

# Transition Control Group

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

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 Victorian 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 Victoria and, 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 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. We are currently in stage one of the plan.

**Activity-based risk assessments** – There will also be a weekly review of activity-based risk assessments from 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 childcare centres, schools, sporting facilities, cafes and retail.
- 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.**

- 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.
- **If you can work from home, you must work from home.**
- Using a needs-based approach to identify who needs to be on campus. Looking at the specific needs for every student, researcher and staff member in every course or activity delivered by Federation.
- Decision-making and risk assessment starts with our Schools and Directorates, which must apply their detailed knowledge to make safe, informed decisions about who is most needed on campus.
- University leadership via the Transition Control Group has the ultimate decision about operations.

## Three-Stage Plan to Transition to Campus

Based on the Victorian Governments health advice as at 8 July 2020.

### Core responsibilities if you are needed on campus

- **If you feel unwell, stay home, don't come to campus**
- **Practise physical distancing**
- **Frequently wash and sanitise hands**
- **Keep workspaces clean**
- **Download the COVIDSafe app**
- **Complete the *COVID-19 Induction – transitioning back to campus* online module.**

	STAGE ONE Current to mid-semester two	STAGE TWO Not before 19 September 2020	STAGE THREE Not before 4 January 2021
<b>Teaching and Learning</b>	<p>Predominantly online. Conducted online with the exception of:</p> <ul style="list-style-type: none"> <li>• practical classes and essential activity required for student placement and course completion</li> <li>• student placements in essential disciplines.</li> </ul>	<p>Gradual reintroduction of small group on-campus study (plan to resume from 5 October).</p> <p>Predominantly online delivery with online lectures supplemented by some limited on campus small group teaching for certain groups of students and some practical classes.</p> <p>Work integrated learning placements to commence in further disciplines where possible.</p>	<p>Move towards mixed mode delivery – online and small group teaching.</p> <p>Face-to-face teaching and support will increase where possible.</p> <p>Increase student work-integrated learning and work experience where possible.</p>

	<b>STAGE ONE</b> Current to mid-semester two	<b>STAGE TWO</b> Not before 19 September 2020	<b>STAGE THREE</b> Not before 4 January 2021
<b>Students</b>	<p>Predominantly online study.</p> <p>Access to campus /sites is permitted to students who:</p> <ul style="list-style-type: none"> <li>Require access to open study spaces and Wi-Fi, such as specific library spaces which must be booked in advance</li> <li>Need to attend teaching activities in certain disciplines that are mandatory to fulfil their study requirements</li> <li>Need to access health or wellbeing services.</li> </ul>	<p>Predominantly online delivery continues.</p> <p>Certain groups of students will begin to resume on-campus study, activities and services in a staged way.</p> <p>Online delivery continues for all students in particular for:</p> <ul style="list-style-type: none"> <li>Vulnerable groups</li> <li>Those directed to self-isolate or with health or wellbeing concerns</li> <li>Intrastate, interstate or offshore students.</li> </ul>	<p>Large group teaching activities will remain online.</p> <p>Move towards mixed mode delivery and 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"> <li>Vulnerable groups</li> <li>Those directed to self-isolate or with health or wellbeing concerns</li> <li>Intrastate, interstate or offshore students.</li> </ul>
<b>Research including HDR and Honours</b>	<p>If possible, adjust activities so research can be continued from home. Essential lab-based and small scale laboratory-based projects may continue in:</p> <ol style="list-style-type: none"> <li>Biology</li> <li>Engineering</li> <li>Chemistry.</li> </ol>	<p>Field-based projects to resume</p> <ol style="list-style-type: none"> <li>Geology</li> <li>Environmental</li> <li>Conservation.</li> </ol> <p>(Dependent upon on location and government travel advice)</p>	<p>Resume all research on-site where possible including desktop, library, and archives-based research requiring campus access.</p> <p>Research that involves human participants to commence if safe to do so.</p>
<b>Staff</b>	<p>Staff who can work from home, must work from home.</p> <p>Some staff will attend campus where they cannot work from home or if it is necessary</p>	<p>Predominantly working from home.</p> <p>Gradual and phased return to campus where it is safe to do so and in line with Government advice and direction.</p>	<p>If safe to do so, resume working on-campus / sites for more staff.</p>

	STAGE ONE Current to mid-semester two	STAGE TWO Not before 19 September 2020	STAGE THREE Not before 4 January 2021
	<p>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 <b>COVID 19 Induction – transitioning back to campus</b> training module in ELMO and should be limited to:</p> <ul style="list-style-type: none"> <li>• Essential on-site workers / operations such as security, cleaning</li> <li>• Where the role requires it i.e. face-to-face student/ teaching support, on-site research</li> <li>• Staff who cannot work safely or effectively from home.</li> </ul>	<p>Working from campus / sites requires an approved transition plan, risk assessment and completion of the <b>COVID 19 Induction – transitioning back to campus</b> 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>Continuing to work from home requires supervisor approval and should largely be limited to staff:</p> <ul style="list-style-type: none"> <li>• Who are from acknowledged vulnerable groups</li> <li>• Who have real challenges in coming to work in a safe manner or in full compliance with public health rules</li> <li>• Following a government directive to self-isolate.</li> </ul>
<b>On-campus Library &amp; retail operations</b>	<p>Retail stores open for take away only.</p> <p>Food courts remain closed.</p> <p>Libraries remain closed.</p>	<p>Retail stores open for take away only.</p> <p>Food courts remain closed.</p> <p>Controlled access to library with limits to group sizes in line with government restrictions.</p>	<p>Restrictions to be progressively eased in line with government advice.</p> <p>Controlled access to library with limits to group sizes in line with government restrictions.</p>
<b>On-campus sport and social activities</b>	<p>Outdoor gym facilities open.</p> <p>Indoor pool open (max 20 people in pool and 20 on deck).</p> <p>Gyms open (max. 20 people).</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>

	<b>STAGE ONE</b> Current to mid-semester two	<b>STAGE TWO</b> Not before 19 September 2020	<b>STAGE THREE</b> Not before 4 January 2021
<b>On-campus childcare facilities</b>	Childcare facilities are open as per State Government advice.	Childcare facilities are open as per State Government advice.	Childcare facilities are open as per State Government advice.

### 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.