

**Subject:** Coronavirus Update – Cleaning standards on campus Monday,  
**Date:** 1 March 2021 4:13:00 PM



## Coronavirus Update

Monday 1 March

Dear colleagues,

Last Friday, the Victorian Government announced good news in relation to COVID-19 restrictions, which will also have a positive impact on our transition to campus.

**Victoria returned to its pre-Christmas COVIDSafe Summer restrictions over the weekend.**

This included changes to face mask rules and changed caps on social gatherings.

**Masks** – Indoors, you are only required to wear a mask in high-risk settings such as supermarkets, large indoor complexes, aged care facilities, on public transport and in taxis and ride-share cars.

This means that you are no longer required to wear a mask in the office unless you cannot maintain a 1.5 metre distance from others.

**Office capacity** increases for public and private sector workers to 75 per cent.

**Gatherings** – People are allowed to have up to 30 visitors in their home per day, while outdoor gatherings in public spaces increases to a cap of 100 people.

For more information on restrictions visit the [Victorian Government COVID website](#) or the [Queensland Government COVID website](#)

### **Cleaning and hygiene at Federation campuses**

As we are seeing more movement on campus, Facilities Services and Risk, Health and Safety have received quite a bit of interest in the cleaning standards required to reduce the risk of COVID-19 transmission.

Recently, Keith Caldwell, Director, Facilities Services and Didier Leclere, Manager, Risk, Health and Safety conducted a Lunch and Learn session for staff. We thought it worthwhile to share the video for those who may have missed it. [Watch the 'lunch and learn' session 'COVIDSafe – How we are supporting a safe return to campus'](#).

The attached document also outlines the high standard of hygiene and campus cleaning in place to keep staff, students and community members safe as more people return to Federation's campuses and we see more movement around campus.

Below is an overview.

To keep yourself, your colleagues, friends, and your family safe, there are four key actions we should continue:

- Stay at home and get tested if you have any symptoms of coronavirus (COVID-19)
- Practise good hygiene – use hand sanitiser stations across the campuses, wash your hands and cough and sneeze into a tissue or your elbow
- Keep your distance – stay 1.5 metres away from people wherever you can
- Wear a face mask when required. Federation follows the state government requirements for wearing face masks and we expect staff and students to do the same while on campus.

## **Cleaning**

Facilities Services has overall responsibility and regularly cleans all university buildings and amenities, as well as providing touch point cleaning. Specialist disinfectant cleaning and deep cleans are also undertaken but only in response to a known or suspected case of infection.

Staff and students are also expected to take an active role in cleaning up after themselves. Sanitising alcohol-based wipes are available across campuses to clean work surfaces, equipment and tools. If you are in an area that does not have these, please [contact Facilities Services](#).

It is recommended that students and staff clean shared items or surfaces before and after activities. Activities include lectures, tutorials, lab work, workshops, and practical classes. Items to be cleaned include computer equipment, teaching stations, chairs (backs and sides) and desk/table surfaces.

## **Capacity limits in rooms and classrooms**

Please comply with capacity limits in all rooms across campus – signage is in place on all non-timetabled areas.

In classrooms, the capacity has been set within the timetabling system in accordance with the government restrictions that were applicable at the time the timetable was established.

Some changes have occurred since then, but you cannot vary the number of students in the class without proper consultation, amendment and approval of relevant [COVIDSafe HIRACs](#). You must also consider before any change is approved:

- The impact on students already enrolled (e.g. will it force students to un-enrol and re-enrol)
- Ensuring students are recorded as attending the correct classes – particularly important for contact tracing
- Academic workload model
- Changes to HIRACs – where the original risk assessments were based on a 1 person per 4 square meter risk profile. Changing these parameters will require the requester to review their HIRAC and take responsibility for ensuring COVID Safe principles continue to be applied
- Refer to the relevant Health Department website for updates to restrictions. The university will make reasonable efforts to ensure current restriction levels are

communicated and implemented however staff with responsibility for HIRAC's are also responsible for ensuring these risks and requirements are constantly monitored

- Speak to Facilities Services or your Health and Safety Representative for further advice.

### **Physical distancing**

Ensure you keep a safe distance of at least 1.5 metres between yourself and others – this may also be marked by floor decals and “not in use” signage in some seating areas.

For further information speak to your Dean or Director or your health and safety representative or contact Facilities Services:

- Ballarat Brisbane and Wimmera campuses - 03 5327 9520
- Berwick Campus - 03 5122 6086
- Gippsland Campus - 03 5122 6688
- Requests for maintenance should be logged via our works request system “PULSE” (formerly BEIMS): [Ballarat Brisbane and Wimmera](#); or for [Gippsland and Berwick](#).

### **Contact Tracing**

Federation University has developed a multi-layered approach to contact tracing.

1. QR codes have been deployed around non-timetabled spaces where students or staff are likely to gather. Each QR code is unique to that room or space, please scan each QR code when you are planning to stay in that area for 15 minutes or longer. It is recommended that you download the [Victorian Services App](#) which will assist in using the QR code. If the QR codes does not work on your device, manual records will be maintained for students or staff who are unable to use the QR code system.
2. Timetabling information is a primary source of information for students and staff attending classes, workshops, meetings etc. If you are in a class that you have not been timetabled to attend, please make yourself known to the presenter or teacher.
3. Staff records must be accurate and make sure your contact information is up to date. Your Dean, Director or Manager must be aware of your work location and normal working hours.
4. We encourage staff and students to download and activate the [Australian Government's COVIDSafe app](#).

### **VC Staff Forum**

The Dean of Students and Registrar, Teresa Tija will also be providing an overview of what a COVID Safe Orientation and semester one looks like for our students, at the VC Staff Forum on Wednesday 3 March, 10:00am. Registrations are now open to staff to [join the forum](#).

Stay safe.

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

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