

During the Stage 3 government restrictions related to COVID-19, cleaning and building services across the university have been scaled back in areas that are currently unoccupied. As a result of the current pandemic, in areas that are occupied, additional safeguard measures have been implemented to ensure staff health and safety.

**Therefore it is essential that managers consider the health and safety implications of any staff returning to the workplace to carry out work requirements, and the following checklist is provided to assist with this process.**

Please note, the fact that a staff member cannot work from home does not of itself mean that their work is essential to being on campus. Only staff with essential duties that must be carried out on campus can be on campus and return to campus. While restrictions are still in place, the Recruitment and Resources Committee will be required to approve any staff member returning to campus.

All managers are required to discuss the following considerations with their HR Business Partner prior to any approved return to the workplace occurring, and submit responses to the following requirements to the Recruitment and Resources Committee. Upon approval, a copy of the checklist to be sent to Facilities Services and Security.

### Checklist

Requirement	Response
1. If the staff member is no longer able to work from home, consider whether their work is essential, if not can they be temporarily redeployed to another area or task.	
2. If returning to campus at 100% of the time: <ul style="list-style-type: none"> <li>• arrange for any equipment/furniture to be returned; or</li> <li>• make arrangements for alternative furniture and equipment to be made available.</li> </ul>	
3. Are there any additional access requirements (e.g. keys, card access etc.)?	
4. Will the staff member be working on their own and if so what measures will be in place to ensure their safety?	
5. Consider what additional safety measures need to be put in place e.g. screens, guards (for touchscreens), sanitiser, line markings, etc.	
6. Indicate the proposed location where staff will be working.	
7. Provide an indication of area touchpoints to be cleaned e.g. entry doors, bathrooms, public/multi-user spaces kitchens/meeting rooms (see 'cleaning scope' below).	
8. Confirm that social distancing requirements can be achieved (i.e. 4 square metres per person (min.) and 1.5 metre separation.	

9. Please complete a calendar indicating who will be attending campus and for how long (see example below):

Staff member	Location <small>campus   building   room</small>	Hours					Comments
		Mon	Tue	Wed	Thu	Fri	
<i>e.g. B. Smith</i>	<i>MTH D 101</i>	<i>9-5</i>	<i>9-5</i>	<i>9-5</i>	<i>9-5</i>	<i>9-5</i>	<i>Essential service, Security Manager</i>

### Preventative measures in place

In response to the COVID-19 outbreak Facilities Services have implemented the below preventative and reactive cleaning regimes in all campuses. Please note that these processes are subject to change as different situations evolve.

#### Cleaning scope

We have expanded the scope and frequency of the cleaning. Facilities Services will continue to deliver these processes through this COVID-19 outbreak period.

The scope will remain in place until advised that it is safe to return to the standard cleaning scope. This new scope includes increased disinfectant and detailed cleaning of the following touchpoints:

basins	benches	external door access buttons
showers	desk tops	
toilets	door handles, locks, push plates	common area photocopier touch panels
toilet door locks	light switches	
taps	hand railings	

#### Reactive measures in place

Effective immediately, reactive cleaning responses consist of a two-staged approach, based on the event level occurring:

Stage	Response
1	<p><b>Disinfectant-cleaning</b> (low-risk event)</p> <p>Staff wellbeing escalation not associated with COVID-19. A detailed disinfectant of all surfaces and touchpoints will be completed following the notification of the incident escalation.</p>
2	<p><b>Bio-clean</b> (medium, high-risk event)</p> <p>Upon being notified that an occupant or an area has been exposed to or potentially exposed to COVID-19, a detailed bio-clean in the effected space and effected amenities with a medical-grade disinfectant will occur.</p> <p>Students and staff will be notified of a 'do not enter' protocol until such time that the floor/building has been bio-cleaned.</p>

If you have any queries regarding the above, please don't hesitate to Facilities Services by email [facilities.services@federation.edu.au](mailto:facilities.services@federation.edu.au) or phone 5327 6850.