

COVID-19 Protocols

V.3

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1. PURPOSE

This practical guide has been prepared for Alphacrucis College (AC) and its campuses to reduce the risk of Coronavirus (COVID-19) transmission in the college environment during the COVID-19 pandemic. Decisions about how to apply the broad guidance provided in this document will be made by each AC campus with reference to local context and requirements. This document is current as of 18 January 2022 and is subject to change in line with changes to the Australian Government and State/Territory governments' general health guidelines.

2. BACKGROUND

What is COVID-19? COVID-19 is a respiratory illness caused by a new virus. Symptoms include fever, coughing, sore throat, shortness of breath and loss of taste and smell.

The virus can spread from person to person, but good hygiene and physical distancing can reduce the risk of infection. For most people, COVID-19 is experienced as a mild disease. The focus on reducing transmission is to ease the burden on our health system, rather than eliminate the spread. If any members of the AC community are sick and think they have symptoms of COVID-19, they should immediately seek medical advice. If they want to talk to someone about their symptoms, or are seeking information, they should call the National Coronavirus Hotline for advice on 1800 020 080. This line operates 24 hours a day, seven days a week or download the Coronavirus Australia App.

3. GENERAL MEASURES

AC has campuses in Adelaide, Brisbane, Hobart, Melbourne, Perth and Sydney.

The following general measures will be dependent on individual State and Territory restrictions, in consultation with the relevant manager and apply to all campuses. These measures are to support physical distancing, help to protect health service provision and ensure business continuity:

- staff and students who are sick with cold and flu symptoms must NOT attend any AC location;
- staff who can attend work safely should do so, dependent on individual State restriction and in consultation with relevant manager;
- Lecture spaces will conform with current Public Health orders within their Governing States;
- staff should continue to undertake their normal duties with risk mitigation strategies; and all staff, students and visitors must adhere to the physical distancing guidelines;
- QR Code check in will be required for all staff, students and visitors for all AC campuses and in accordance with individual States and Territory orders.

AC should continue to operate within its risk management and Workplace Health and Safety (WHS) frameworks and ensure obligations to provide safe workplaces and work practices are maintained. Where first aid is required, standard precautions should always be adopted.

4. ACTIVITY SPECIFIC GUIDANCE

This section covers:

- Teaching;
- students and staff on campus for research or other purposes and;
- other services and activities.

All of these are dependant on individual State and Territory restrictions.

4.1 TEACHING

4.1.1. LARGE, MEDIUM AND SMALL GROUP STUDY

- Lecture spaces will conform with current Public Health orders within their Governing States.
- Where physical distancing and appropriate cleaning can be maintained, campus teaching for groups under 100 can resume for face to face studies. Clear signage should be provided at entry of venues indicating maximum occupancy in accordance with current State Government guidelines.
- Hand sanitiser or equivalent should be provided for use by staff and students at venue entries.
- Each lecture venue will be cleaned at least once per day.

4.1.2. FIELD-BASED STUDIES AND PLACEMENTS

- Field trip activities can proceed in line with physical distancing rules when appropriate.
- Work or clinical placement should continue to be supported if the placement institution has in place appropriate safety measures, and if the general measure in this plan can be met. Then, when appropriate, approved by State Directors and Faculty.
- All Field Trips and Placements may require vaccination certificates

4.2 STUDENTS AND STAFF ON CAMPUS

4.2.1 GENERAL PRINCIPLES

- Hand hygiene facilities and products should be visible and their use promoted widely.
- Physical distancing guidelines, good hygiene practices should be promoted, and staff/students reminded of avoiding physical greetings.
- A staggered return of staff/students on campus should be considered dependent on individual State restrictions and in consultation with relevant manager.
- Regular communication and updates on health protocols should be provided to staff and students.



AC SIGNAGE FOR CAMPUSES

- Plans for physical distancing should be in place for common areas.
- Public gatherings should be restricted in accordance with State Government guidelines.
- Efforts to avoid queuing should be in place and where necessary establish clear 1.5 metre separation between people.
- Suitable waste disposal bins and regular cleaning and waste disposal programs should be in place.
- Regular cleaning protocol should be in place to disinfect high touch surfaces, such as tables, kitchen benches and door handles.
- Staff/students should be encouraged to use physical distancing rules when attending cafes and restaurants.
- Ventilation in common areas should be increased by opening windows or adjusting air-conditioning.
- State Directors are responsible for implementing these general principles and the specific guidelines below at their location.

4.2.2 SPECIFIC GUIDELINES

A. PUBLIC FACING AREAS

- Physical distance plans should be established for each public facing area.
- Appropriate hand hygiene products should be in place in each public/counter area.

B. LIBRARY

- Self-service access (e.g. checking out/in books) should be encouraged.
- Online support services, via digital platforms (e.g. video conferencing, email, etc) should continue where appropriate.
- Use of electronic, rather than hardcopy resources should continue to be promoted.
- The layout of the library space, to enable physical distancing (e.g. limit number to access, limit chairs/tables etc.) should be adjusted where possible.
- For more comprehensive information, refer to the AC Library Plan in Schedule A.

C. SHARED OFFICE ENVIRONMENTS

- Shared office plans should be developed to ensure appropriate physical distancing is in place which may include staggered hours or rosters in line with each campus's staffing profile and requirements.

D. SHARED TEA ROOMS/KITCHENS/COMMON AREAS

- Physical distancing should be promoted through signage and layout.
- Occupancy of venues will be in accordance with current State Government guidelines.

