

Transition Control Group

Federation's three-stage plan for a safe start on campus – July 2020

Brisbane campus

The following is the proposed three-stage plan for Federation University Australia's transition to campus. The content has been developed from the university's *COVIDSafe Plan*, the Commonwealth Government's *3-step framework for a COVIDSafe Australia* and directives from the Queensland Government and provides flexibility to respond to changes in government advice in response to the COVID-19 pandemic.

Introduction to the Federation University Australia's COVIDSafe Plan

Federation University Australia is planning a gradual and safe transition to campus activities over an extended timeline into 2021 – to keep students, researchers, staff and everyone involved in our university community safe from the risk of COVID-19.

Our *COVIDSafe Plan* places a strong focus on the specific and unique activities of students, researchers and staff in each of our Schools and Directorates. It recognises that study online, working from home, and a tailored response to the cautious reintroduction of classes and practical activities is crucial to determining the correct action to protect the safety of our communities and respond to local conditions.

Our three-stage plan for a safe start on campus

This document outlines the initial approach to implement our *COVIDSafe Plan* on campus, recognising that a cautious and flexible approach, adhering to evolving Government regulations and with oversight and approval by senior leadership, will help reduce the risk the virus presents to us all.

COVID-19 represents an unprecedented and unpredictable public health risk in Queensland and although active cases are low, as we have seen in the media, the landscape and the subsequent government advice can change quickly. Our plan needs to be responsive and adaptable to these changes.

Formal review – Our three-stage plan will undergo a formal review by the Transition Control Group every two weeks which will look at the current government advice against the next steps in our plan, to allow us to prevent any unacceptable risks.

Due to current Queensland Government advice we are now in stage three of the State's Roadmap to easing Queensland's restrictions,

Federation University Australia will take a cautious approach in its plan to transition to campus and encourage staff to provide feedback by COB Tuesday 11 August to feedback@federation.edu.au

Activity-based risk assessments – There will also be a weekly review by the Transition Control Group of activity-based risk assessments in consultation with the Head of Campus, Schools and Directorates.

Principles

Federation University Australia makes the following commitments to its university community.

- To implement fully and methodically all Commonwealth and State Government requirements to stop the spread of COVID-19 and keep the community healthy.
- Plan an orderly, gradual and safe transition to campus process that complies with government requirements and the university's strategic and operational priorities.
- Place at the centre of our transition to campus process, occupational health and safety and the equitable treatment of all members of the university community, especially those most vulnerable.
- Look beyond teaching activities and apply sector-based requirements to all entities on campus, including tenants, contractors and on-site visitors.
- Encourage the university community to download and use the COVIDSafe app to assist in contact tracing.

Approach

A cautious, methodical, needs-based approach to being on campus.

Structured planning. Student priorities. Concentrated campus cleaning. Physical distancing. Leadership and staff accountability.

- Queensland's Stage 3 easing allowed office-based workers to return to their place of work from noon 3 July 2020. The Brisbane Campus will commence a cautious transition of students and staff back to campus during Semester 2, 2020.
- Work systematically and proceed with caution to ensure that we can pause and adapt to the evolving health situation and government requirements.
- Health and safety is paramount. Across all campuses we are conducting concentrated cleaning, increasing touch-point cleaning, and increasing the availability of cleaning supplies and hand sanitisers.
- Encourage staff and students to download and use the COVIDSafe app and get tested if they have any COVID-19 symptoms.
- Physical distancing must be maintained with specific notifications across our campuses to guide students and staff.

- Using a needs-based approach to identify a smooth transition of staff and students back to campus in line with Queensland Government advice. Looking at the specific needs for every student, researcher and staff member in every course or activity delivered by Federation
- Risk assessment that aligns with Queensland Government directives draws on the detailed knowledge of the Head of Campus, Schools and Directorates to make safe, informed decisions about how to protect everyone on campus. Decision-making and risk assessment starts with our Schools, Directorates and Head of Campus (Brisbane), which must apply their detailed knowledge to make safe, informed decisions during the transition back to campus.
- University leadership via the Transition Control Group has the ultimate decision about operations.

Three-Stage Plan to Transition to Campus

Based on the Queensland Governments health advice as at 3 July 2020.

Core responsibilities if you are needed on campus

- **If you feel unwell, stay home, don't come to campus**
- **Practise physical distancing – 4 square metres per person when indoors**
- **Frequently wash and sanitise hands**
- **Keep workspaces clean – frequent environmental cleaning and disinfection**
- **Download the COVIDSafe app**
- **Complete the *COVID-19 Induction – transitioning back to campus* online module.**

	STAGE ONE Current to 23 August 2020	STAGE TWO 24 August 2020 – 18 September 2020	STAGE THREE 21 September 2020
Teaching and Learning	All delivery online, with the exception of: <ul style="list-style-type: none"> • SEIPT student engagement in ITECH7415. 	Commence mixed mode delivery Reintroduction of tutorials and IT lab groups on-campus (plan to resume from 24 August). Online lecture delivery remains. Work integrated learning placements commence where possible.	Continue mixed mode delivery – online and on campus tutorials and IT labs. Face-to-face teaching and support will increase where possible. Increase student work-integrated learning and work experience where possible.

