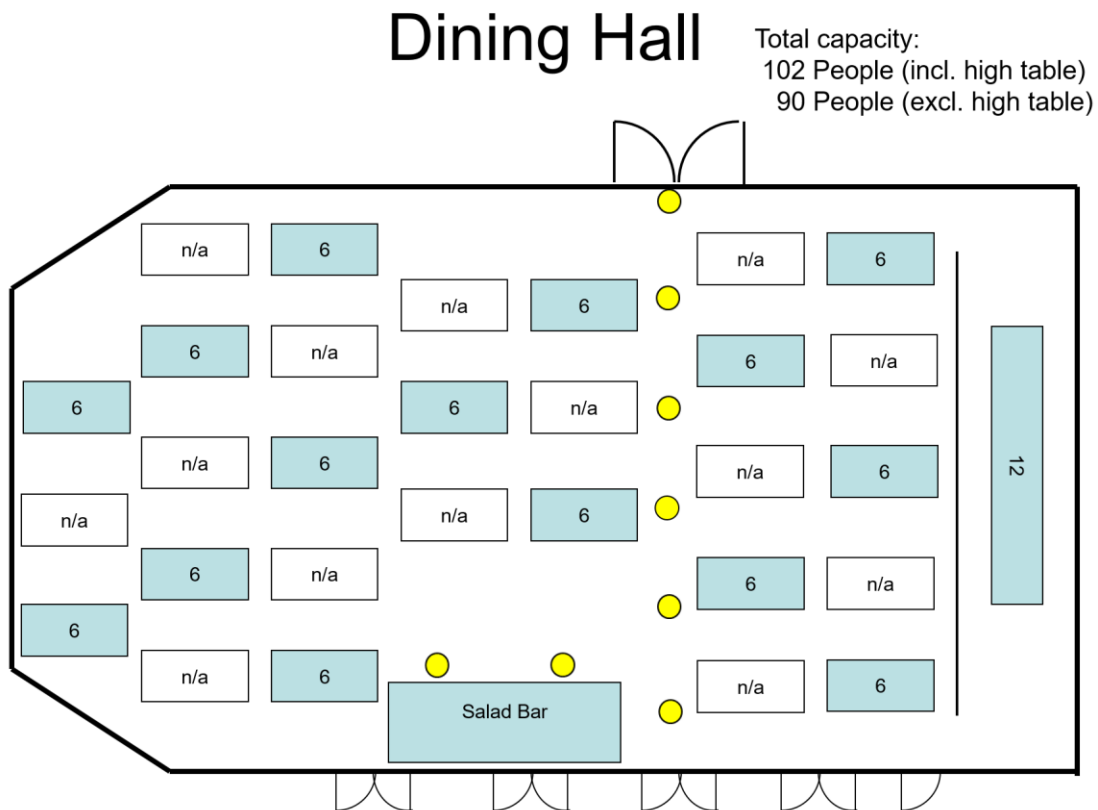


Residents will be required to observe the 4m² rule in all bedrooms, with a maximum of 3 occupants per room permitted. An open-door policy is encouraged to promote healthy airflow. However, doors are to be closed when unoccupied for personal safety.

OPERATIONAL CHANGES

1. Dining Hall

The Dining Hall will be reconfigured to ensure appropriate physical distancing and density requirements are observed. The maximum number of occupants are listed below:



Tables will be arranged as per the diagram above, to achieve the maximum occupancy whilst safely distanced. Visual markers will be provided on each seat indicating how to achieve the maximum of 3 per bench. Queues will be formed using the floor markers indicated, and a maximum of 10 people can enter the Servery at a time. There will be a staff member counting the number of students to ensure the density requirement is not exceeded.

Meal Times



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All meal times will be broken up to allow 15 mins break between sittings, for cleaning of all surfaces. Residents will be able to attend meals at the following times 7 days per week:

	Period 1	Period 2	Period 3
Breakfast	7:00am – 7:30am	7:45am – 8:15am	8:30am – 9:00am
Lunch	11:30am – 12:00pm	12:15pm – 12:45pm	1:00pm – 1:30pm
Dinner	6:00pm – 6:30pm	6:45pm – 7:15pm	7:30pm – 8:00pm

Every effort will be made to limit changes to the menu to continue to provide a quality selection. Only servers will be handling food and utensils to limit the risk of contamination.

Additional meal services are being considered, and meals will be delivered to the door for any resident in self-isolation or quarantine.

Wherever possible, Staff will be seated outside of the Dining Hall to reduce exposure and limit the possibility of community transmission between staff and students.

2. The Highlander Bar

The College Bar will remain closed for the commencement of Semester 2. The re-opening will be conditional upon further NSW restrictions lifting and an approved Event Management Plan for scheduled events only. The 4m² density restrictions will apply to this indoor area.

3. Cleaning

A revised cleaning plan has been developed to ensure more frequent cleaning of common areas. Additional cleaning will include:

- Daily cleaning of communal bathrooms and toilets
- Cleaning of Dining Hall surfaces between each sitting during breakfast, lunch and dinner
- Increased sanitary dispensers where required
- Cleaning after each College event; and
- Twice daily cleaning of the Gym in the Thyne Reid Link building

MANAGING RISKS ASSOCIATED WITH COVID-19

Management has considered the risks to the College based on the current risk management framework and has developed a separate risk register to consider the additional risks that the COVID pandemic has created.

1. Potential Risks and Impacts



The key areas broadly considered in identifying potential risk and impacts associated with COVID-19 are:

- Health of students
- Health of staff
- Increase in community transmission
- Reputational risk
- Financial risk

2. Minimising the Risk of COVID-19

There are 2 aspects to ongoing minimisation of risks associated with COVID-19:

1. Prevention
2. Diagnosis

i) Prevention

physical distancing

ventilation

limiting times spent in enclosed environments

Conventional personal hygiene principles apply:

- regular handwashing and personal hygiene
- hand sanitisers located at entry and exit points to all buildings
-

	Concern	Action	Effect	Responsible
1	Improper hand washing	Poster above each bathroom sink	Increase knowledge of hand hygiene principles and student's compliance	Student
2	Improper sanitisation in general areas	Increase cleaning roster	Improves cleanliness and reduces risk of transmission	Cleaners
3	Improper sanitisation in high risk area: Dining Hall	Hand sanitiser is regularly checked and replaced	Decreases germ count in transferable area	Dining Hall Staff
		Students must use hand sanitiser when entering Servery	Decreases germ count in transferable area	Dining Hall Staff

New Personnel



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The name, contact number and residential address of all approved visiting personnel and contractors will be collated at Reception and kept for contact tracing.

ii) Diagnosis

staff with flulike symptoms – not to attend work – get tested and inform college
students with flulike symptom to inform college, get tested and self isolate

positive result will lead to Public Health Unit assistance, contact tracing and self isolation of the case and any close contacts

Whilst it is not currently proposed to undertake temperature checks, this step may be introduced if there is an increased risk of community transmission. This would involve the taking of temperatures each day for:

1. Students – upon entry into the Dining Hall at each meal time
2. Staff – upon arrival at work each day
3. Visitors – upon registration at Reception

Peer-to-Peer monitoring

A peer referral system could be introduced to support the oversight and compliance with physical distancing and density requirements, if imposed by NSW or Federal Government guidelines.

