International COVID-19 Webinar

October 2020

Wayne Millar
Past President, TEFMA
COVID-19 Numbers - Australia
COVID-19 Numbers – New Zealand
All 65 tertiary institutions across Australasia are members of TEFMA

1.1m students (EFTSL)
14.9m m² GFA
OpEx $1.3b p.a.
CapEx $2.5b p.a.

Context – sector statistics
Institutional strategies to mitigate revenue losses

- Delay or scaling back of uncommitted capital works & major projects
- Reappraisal of infrastructure requirements
- Review of viability of campuses with consolidation intent
- Course rationalisation and program prioritisation
- Hiring and pay freezes, staff cuts and “efficiency” restructures
- Discretionary expenditure freeze including travel, consultancies & maintenance
Successful Intervention & Innovation
Adversity or Opportunity ‘Fast Tracking’
**Successful Intervention & Innovation - Campus Closure & Opening Plans**

<table>
<thead>
<tr>
<th>PREPARE THE BUILDING</th>
<th>PREPARE THE WORKFORCE</th>
<th>IDENTIFY, IMPLEMENT PROTOCOLS &amp; PRINCIPLES</th>
<th>DETERMINE ACCESS CONTROL &amp; SOCIAL DISTANCING</th>
<th>REDUCE TOUCH POINTS &amp; INCREASE CLEANING</th>
<th>COMMUNICATE &amp; REVIEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure cleaning plans, pre-return forms and inspections, HVAC &amp; mechanicals checks are completed</td>
<td>Decide who returns and when and establish employee communications</td>
<td>Operate within UC risk management and WHS frameworks to ensure safe workplaces and work practices</td>
<td>Decreasing density, scheduled management, pedestrian traffic patterns</td>
<td>Touchless ingress/egress, clean desk rule, cleaning common areas</td>
<td>Communicate transparently, listen/ survey and review regularly</td>
</tr>
</tbody>
</table>

- **Return to Campus form completed**
- **Detailed plan on how staff are to return to work (can be recorded on Return to Campus Form)**
- **Sector-based guidelines for all entities and activities on campus where relevant are reviewed, implemented and documented in Covid-19 Safety Plan**
- **COVID-19 Physical Distancing Checklist Completed and control measures incorporated into the COVID-19 Safety Plan**
- **Communication plan developed and implemented**

- **Laid out with Campus Estate to ensure all Mechanical, HVAC, Emergency Safety systems are back online within the building**
- **Vulnerable employees identified and employees in vulnerable groups - Assessment completed**
- **Appropriate risk assessment process and hierarchy of appropriate controls applied to all high-risk activities (MHL, for O&M teams)**
- **COVID-19 How to clean and disinfect your workplace (Qld, Australia) reviewed and cleaning requirements identified and recorded in the Covid Safety Plan**
- **COVID-19 Safety Plan completed**

- **Areas cleaned prior to reopening including common areas such as kiosks and fridges etc.**
- **Essential roles such as Wardens and First Aid officers identified and appropriate for number of staff returning**
- **Managing Meetings in the Workplace - information circulated to all staff**
- **Enhanced cleaning and disinfecting practices maintained in consultation with Campus Estate and documented in COVID-19 Safety Plan**

- **All inspections, remediations, repairs and communications are complete before reopening**
- **Notified People and Diversity of staff who are continuing to work from home and proposed return dates**
- **COVID-19 Activity Specific Guidance – Teaching**
- **COVID-19 Activity Specific Guidance – Research**
- **COVID-19 How to clean and disinfect your workplace (Qld, Australia)**
- **COVID-19 Procedure Suspended or Confirmed Case**

---

**Completed the COVID-19 SAFETY PLAN – documenting the plan for how the work area will keep the workplace safe during the COVID-19 pandemic.**

---

**Resources and Guidance**
- **Return to Campus Form**
- **COVID-19 Activity Specific Guidance**
- **COVID-19 Activity Specific Guidance – Teaching**
- **COVID-19 Activity Specific Guidance – Research**
- **COVID-19 Activity Specific Guidance – Staff & Students on Campus**
- **COVID-19 Activity Specific Guidance – Student Accommodation**
- **COVID-19 Activity Specific Guidance – Other Services & Activities**
- **COVID-19 Activity Specific Guidance – Teaching**
- **COVID-19 Activity Specific Guidance – Research**
- **COVID-19 Activity Specific Guidance – Staff & Students on Campus**
- **COVID-19 Activity Specific Guidance – Student Accommodation**
- **COVID-19 Activity Specific Guidance – Other Services & Activities**
- **COVID-19 How to clean and disinfect your workplace (Qld, Australia)**
- **Duties under WHS laws (Qld, Australia)**
- **COVID-19 Procedure Suspended or Confirmed Case**