	STAGE ONE Current to 23 August 2020	STAGE TWO 24 August 2020 – 18 September 2020	STAGE THREE 21 September 2020
Staff	<p>Predominantly working from home with preparation for phased return to campus.</p> <p>Some staff will attend campus where they are ready to return, cannot work from home, or if it is necessary for hands-on, skills-based learning and research.</p> <p>Working from campus / sites requires an approved transition plan, risk assessment and completion of the COVID 19 Induction – transitioning back to campus training module in ELMO and should be limited to:</p> <ul style="list-style-type: none"> • Essential on-site workers • Where the role requires it i.e. face-to-face student/ teaching support, on-site research • Staff who cannot work safely or effectively from home. <p>A modified version of COVID 19 Induction – transitioning back to campus training will be required for external contractors (E.g. cleaners, security, maintenance staff) prior to Stage Two.</p>	<p>Phased return to campus in line with Queensland Government advice and direction.</p> <p>Working from campus / sites requires an approved transition plan, risk assessment and completion of the COVID 19 Induction – transitioning back to campus training module in ELMO.</p> <p>Staff who are unable to return safely to campus will continue to work from home or in a modified role in consultation with their supervisor.</p>	<p>Resume working on-campus in line with Queensland Government advice and direction.</p> <p>Continuing to work from home requires supervisor approval and should largely be limited to staff:</p> <ul style="list-style-type: none"> • Who are from acknowledged vulnerable groups • Who have real challenges in coming to work in a safe manner or in full compliance with public health rules • Following a government directive to self-isolate.

	STAGE ONE Current to 23 August 2020	STAGE TWO 24 August 2020 – 18 September 2020	STAGE THREE 21 September 2020
Students	<p>Predominantly online study.</p> <p>Access to campus /sites is permitted to students who:</p> <ul style="list-style-type: none"> • Require access to open study spaces and Wi-Fi, such as specific library spaces which must be booked in advance • Need to access health or wellbeing services • SEIPT student engagement in ITECH7415 	<p>Mixed mode delivery commences.</p> <p>Students will begin to resume on-campus study for tutorials and IT labs in a staged way.</p> <p>Online delivery continues for all students in particular for:</p> <ul style="list-style-type: none"> • Vulnerable groups • Those directed to self-isolate or with health or wellbeing concerns • Intrastate, interstate or offshore students. 	<p>Mixed mode delivery continues.</p> <p>Increased activities and services on campus where possible.</p> <p>Online delivery continues for all students in particular for:</p> <ul style="list-style-type: none"> • Vulnerable groups • Those directed to self-isolate or with health or wellbeing concerns • Intrastate, interstate or offshore students.
On-campus Library	<p>Library services remain online.</p> <p>Controlled access to library with limits to group sizes in line with government restrictions, such as specific library spaces which must be booked in advance.</p>	<p>Restrictions to be progressively eased while maintaining government advised density requirements.</p> <p>Library services remain online with support from SALs.</p>	<p>Controlled access to library while maintaining government advised density requirements.</p> <p>Increased on site support.</p>
On-campus social activities	<p>Limited activities.</p>	<p>Restrictions to be progressively eased in line with government advice.</p>	<p>Restrictions to be progressively eased in line with government advice.</p>

Resources and information

COVID-19 hotline – (03) 5122 6300

Manager Support Line – (03) 5327 9530 or email manager.hrsupport@federation.edu.au

IT support to make working from home easier – (03) 5327 9999 or via the online portal

IT on campus – call 8888 or use the online portal

Please check our [COVID-19 webpage](#) for regular updates and advice for staff and students. This includes HR toolkits, IT support pages and forms.

Student resources and information

Federation University Australia provides a range of support services to students. A full list of services can be found at [COVID-19 Support for Students](#)

You can talk with a Federation University counsellor free of charge, via phone or online. Get emergency contacts and learn how to [make an appointment here](#)

Please check our [COVID-19 webpage](#) for regular updates and advice for staff and students.

Study Queensland also provides range of resources including the Queensland student hub network, an international student hotline and student support staff dedicated to supporting and encouraging students. <https://www.studyqueensland.qld.gov.au/Live/Student-Support>

Feedback

We are currently in stage one of the plan and present the proposed stage two and three plans for feedback from staff. Feedback can be submitted until COB Tuesday 11 August to feedback@federation.edu.au