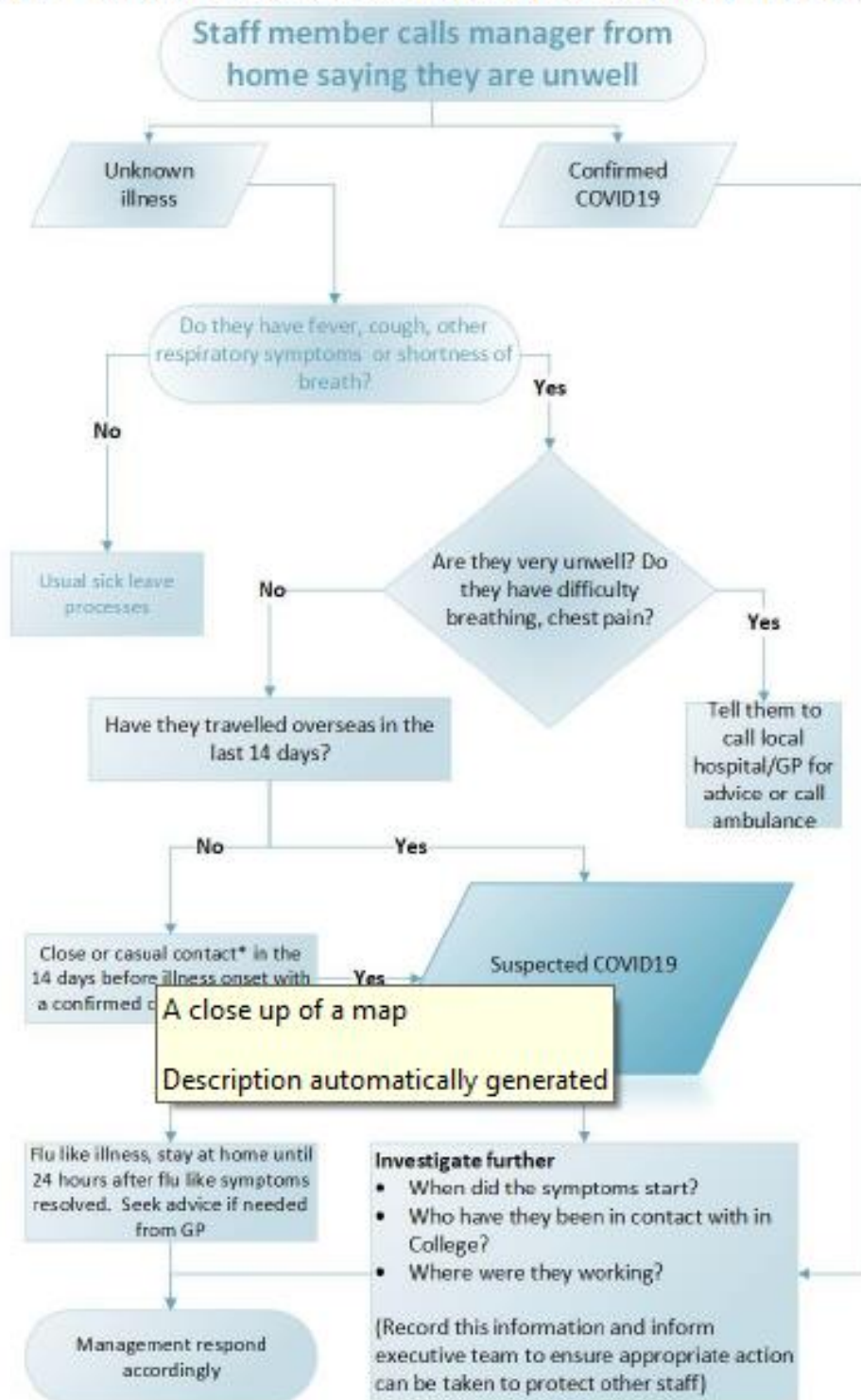
COVID-19 CRISIS MANAGEMENT PLANS

The flowcharts below should be followed if one of the following presents with cold or flu-like symptoms:

- An unwell staff member who calls their Manger from home
- A staff member who becomes unwell at College
- A residential student feeling unwell
- A non-residential student feeling unwell
- Staff who enter a bedroom and find a student in the room
- A student who is feeling unwell
- A staff member who is feeling unwell
- A visitor to the College who is feeling unwell
- An isolation guide for an infected resident