---

**MOST IMPORTANTLY**
- Constantly reinforce hand washing, social distancing and staying home when unwell
Successful Intervention & Innovation ‘Technology & Tracing’
Successful Intervention & Innovation ‘Technology & Occupancy Tracking’
Successful Intervention & Innovation ‘Technology & Energy’
**Successful Intervention & Innovation ‘Technology & maintenance’**

---

### Return to Campus - Workplace Readiness

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Prepare the Building</td>
</tr>
<tr>
<td>2.</td>
<td>Prepare the Workforce</td>
</tr>
<tr>
<td>3.</td>
<td>Identify, Implement Protocols &amp; Principles</td>
</tr>
<tr>
<td>4.</td>
<td>Determine Access Control &amp; Social Distancing</td>
</tr>
<tr>
<td>5.</td>
<td>Reduce Touch Points &amp; Increase Cleaning</td>
</tr>
<tr>
<td>6.</td>
<td>Communicate &amp; Review</td>
</tr>
</tbody>
</table>

- **Prepared the Building**
  - Ensure cleaning plans, pre-return forms and inspections, HVAC & mechanical checks are completed.
  - Decide who returns and when and establish employee communications.
  - Operate within UQ risk management and WHS frameworks to ensure safe workplaces and work practices.
  - Decreasing density, scheduled management, pedestrian traffic patterns.
  - Touchless ingress/egress, clean desk rule, cleaning common areas.
  - Communicate transparently, listen/survey and review regularly.

- **Prepared the Workforce**
  - Return to Campus form completed.
  - Detailed plan on how staff are to return to work (can be recorded on Return to Campus Form).
  - Sector based: guidelines for all entities and activities on campus (such as all that are reviewed, implemented and documented in CoVID-19 safety plan).
  - COVID-19 physical distancing checklist: completed and control measures incorporated into the COVID-19 safety plan.
  - Communicate plan: developed and implemented.

- **Identified, Implemented Protocols & Principles**
  - Detailed plan on how staff are to return to work (can be recorded on Return to Campus Form).
  - Sector based: guidelines for all entities and activities on campus (such as all that are reviewed, implemented and documented in CoVID-19 safety plan).
  - COVID-19 physical distancing checklist: completed and control measures incorporated into the COVID-19 safety plan.
  - Communicate plan: developed and implemented.

- **Determined Access Control & Social Distancing**
  - Detailed plan on how staff are to return to work (can be recorded on Return to Campus Form).
  - Sector based: guidelines for all entities and activities on campus (such as all that are reviewed, implemented and documented in CoVID-19 safety plan).
  - COVID-19 physical distancing checklist: completed and control measures incorporated into the COVID-19 safety plan.
  - Communicate plan: developed and implemented.

- **Reduced Touch Points & Increased Cleaning**
  - Detailed plan on how staff are to return to work (can be recorded on Return to Campus Form).
  - Sector based: guidelines for all entities and activities on campus (such as all that are reviewed, implemented and documented in CoVID-19 safety plan).
  - COVID-19 physical distancing checklist: completed and control measures incorporated into the COVID-19 safety plan.
  - Communicate plan: developed and implemented.

- **Communicated & Reviewed**
  - Detailed plan on how staff are to return to work (can be recorded on Return to Campus Form).
  - Sector based: guidelines for all entities and activities on campus (such as all that are reviewed, implemented and documented in CoVID-19 safety plan).
  - COVID-19 physical distancing checklist: completed and control measures incorporated into the COVID-19 safety plan.
  - Communicate plan: developed and implemented.

---

*Completed the CoVID-19 Safety Plan – documenting the plan for how the work area will keep the workplace safe during the CoVID-19 pandemic.*

---

### Resources and Guidance

- Return to Campus Form
- CoVID-19 Safety Plan Template
- Guide to identifying and supporting vulnerable employees (CoVID-19)
- Employees in vulnerable groups – Assessment
- CoVID-19 Mental Health (Telework Australia)
- CoVID-19 Activity specific guidance – teaching
- CoVID-19 Activity specific guidance – research
- CoVID-19 Activity specific guidance – staff & students on campus
- CoVID-19 Activity specific guidance – student accommodation
- CoVID-19 Activity specific guidance – other services & activities
- CoVID-19 Social distancing in the workplace
- CoVID-19 physical distancing checklist (Telework Australia)
- Guide: 19 and Managing Meetings in the Workplace
- CoVID-19 How to clean and disinfect your workplace (Telework Australia)
- Duties under WHS laws (Telework Australia)
- CoVID-19 Procedure suspects or confirmed cases

---

**MOST IMPORTANTLY**

- Constantly reinforce hand washing, social distancing and staying home when unwell.

---

*TEFMA*
While we are all focused on managing the immediate legal and practical issues arising from the COVID-19 pandemic, it is worthwhile considering some of the issues we anticipate will arise as social distancing, working from home and economic pressure becomes the new norm.

As we move to nearly 100% remote working, the risk of psychological injury increases.

Over time there is also a greater potential risk from poor ergonomic working environments.