



Coronavirus Update

THURSDAY 23 JULY, 2020

Dear colleagues

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, a colleague or a 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. This important question was raised in yesterday's Vice-Chancellor's Staff Forum and it is appropriate to share this information again with staff and students.

Federation University wants to reassure staff and 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. There is plenty of support available to get you through. There are also leave provisions available via discussion with your HR business partner about your individual circumstances.

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 or a student reports to you that they are confirmed or suspected of having COVID-19, you must report it as follows.

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

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

Please do not just send an email, please call the hotlines listed above.

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.

Please also consider downloading the [COVIDSafe app](#), designed to help speed up contact tracing of people exposed to COVID-19. You can find more detailed information about [how it works here](#).

Protecting your health on campus

Throughout the COVID-19 pandemic we have closely followed the advice of government authorities to protect the health and wellbeing of our students, staff and communities.

The [COVIDSafe Plan](#) for Federation University and Federation TAFE outlines a range of policies and procedures that align with government and Universities Australia guidelines.

If you must attend campus

There are only a limited number of staff who are currently approved to be on campus.

If you believe you have a particular need to be on campus, this must be discussed with your Dean or Director who will then forward the request to the recruitment and resources committee for approval. If you need to visit campus for a one-off activity, for instance printing or dropping back a library book, you must notify Security so appropriate touch-point cleaning can be conducted after you leave. Call Security on:

- Ballarat campuses - 5327 6333

- Berwick Campus - 5122 8555
- Gippsland Campus - 5122 6662
- Wimmera Campus - 5382 0560 or 0417 820 560.

Accessing staff support

HR support

COVID-19 hotline – (03) 5122 6300 between 8.30am–5.00pm to speak to HR about questions relating to working arrangements due to the pandemic.

Manager Support Line – (03) 5327 9530 from 8.30am – 5.00pm or email manager.hrsupport@federation.edu.au for advice on the changed working conditions.

Updates on Federation's COVID-19 response

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

On behalf of the COVID-19 Transition Control Group