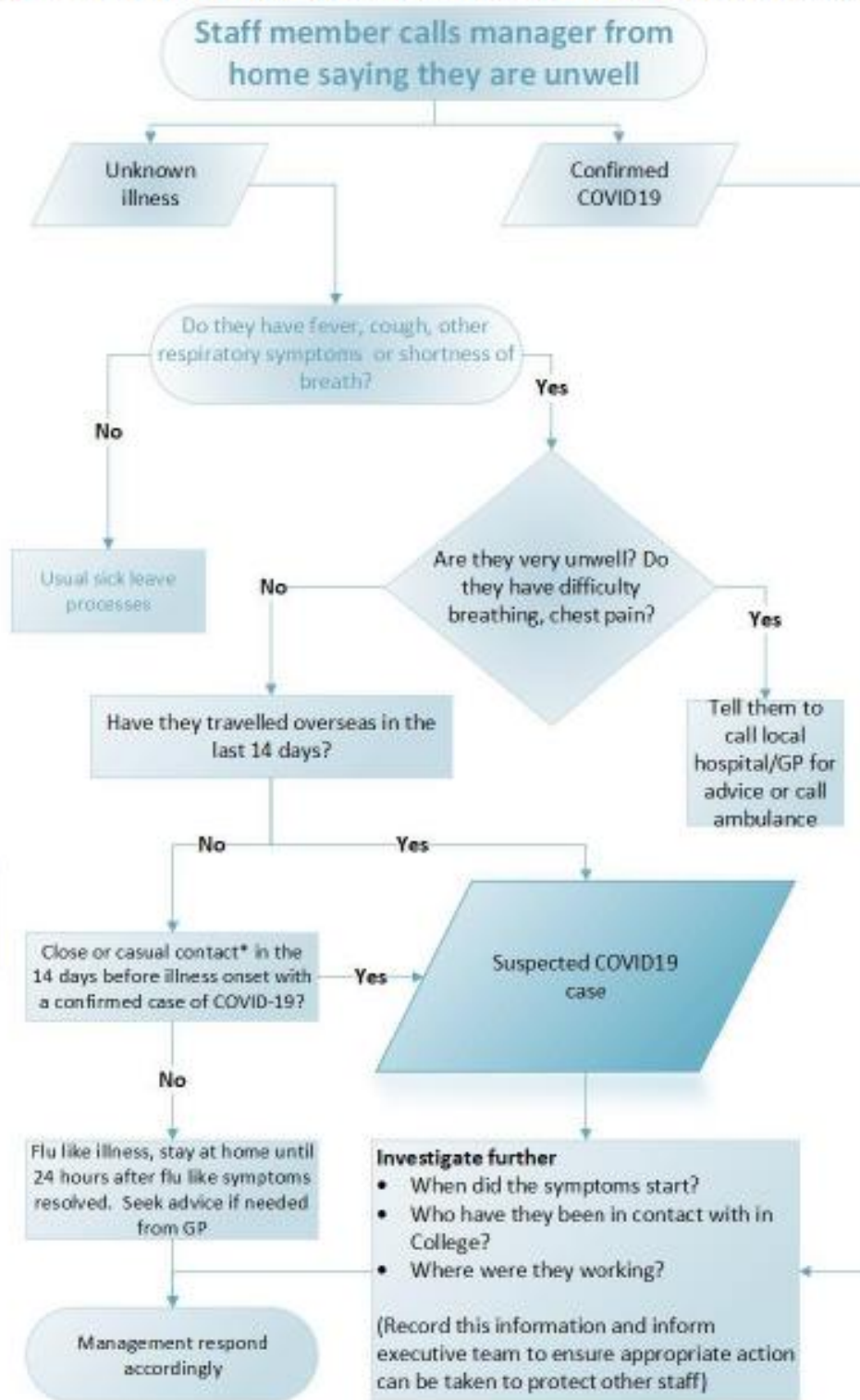
Manager - Unwell staff member who phones College from home



*Close contacts -> 15 mins face-to-face contact or sharing closed space with confirmed case > 2 hrs
 Casual contact -< 15 mins face-to-face contact or sharing closed space with symptomatic confirmed case < 2 hours.



Manager - Staff member who becomes unwell while at College

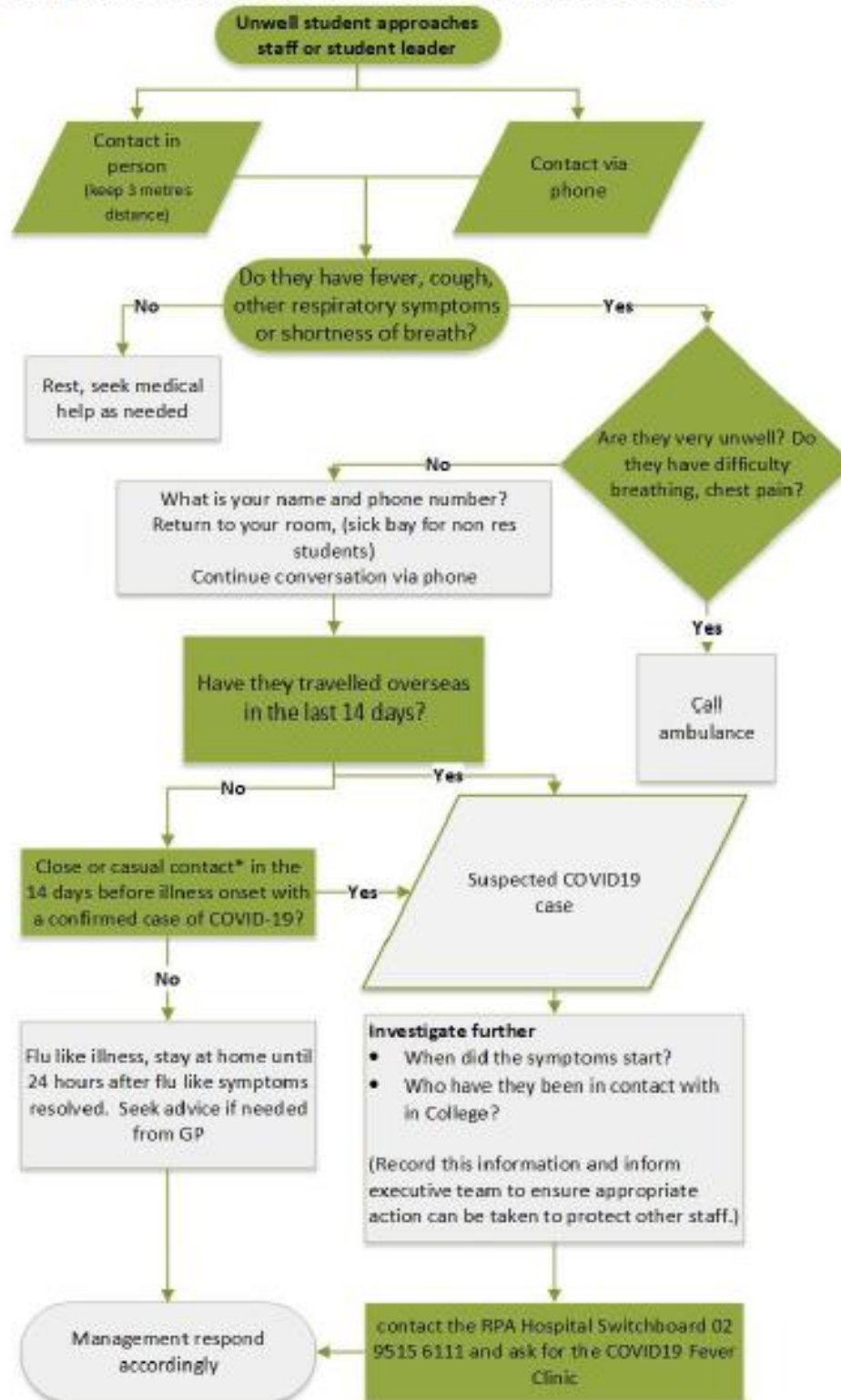


generated

*Close contact -> 15 mins face-to-face contact or sharing closed space with confirmed case > 2 hrs
 Casual contact -> 15 mins face-to-face contact or sharing closed space with symptomatic confirmed case < 2 hours.



