



Coronavirus Update

Wednesday, 11 November 2020

Dear colleagues,

Over the weekend the Premier made significant announcements about opening up the state again and removing the “ring of steel” between metro and regional areas. At the same time he also reiterated that people should continue to work from home wherever possible. Sunday’s announcement of a move towards a ‘COVID normal’ state will be a welcome relief to many staff and students who can reconnect face-to-face with their loved ones. You can find detailed advice about current restrictions at coronavirus.vic.gov.au [Coronavirus \(COVID-19\) reopening roadmap: Third Step - Victoria](#).

The COVID-19 Transition Control Group is looking closely at the practical elements of the eased restrictions, so we can integrate these into our [COVIDSafe Plan](#) and start freeing up movement between our campuses, once staff have an approved COVIDSafe HIRAC in place.

The COVID-19 Transition Control Group is starting to receive HIRACs for staff to transition to campus but we understand that the HIRAC process can be daunting the first time around, so we would like to break it down for you.

Quick guide to completing a HIRAC

Before you transition to campus, you’ll need a Hazard Identification and Risk Assessment and Control plan (HIRAC) in place approved by the TCG – this work should be led by your Dean, Director or manager/s delegated by your Dean or Director.

This is a really significant process to make sure that all staff and students feel safe and confident in the measures we are taking to keep our campuses COVID safe.

- Start by consulting individually or as a group about who will be returning when and make a note of those dates.
- Contact and consult with your elected Health and Safety Representatives (HSRs) for assistance in preparing your HIRAC. Ensure you consult with your Health and Safety Implementation Team (HSIT) and more broadly with the staff affected by your HIRAC. You can [find the full list of HSRs here](#).

- Find the template for the *COVIDSafe TTC HIRAC* under [Risk, Health and Safety forms \(3. Hazards Management\)](#) and start working through it.
- The HIRAC may at first seem daunting but as you work through it, you will see it is just a checklist of risks and their control measures. As the form tries to cover the entire range of activities and workplaces across the university, it is likely that sections of the checklists will not be applicable to your specific submission and the process will be shorter and simpler than first thought.
- Once you have gone through the checklist and have identified a risk, you can refer to Federation's [COVIDSafe Plan](#) to find a solution to minimise or eliminate that risk. Outline these solutions, responsibilities and deadlines in the end table of the HIRAC form.
- Where you are uncertain, you can contact your HSR or the Risk, Health and Safety team and they can help you identify a solution.
- Once completed, submit to the TCG via dvc.research@federation.edu.au (cc Didier Leclere d.leclere@federation.edu.au) and you will be notified of the outcome within five working days, or if further information is required.
- Once the HIRAC is approved by the COVID-19 Transition Control Group staff will still need to undertake the following before returning to campus:
 1. The *Induction – transitioning back to campus* module, which will be emailed to you
 2. The [Transition to Campus Form](#) via the Service Desk, which allows you to confirm when and where you will be on campus.

Every staff member must have an approved HIRAC in place before transitioning to campus.

Even if your area has a HIRAC in place, you cannot return until your name is listed against that HIRAC including the date of your return, approved by the TCG.

Rostering and technology

Rostering of staff on different days to create a 'workplace bubble' may be an interim solution to physical distancing in some areas, but with the majority of our staff taking computers, screens, chairs etc. home with them, once they return to campus all of this will be required to be brought back with them.

At this stage of the current restrictions we would expect that staff with laptops would be better equipped for a rostering arrangement than those with a desktop PC only. We recommend you consider this in your planning.

Travel between campuses in Victoria

Now that the border between metropolitan Melbourne and regional Victoria is no longer in place, travel between campuses is once again allowed, once staff have an approved COVIDSafe HIRAC in place to transition to campus.

Face masks/coverings on campus

Across Victoria, if you leave your home you must wear a mask. This applies at all Federation University or Federation TAFE Victorian campuses, even when sitting at your

desk throughout your work day.

This is a Victorian Government requirement in all workplaces with some exceptions related to teaching and health reasons. The Department of Health and Human Services offer more information on wearing face masks at work and [lawful exemptions here](#). We will review this requirement when the government advice allows.

HIRAC submission deadlines

As advised previously, we need five clear working days for the TCG to assess and approve a HIRAC. The following HIRAC submission deadlines are relevant in the lead-up to Christmas:

STAFF RETURN DATE	SUBMIT TO TCG BY:
Monday 23 November	Thursday 12 November for Tuesday TCG
Monday 30 November	Thursday 19 November for Tuesday TCG
Monday 7 December	Thursday 26 November for Tuesday TCG
Monday 14 December	Thursday 3 December for Tuesday TCG
Monday 4 January Monday 11 January	Thursday 10 December is the FINAL DAY to submit HIRACS for approval by the TCG in 2020

Please note, the TCG meets on a Tuesday and a Friday. Submission to a Tuesday meeting allows time if elements of your HIRAC need further assessment before approval.

Health and Wellbeing

Supporting the health and wellbeing of our staff at Federation University and Federation TAFE has been an important priority throughout the pandemic and this continues.

You can find these resources on the Federation website via our [COVID-19 Support for staff](#), [Health and wellbeing](#) and [Coronavirus response](#) webpages.

Remember, if you are confirmed or suspected of having COVID-19, even if your symptoms are mild, it is vital that you remain isolated, do not come on campus and let us know.

- During business hours: call the **COVID-19 Hotline on (03) 5122 6300** (8:30 am to 5:00 pm).
- Outside business hours: call the **Emergency phone number 1800 333 732** for confirmed cases (positive test result). Call the COVID-19 Hotline for suspected cases and negative COVID-19 test results (leave a message to be followed up the next morning).

If you are COVID-free and must attend campus for a one-off visit, please [contact Security](#) via the campus numbers listed online.

Stay safe.

On behalf of the COVID-19 Transition Control Group

