



Coronavirus Update

TUESDAY 30 JUNE, 2020

Dear colleagues

The following update from the COVID-19 Transition Control Group provides important information for staff on the staged transition to on-campus operations. This is designed to ensure that our pathway forward to on-campus operations is safe for all of us and in line with government health and safety requirements.

COVID-19 impact in Victoria

In the past week there has been a significant increase in the number of new cases of COVID-19 in metropolitan Melbourne, including a significant rise in community transmissions, with many cases still being investigated for their origin.

There is a concern that people have become complacent with some of the key measures designed to protect us, in particular, physical distancing, good hand hygiene and putting limits on social engagements in our homes.

This has prompted a call for everyone in Victoria to be increasingly vigilant. With this in mind, we thought it timely to remind all staff of the shared responsibilities that the university has to its staff and that staff have to the university, to ensure that we are operating in a way that follows government requirements and together we minimise the risk of spreading of COVID-19.

Shared responsibilities

- **Practise physical distancing** – we will provide clear markers for 1.5 metre physical distancing and total room capacity and we ask all staff and students to comply for their own safety.
- **Careful hazard identification and risk assessment** – you will most likely have a thorough understanding of the activities being undertaken individually and through your School and Directorate. Please work in consultation with your management, colleagues and Health and Safety Implementations teams, to make sure any hazards are identified.
- **Keeping workspaces and meeting rooms clean** – if on campus we all need to remember to clean up after ourselves. Our facilities staff will follow up with concentrated cleaning.

- **Protecting vulnerable workers** – we will make reasonable adjustments for vulnerable workers but we need your advice if you are in one of the categories below.

Please tell your manager or if you prefer, speak to your HR business partner if you are in one of the categories defined by Safe Work Australia as facing a high-risk from COVID-19. This includes people 65 years and older with one or more chronic medical condition, people 70 years and older; Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic medical condition; and people with compromised immune systems.

Our responsibilities to you

- **Leadership accountability** from our senior executive, through to Deans, Directors, and management, for decisions made about who should be attending one of our campuses.
- **Developing cautious, methodical Transition to Campus plans** that comply with government directives and with the flexibility to adapt and adjust with government advice.
- **Ensuring that you have access to equipment to work effectively from home**, where working from home is possible. This includes everything from IT support and hardware, to wellbeing measures including flexible work arrangements and online programs to make sure everyone is engaged and making a meaningful contribution.
- **Concentrated campus cleaning** including areas where we know staff have been, touch point cleaning and providing more facilities for hand sanitising.
- **Protecting vulnerable workers** by engaging directly with staff to check if there are any risks to their safety such as a pre-existing medical condition that could compromise their capacity to fight COVID-19.

Your responsibilities to the university community

- **Do not come onto campus unless you are approved** by your manager to do so.
- **Work from home if it is possible to do so.**
- **Get tested for COVID-19 if you have any cold, flu or respiratory symptoms** and stay home until you get the test results back.
- **If you are approved to work on campus you must follow these rules:**
 1. Stay home if you are sick.
 2. Complete the COVID-19 Induction – transitioning back to campus, which will be emailed to you directly and the [Transition to campus form](#) so we know exactly who is on campus on any given day.
 3. Practise physical distancing. There are a number of staff approved to be on campus and it is easy to slip into old ways of working closely together. This is unfortunately not the time to be complacent and we must all stick to the 1.5 metres physical distancing rule even with colleagues we see every day.
 4. Practise good hand hygiene. Wash your hands regularly and hand sanitise as you move around the campus.
 5. Do not use staff kitchens. We would not normally encourage anyone to eat at their desk but to prevent the spread of germs and to ensure we can perform concentrated cleaning in the right areas, sitting in communal kitchen and social eating areas is off the menu. You must also bring your own plates and cutlery.

We understand this is a serious message but the safety of our university community has

an impact on the safety of the broader communities in which we live.

This is an unprecedented public health situation in Australia and the actions we take now as individuals, will have a collective impact on the health of everyone around us.

Thank you all for your efforts to date to keep our campuses safe and deliver a high-quality learning and working environment. We know that the current situation presents many challenges, which we will continue to work on together.

We will provide further updates on our transition to campus planning over the coming weeks.

On behalf of the COVID-19 Transition Control Group

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