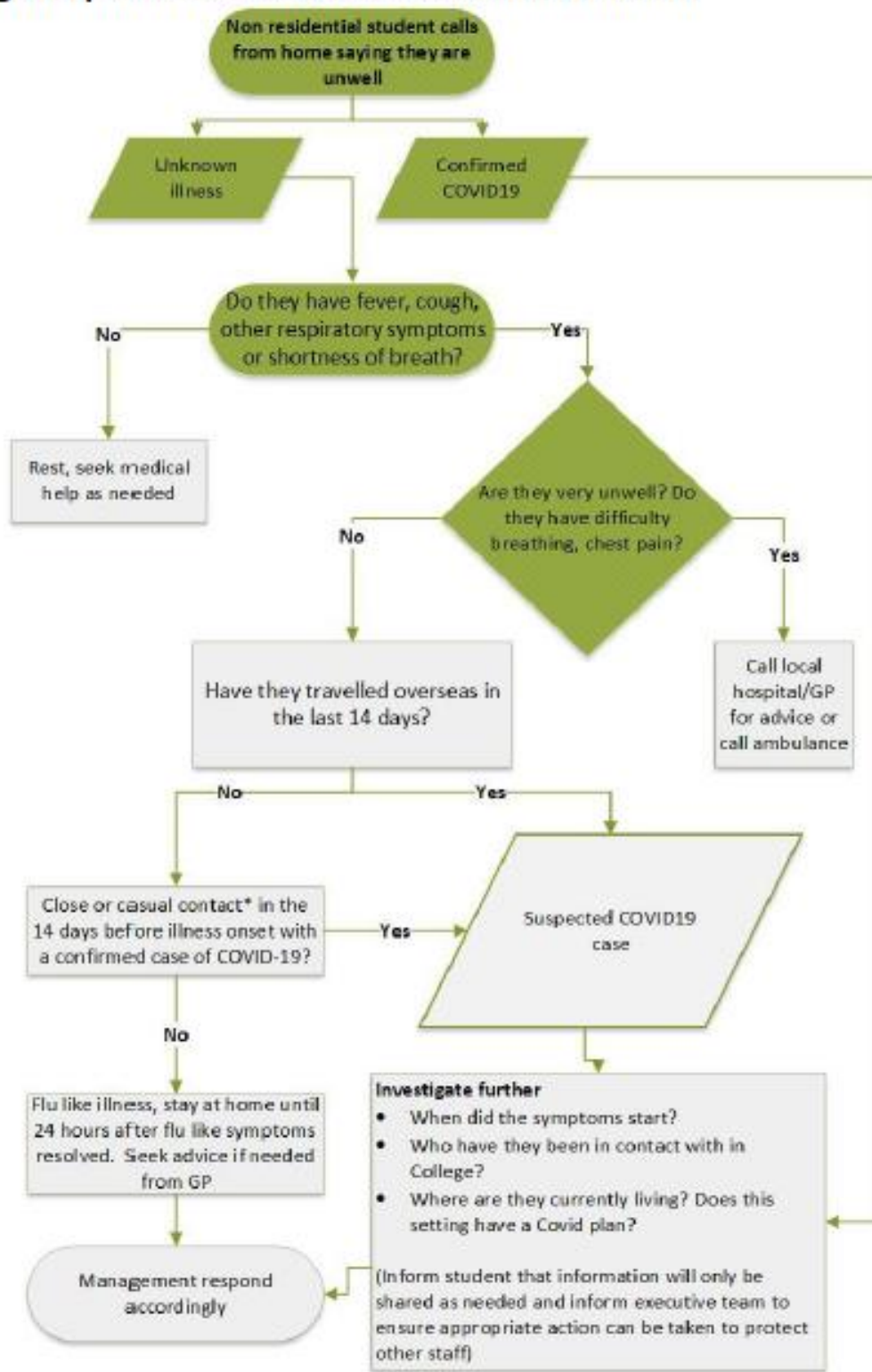
College response to unwell resident student in College



*Close contact-> 15 mins face-to-face contact or sharing closed space with confirmed case > 2 hrs
Casual contact -< 15 mins face-to-face contact or sharing closed space with symptomatic confirmed case < 2 hours.



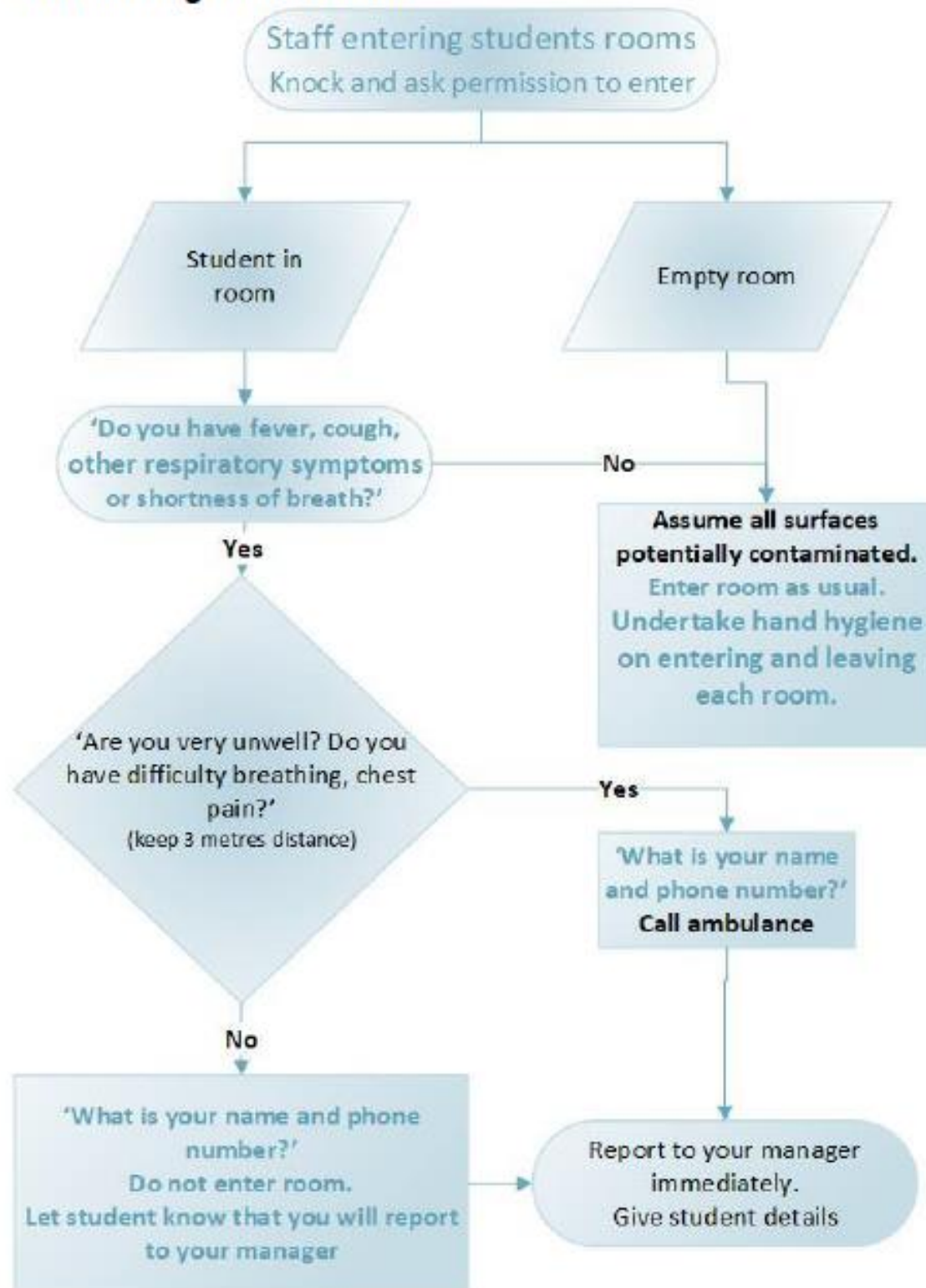
College response to unwell non-residential student



