



## Coronavirus response - Federation University Australia

Thursday 23 July 2020

Dear Student,

We have said on many occasions that the health and safety of everyone involved in our university is our highest priority.

The following is an important update on the process to follow if you or another student tests positive to COVID-19 or is suspected of having COVID-19. You must self-isolate while you wait for the results of a COVID-19 test, as well as if you test positive.

Federation University wants to reassure students that help is available if you are faced with the unsettling news of a confirmed or suspected case of COVID-19.

Outlined below is the step-by-step process to report a confirmed case of COVID-19 and the actions that the university will take to make sure our campuses remain safe places for all. It is important to note that you will not be judged or penalised for making a report to the university or if you are directed to self-isolate. There is plenty of support available to get you through, as outlined below.

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### The process of reporting a suspected or confirmed case of COVID-19

The first and most important rule is:

**If you are sick, stay at home. Do not come onto campus. Get tested for COVID-19.**

The university has a centralised approach to the management of any suspected or confirmed case of COVID-19 infection, as part of its 'Incident and Emergency Management Procedure'.

### 1. **Symptoms on campus**

If someone displays COVID-19 symptoms on campus, they must return home immediately and undertake a test for COVID-19. If they do not have independent means to get home, they should contact their emergency contact rather than take public transport.

Where symptoms are severe (for instance, respiratory difficulties), an ambulance will be called immediately.

A staff member must monitor their condition and movements until they leave campus, maintaining physical distancing at all times. They must also report the case via the phone numbers below.

### 2. **Reporting a confirmed or suspected case of COVID-19**

If you are confirmed or suspected of having COVID-19 you must report it as follows.

During business hours: call the **COVID-19 hotline on (03) 5122 6300**.

Outside business hours: Call the **Emergency phone number 1800 333 732** for confirmed cases (positive test result). Call the Hotline for suspected cases and negative COVID-19 test results (leave a message to be followed up the next morning).

### 3. **Deep clean**

The university will follow up immediately on any requirement to conduct deep cleaning on campus.

### 4. **Health authorities notified**

The Department of Health and Human Services (DHHS) will be notified.

### 5. **Contact tracing**

DHHS will undertake contact tracing. They will manage the process following appropriate privacy legislation to protect the identity of staff and students.

If DHHS need to contact you, please remember it will be via a private number.

## 6. Stop the spread

DHHS may direct staff or students to temporarily self-isolate where it determines there has been close contact with a confirmed or suspected case of COVID-19. Remember, you will not be penalised for complying with DHHS directions.

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## Your health and wellbeing

We remind you of the [COVID-19 Support Services for Students](#), which remain available during semester break, and encourage you again to make this link a favourite on your internet search engine so you can readily access support as you need it.

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## Student counselling

Remember that you can talk with a Federation University counsellor free of charge, via phone or online, if you are feeling anxious or distressed. Get emergency contacts and learn how to [make an appointment here](#).

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## On behalf of the COVID-19 Transition Control Group



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