*Close contact -> 15 mins face-to-face contact or sharing closed space with confirmed case > 2 hrs
Casual contact =< 15 mins face-to-face contact or sharing closed space with symptomatic confirmed case < 2 hours.



Staff entering student rooms





Student advice – what to do if you feel unwell

Students

If you become unwell with a fever, cough, other respiratory symptoms or shortness of breath

Avoid contact with anyone and notify:

- During office hours, phone reception 02 9565 7300
- After hours, phone the Nighthawk 0434 602 994 or if you can't contact them, contact a pastoral leader, your mentor or house committee member via text, phone or messenger apps
- Remain in your room and follow instructions
- Give the person your name, room number and contact details
- Stay in your room and do not let other people in your room
- Tell them the nature of your illness

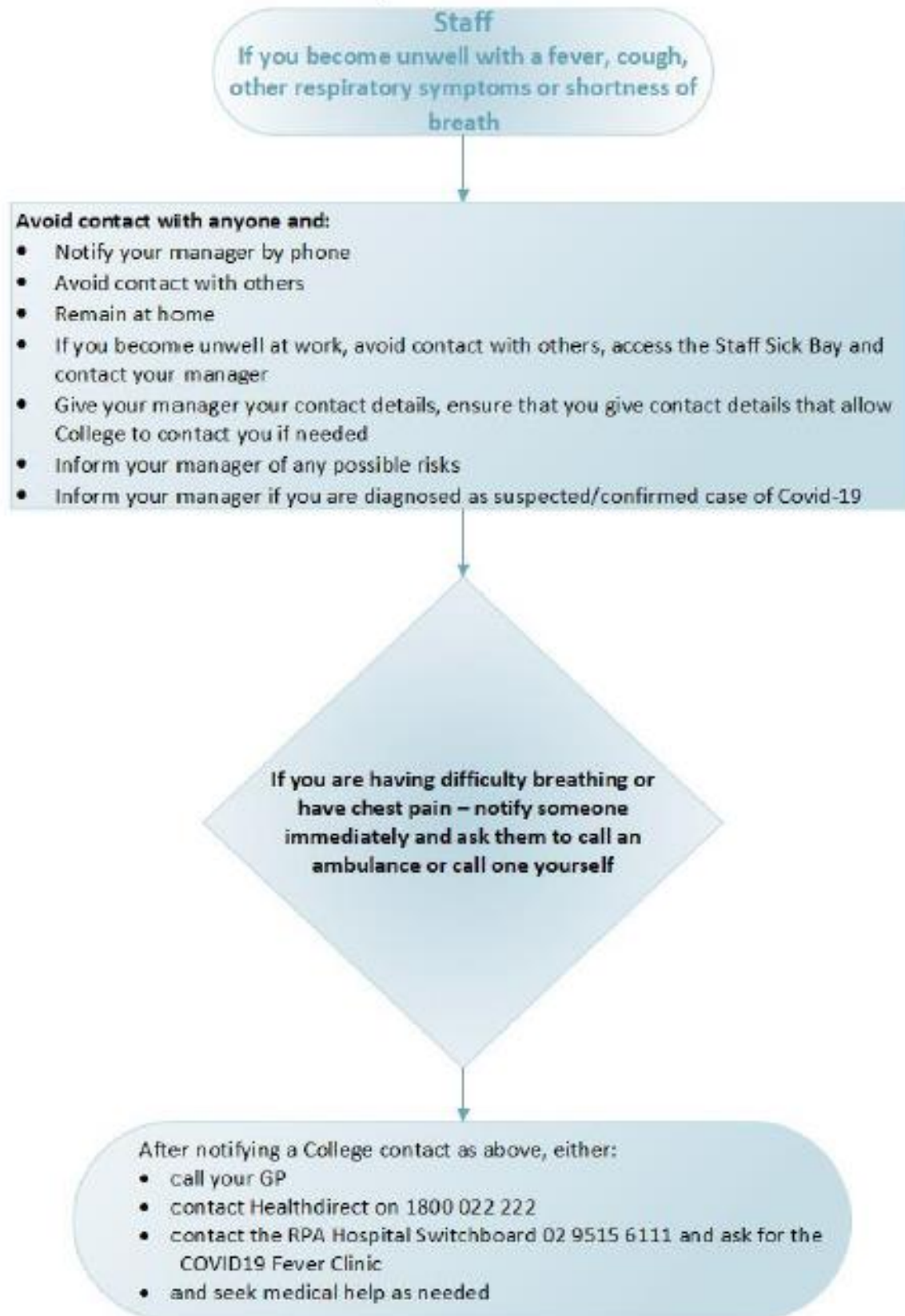
If you are having difficulty breathing or have chest pain – notify someone immediately and ask them to call an ambulance or call one yourself

After notifying a College contact as above, either:

- call your GP
- contact Healthdirect on 1800 022 222
- contact the RPA Hospital Switchboard 02 9515 6111 and ask for the COVID19 Fever Clinic
- and seek medical help as needed

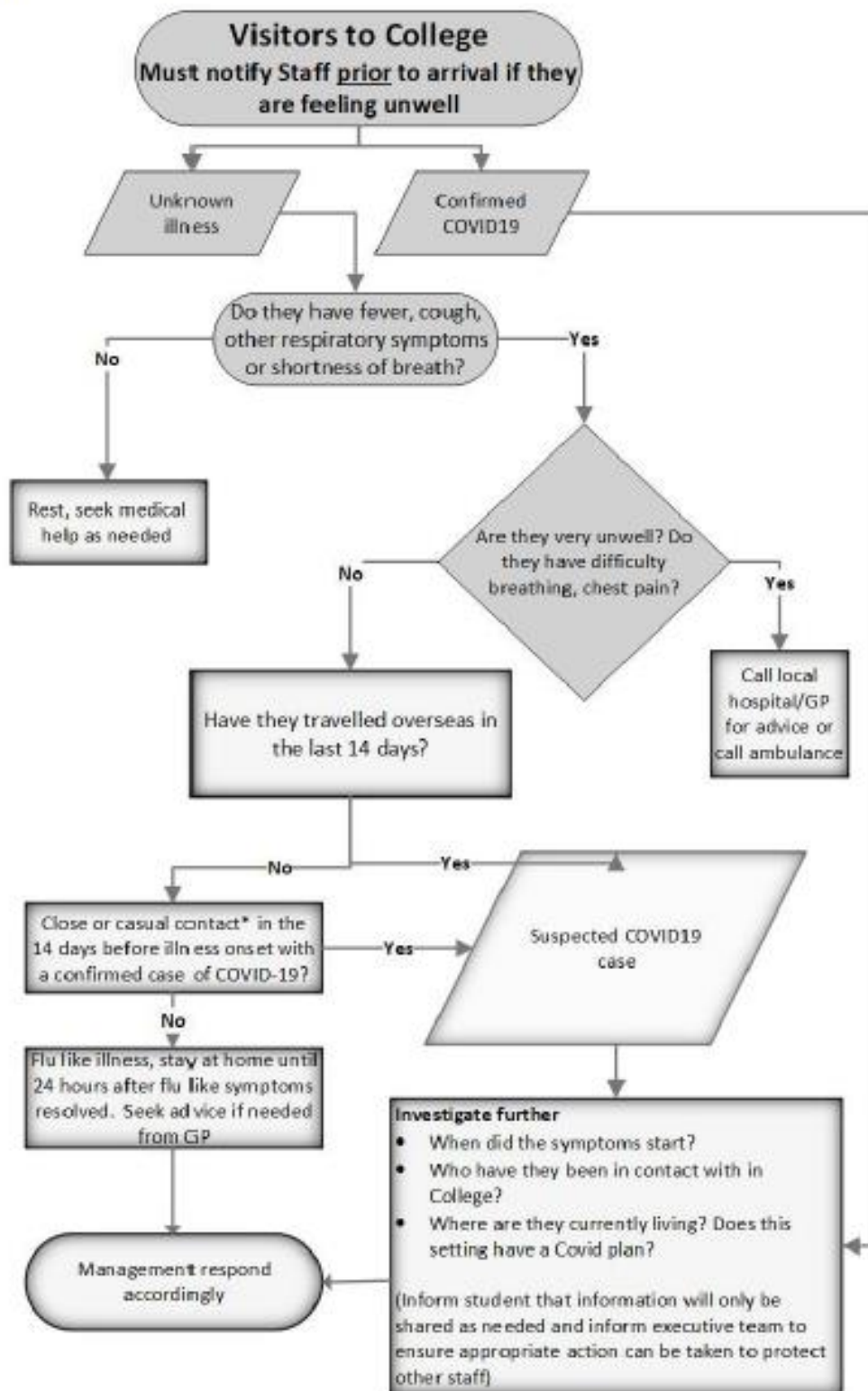


Staff advice – what to do if you feel unwell





Visitor to College



*Close contact-> 15 mins face-to-face contact or sharing closed space with confirmed case > 2 hrs
Casual contact =< 15 mins face-to-face contact or sharing closed space with symptomatic confirmed case < 2 hours.



Visitor information

Visitors to College
Must notify Staff prior to arrival if they are feeling unwell

Avoid contact with anyone and:

- Notify your manager by phone
- Avoid contact with others
- Remain at home
- If you become unwell at work, avoid contact with others, access the Staff Sick Bay and contact your manager
- Give your manager your contact details, ensure that you give contact details that allow College to contact you if needed
- Inform your manager of any possible risks
- Inform your manager if you are diagnosed as suspected/confirmed case of Covid-19

If you are having difficulty breathing or have chest pain – notify someone immediately and ask them to call an ambulance or call one yourself

After notifying a College contact as above, either:

- call your GP
- contact Healthdirect on 1800 022 222
- contact the RPA Hospital Switchboard 02 9515 6111 and ask for the COVID19 Fever Clinic
- and seek medical help as needed



Isolation Guide





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OPERATIONALISATION OF THE COVID SAFE ACTION PLAN

The key principles underpinning the operationalisation of the COVID Safe Action Plan at St Andrew's College are:

1. The health, safety and wellbeing of our students is our top priority
2. The College Code of Conduct and relevant College policies apply at all times
1. Adherence to social distancing guidelines of no more than one person for every 4m² of space with 1.5m distance between themselves and another person applies at all times when outside of a block household
2. Students and staff have a responsibility to act as ethical bystanders and support one another in doing the right thing to ensure a harmonious community that supports student health and safety together with a rewarding, fun and enriching College experience.

1. GENERAL HEALTH PRACTICES

1.1 Principle

The College community recognises the importance of practicing personal and respiratory hygiene measures to ensure the health, safety and wellbeing of all students.

1.2 Rationale

For the prevention of the spread of COVID-19.

1.3 Expectations

- maintenance of the highest level of personal hygiene measures including the use of hand sanitisers when entering and exiting all blocks and other spaces in the College
- A requirement to download the COVIDSafe app prior to return (or record and report all close contacts to College on a regular basis)
- A requirement to complete 2020 influenza vaccination prior to return to college (or record and report all close contacts to College on a regular basis)
- Frequent hand washing with soap and water is the preferred method of hand hygiene
- Frequency of cleaning increased in particular of surfaces/door handles etc.
- Students encouraged to regularly wipe surfaces after usage with supplied disinfectant wipes
- Consent to temperature checks
- Notification to the first responder team or staff if a student is feeling unwell or has COVID like symptoms



- Refer to flow chart (appendix A) for procedure for testing and isolating if student is unwell.

2. VISITORS TO COLLEGE

2.1 Principle

Close friends and family members will be permitted to visit you at College. However, it will be each individual's responsibility to record the contact details of each visitor in the event contact tracing is necessary.

2.2 Rationale

To remove the pressure of undue social distancing between students and loved ones, retaining the social connection and cohesion that exists in households around Australia.

2.3 Expectations

- Resident and Visitors must adhere to personal hygiene measures including the use of hand sanitisers when entering and exiting the block
- Density requirements must be observed in each space

2.4 Scenarios in practice

2.4.1 Hosting visitors at College in your room and the use of alcohol

Up to 3 people may occupy a bedroom. Alcohol may only be consumed within your bedroom or at an event run under an approved Event Management. The College resident remains responsibility at all times for the actions of the visitor.

2.4.2 When it is your friend's birthday and they live in another building/floor

For friendship groups made up of students from a range of buildings/floors, they are able to visit each other provided they observe the maximum occupancy. Alternatively, they may wish to visit a venue external to College to allow a larger gathering or submit an event plan.

2.4.4 What if I am dating someone in another building or my partner is not a resident of College

For couples, your partner is welcome to visit you in your bedroom at College. However, they are not permitted to enter any bedroom/room that has exceeded its capacity. If you have invited another person into your room, you will remain responsible for ensuring they follow the guidelines. You will also be required to record their contact details and make them available in the event contact tracing is necessary.

3. COLLEGE CAMPUS SHARED SPACES

3.1 Principles



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- Students to be provided access to all common areas
- Density requirements to be observed in all St Andrew's College campus shared spaces
- Alternate shared spaces to be opened up for regular use (e.g. Glenn)
- Certain shared areas to be opened more regularly and/or for more hours (e.g. Junior Common Room).
- good ventilation of spaces maintained

3.2 Rationale

Students need spaces to socially engage with each other, and a range of social spaces are needed to accommodate a larger requirement for smaller events, up to a maximum of 100 people, with respect to density requirements.

3.3 Expectations

- All communal spaces have been identified and measured to determine the permitted density for each area. Each room will have the maximum number allocated to it
- When outside of your bedroom, adherence to social distancing guidelines of no more than one person for every 4m² of space with 1.5m distance between each other applies at all times.

3.4 Scenarios in practice

3.4.1 Social event in a small density space

In smaller shared spaces (e.g. The Senior Common Room), density restrictions and physical distancing must be observed. Even if you are attending that space with close friends or intimate partners these density restrictions must still be observed as you are now in a shared college space.

3.4.2 Social event/drinks in a shared/common space

Population densities per common area will be applied across the College to ensure health restrictions are adhered to. Therefore, events that are run according to an approved Event Management Plan may be able to include up to a maximum of 100 people, but must maintain physical distancing restrictions. Alcohol is only permitted inside of the approved event, not in corridors or bathrooms. Strict fines and penalties will be applied to those who disregard these rules.

4 DINING

4.1 Principles

- The Dining Hall is a communal space and thus social distancing guidelines will be followed
- The provision of meals will continue as part of the College's service offering
- Students to dine together in multiple sessions



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- Sufficient time will be allowed to eat and converse
- A commitment to offering quality and variety of food will continue.
- room ventilation will be maintained

4.2 Rationale

- To facilitate social time over a meal and connect daily with other College members while maintaining social distancing requirements of 4m²
- Communal dining will continue within the population density maximum of 90 in the Dining Hall.
- The Servery allows a maximum of 10 at any time.

4.3 Expectations

- Maintain social distancing requirements of 4m²
- Long tables with 6 people only with physical distancing for communal dining
- Phones to be left in rooms or pockets rather than placed on tables to decrease potential contamination

4.4 Practicalities

Details will be advised following full consultation with the Catering Manager to confirm Server arrangements, however the following will be incorporated:

- Staggered group mealtimes which includes 3 sittings over a 2 hour window
- There will be a head count on the entry door to ensure density requirements are observed
- There will be multiple entry and exit points to facilitate smooth service and permit for cleaning of tables between meal sittings
- Where possible, hot meals will be pre-plated meals to reduce lengthy queuing and ensure meals can be served with time efficiency for cleaning and preparing for the next session
- Late meals can be provided
- The availability of Late Order meals will be expanded for those who are not able to attend at preset meal times
- Logistics of Formal Dinners on a Monday on a rotational basis are being explored with due consideration to ensuring the remainder of College is able to have their meals delivered.

4.4 students in isolation

all students in isolation will be provided with meals

5 SOCIAL EVENTS

5.1 Principles



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- Together, the Students' Club Executive and Senior Executive Staff recognise that whilst government restrictions/regulations are in place, all student led social activities will comply with numbers and restrictions.

5.2 Rationale

- Promotion of social cohesion and new social activities calendar within government restrictions of 4m² per person and 1.5m social distancing, as led by the Students' Club Executive.

5.3 Expectations

- Maintain social distancing requirements of 4m² and 1.5 meters distancing at all times.

5.4 Practicalities

- Events will be the preferred event space enabling the limit of 100 people per gathering.
- An event management plan must be submitted and approved for all large gatherings, including the service of any alcohol
- outdoor events will be preferred

5.4.1 Further discussion

- Organising smaller events with 100 or less will facilitate the quicker approval of event management plans and improve the run an event successfully. Further discussion with the Director of Education & Student Life and the House Committee will be included in the Pre-Semester Program
- Where an event (eg, Intercol activity) is otherwise limited by density restrictions, it may be able to be live-streamed to other members of College to increase support

6 LEAVING COLLEGE

6.1 Principle

The College supports and recognises the need for students to leave College for face-to-face university, to meet up with both friends who are not members of the College and family, and for those who have part time employment.

6.2 Rationale

- To ensure students are accountable for their needs to leave College grounds as such excursions may increase the risk of Covid-19 infection within the community.

6.3 Expectations



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- Adherence to social distancing guidelines of no more than one person for every 4m² of space with 1.5m distance between themselves and another person applies at all times when outside of College household
- Please think about the risk of bringing an infection back to College and conduct yourself accordingly
- consider risk of travel on public transport. Students may consider alternative forms of travel

6.4 Practicalities

- Please continue to follow hand hygiene and sneeze/cough hygiene when in public. This will limit the risk of bringing any community transmission into the College.
- Those students who need to depart College for a period of more than a 3 days must complete the Health Survey again prior to returning.
- The ability to travel will be subject to NSW Public Health Orders and Federal Government regulations which will be communicated from time-to-time.

6.4.1 Rationale

Establishing this mechanism allows the College community to deal with any extended College absence on a case-by-case basis, and keep everyone in our community safe and healthy.

7 ACADEMIA

7.1 Principle

- The College recognises the importance of the provision of academic support both through the tutorial system and peer-to-peer academic support (study groups). College tutorials will be delivered both face to face and on-line to augment and complement university teaching, and spaces for study groups will be gradually re-opened as restrictions are lifted.

7.2 Rationale

- Tutorials are an essential part of the College's offering. The College is in an enviable position to be able to offer face to face tutoring and discussion groups following on line lectures and tutorials which will extend a student's learning, ensuring breadth and depth of knowledge.

7.3 Expectations

- Tutorials will be held in the assigned tutorial rooms in Main, Hanks and Link Buildings
- Other rooms may be identified and set up to facilitate the demand for additional group study spaces
- Social distancing guidelines of no more than one person for every 4m² of space with 1.5m distance between themselves and another person applies at all times
- Increased cleaning of tutorial spaces
- The use of manikins, skeletons, bones and anatomy and physiology aids will require sanitising after each use.



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7.4 Practicalities

- The Director of Education & Student Life will work together with the Senior Tutor in the coordination of tutorial rooms according to faculty groups
- Numbers of students in each room will be limited to population densities and signposted with a single number outside each room

8 ENSURING COMPLIANCE

The College is committed to being reasonable and logical in its expectations of students returning to College in a COVID Safe College. All students will take part in an orientation and induction to the expectations of a COVID Safe College.

A communication strategy (internally and externally) has been established and will ensure the College community is clear about expectations.

All students have a responsibility to act as ethical bystanders and to call out behaviour that contravenes with the legislative requirements and restrictions. Staff will support students in their day to day life to ensure that each students' safety is prioritised.



COVID-19 Safe Work Plan Checklist

After several months of lockdown and with a flattening of the COVID-19 curve apparent, many colleges are in the process of planning staged returns for both staff and residents. This checklist is designed to assist the colleges to ensure the wellbeing of staff, residents, visitors, and contractors during the return to operations. The checklist is not exhaustive and is provided in a word format so that it can be adapted by individual colleges to ensure that unique aspects of operations can be included and addressed. It covers “general COVID-19 safe measures” and more specific measures relevant to the operational environment of residential colleges.

General Measures

The following general measures should apply to support social distancing and help to protect health, service provision as well as ensuring business continuity:

- staff who are sick with cold and flu symptoms must NOT attend work.
- residents who are sick with cold and flu symptoms should self isolate and get tested for COVID-19.
- residents who test positive must isolate in accordance with state government health recommendations.
- staff and residents who are at higher risk of severe COVID-19 illness (ie age>69, diabetes, cardiovascular, respiratory conditions) should continue to work or study from home or seek medical advice from their health practitioner to support informed risk assessment and decision-making regarding the suitability of returning to the college environment.
- staff who can attend work safely should do so, in line with each college’s COVID-19 safe return to operations plan.
- business meetings which can be held with physical distancing measures in place can occur, but long or large meetings should continue to be held by audio-visual link or other remote means.
- non-essential events should continue to be deferred or cancelled.
- shared spaces such as dining halls and common areas should have no more than one person per four square metres of floor space or as recommended by relevant state government authorities

- staff should continue to undertake their normal duties with risk mitigation strategies; and
- all staff, residents and visitors must adhere to the physical distancing guidelines.

Documentation				
Items to check	Yes	No	In Progress	N/A
Have you developed a COVID-19 safe work plan which addresses general safety requirements and compliance with College policies and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you developed a COVID-19 Safe Policy as part of the workplan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the policy been communicated to staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a copy of the policy posted throughout the college and on the website?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have other relevant policies been updated to reflect COVID-19 safe measures and behaviours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you developed procedures that supplement your WHS system and procedures? (which include but are not limited to)				
(1) Temperature testing (if required) universal testing not indicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) suspect case and self isolation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) Positive tests and self-isolation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) General hygiene practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5) Social distancing measures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6) Cleaning and disinfection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(7) Catering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travelling to and from the College	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notification of health authorities and the University	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you developed a risk management plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Communications				
Items to check	Yes	No	In Progress	N/A
Have you developed a college communications COVID-19 plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all stakeholders identified in the communication plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the plan address the nature of communication?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the plan address the frequency of communication?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the plan address implemented health practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the plan address communication of latest health advice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the plan address standards of expected behaviour?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the college code of conduct been updated to incorporate COVID-19 related issues and behaviours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the updated code of conduct been communicated to all stakeholders and posted on the website?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Staff Training and Wellbeing				
Items to check	Yes	No	In Progress	N/A
Have staff, including resident staff, been trained in appropriate hygiene protocols?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you provided hand sanitiser stations in all work locations and shared spaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have staff been trained how to temperature test (if required)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you staggered work attendance and starting times of staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you adjusted workspaces to facilitate adequate social distancing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you erected signage and marked distances on floors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an Employee Assistance Program or other support program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are COVID-19 safe measures incorporated into induction of staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors and Visitors				
Items to check	Yes	No	In Progress	N/A
Does your induction for contractors and visitors include COVID-19 safe practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ensured that all contractors have been trained in COVID-19 safe practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you erected signage to inform all visitors and contractors that they must sign in before entering the college?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you provided hand sanitiser stations in visitor reception areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are seats in waiting areas adequately spaced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has directional signage and floor markings been installed in reception areas to manage the flow of visitors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have major contractors provided their COVID-19 safe plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Management of Shared Spaces				
Includes areas such as dining halls, group study areas, bathrooms, toilets, showers, laundry facilities and auditoriums				
Items to check	Yes	No	In Progress	N/A
Is social distancing signage erected in all shared spaces including floor markings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have tables and seats in dining halls been adequately spaced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have sanitiser stations been provided in all shared spaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are dining tables, seating, and other high touch areas (including serving stations) disinfected on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a procedure for the use of shared serving utensils?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you staggered dining times to ensure that social distancing is maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you developed contactless dining options for residents in lockdown or unable/unwilling to attend the dining hall?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Have you developed a procedure and schedule for sanitising and cleaning, bathrooms, showers, toilets, and laundries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have contractors (catering and cleaning) provided their COVID-19 safe plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your contractors' COVID-19 safe plan include contact and positive test reporting protocols?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Contact Tracing				
Items to check	Yes	No	In Progress	N/A
Do you have a process for recording the contact details of visitors to the college?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a process for recording and managing resident movements to and from the college?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a process for notifying visitors, staff, the university, and state health authorities of positive tests?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you encourage the use of the COVID-19 safe app, recognising it is an individual choice to do so?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you encourage flu vaccination, recognising it is an individual choice to do so?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you erected signage to advise visitors to sign in and record their contact details?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you provide a counselling service for residents who have been in contact with a person who tested positive or a resident who has tested positive?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you provide a "general" counselling or pastoral care service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cleaning				
Items to check	Yes	No	In Progress	N/A
Have you developed a detailed cleaning and disinfection program for public and shared spaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the program include "high touch" areas such as handrails, door handles, taps and other surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the program include shared office equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the program include bathrooms, toilets, and showers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does the program include any outdoor exercise or other equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have hand sanitiser and disinfectant wipes stationed in high traffic areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are staff provided with bathroom facilities which are separate to residents and visitors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Facilities and Grounds

Items to check	Yes	No	In Progress	N/A
Are hand sanitiser and disinfectant wipes available in workshops and equipment stores?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you developed a procedure for disinfecting shared tools and equipment such as mowers, hand tools and the like?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you developed a procedure for conducting minor maintenance in residential rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you developed a process for supervising the COVID-19 safe conduct of contractors when on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

College Events and Activities

Items to check	Yes	No	In Progress	N/A
Do you prepare a risk management plan for all college events and activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you understand and implement COVID-19 safe measures for all events and activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a process for recording and managing resident movements to and from the college?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>