E. LIFTS

- Maximum persons permitted per lift will be indicated on signage.
- Where possible, access to fire stairs will be available to access various floors, reducing traffic in lifts.
- All lift and fire stairs surfaces will be cleaned on a regular basis.

F. RECORDING ROOMS

- Physical distancing should be adhered to.
- Appropriate hand hygiene products should be in place.
- Occupancy of venues will be in accordance with current State Government guidelines.

G. MEETING ROOMS

- Physical distancing should be adhered to.
- Appropriate hand hygiene products should be in place.
- Occupancy of venues will be in accordance with current State Government guidelines.

4.3 OTHER SERVICES AND ACTIVITIES

4.3.1 COMMUNITY VISITS/EVENTS

A. LARGE EVENTS

Large events that are necessary will be held in accordance with current Government guidelines.

B. SMALL EVENTS

Small events can be held in accordance with current Government guidelines.

C. WORKSHOPS/CONFERENCES

Workshops and conferences should be scheduled subject to current Government guidelines.

D. CAMPUS TOURS/OPEN DAYS

Open days and campus tours can be held on campus in accordance with current Government guidelines.

E. GENERAL VISITORS

General visitors such as business guests can visit in line with physical distancing guidelines.

4.3.2 ENVIRONMENTAL CLEANING

Coronaviruses, including COVID-19, can survive on surfaces for many hours but are readily inactivated by cleaning and disinfection. To reduce the spread of viruses or germs at AC through environmental cleaning, arrangements should be in place to:

- clean and disinfect frequently used high touch surfaces such as benchtops, desks, doorknobs, taps and handrails with a detergent solution or detergent/disinfectant wipes;
- clean and disinfect frequently used objects such as shared computers and photocopiers with a detergent solution or detergent/disinfectant wipes;
- clean and disinfect outdoor tables and chairs with a detergent solution or detergent/disinfectant wipes;
- increase the amount of fresh air available indoors by opening windows or adjusting air conditioning where it is appropriate to do so; and
- provide regular cleaning of toilets, showers and bathroom facilities.



5. GUIDELINES IN THE EVENT OF A POSITIVE CASE

5.1 COMMUNICATING WITH STAFF AND STUDENTS

AC will continue to communicate the latest health advice to all members of the AC community and remind them of the importance of staying away when ill and getting tested if the COVID-19 symptoms are present. If a student or member of staff is unwell and think they might have contracted COVID-19, they should follow the Australian Government's Department of Health advice on what they should do next.

5.2 NOTIFICATION – HEALTH DEPARTMENTS

Notification of positive cases of staff or students will need to be made to the Director of Campuses at gary.lottering@ac.edu.au, then AC will advise Building Management, if applicable, then either Building Management or AC will advise a Public Health Unit (PHU) and activate relevant protocol.

AC will support as necessary the PHU, including;

- information on the setup of the facility/location the person may have visited;
- total number of staff and students in the facility and in the affected area and names as appropriate; and
- any other information that can support contact tracing.

The PHU will advise and assist with the following:

- confirming the presence of an outbreak; and
- identifying the control measures that need to be in place.

5.3 STATE/TERRITORY PUBLIC HEALTH UNIT CONTACT DETAILS:

Contact details and websites of the local State and Territory health departments are available [here](#).

5.4 COVID-19 CASE AND OUTBREAK MANAGEMENT

5.4.1 RESPONSE TO A SUSPECTED CASE OF COVID-19 ON CAMPUS

Where there is a suspected or confirmed case of COVID-19 in a campus environment, staff should work through their State Director or WHS officer who will contact the National Coronavirus Helpline (1800 020 080) which operates 24 hours a day, 7 days a week for further advice or their State/Territory based health department.

There may be a need to implement short-term room or building closure procedures if an infected person has been on campus to ensure adequate cleaning. If a staff member or student is unwell, they should not attend campus or should leave to go home. If they are a suspected COVID-19 case, they should self-isolate and seek testing in accordance with state or territory guidelines.

The staff member or student must remain away whilst a diagnosis is sought. If COVID-19 is excluded, the staff member may be able to return to work once well and as guided by the infectious period for their condition. If a diagnosis of COVID-19 is confirmed, the staff member must be excluded until they meet the criteria for release from isolation. It is important that all areas also follow situationally appropriate environmental cleaning following a confirmed case of COVID-19 in a facility. In some cases, the identification of a suspected or confirmed case should not require closure beyond the immediate affected area.

5.4.2. CONTACT TRACING

Health services use contact tracing to find people who may have been exposed to an infectious disease. There are two types of 'contacts' – close contacts and casual contacts. Health services give advice to both contact types on what they need to do. Close contacts are those that are likely to be at a higher risk of being infected. 'Close contact' is defined as any person with the following exposure to a suspect, confirmed or probable case during the case's infectious period, without appropriate personal protective equipment (PPE):

- direct contact with the body fluids;
- face-to-face contact in any setting within two metres of a case for 15 minutes or more; or
- having been in a closed environment (e.g. a classroom) within two metres of a case for
- 15 minutes or more.

Casual contacts are persons with exposure to the case who does not meet the criteria for a close contact.



5.4.3 HYGIENE MEASURES

- Washing your hands regularly for 20 to 30 seconds.
- If soap and water is not available, use a hand sanitiser with at least 60 per cent alcohol.
- Hand sanitiser is a convenient choice and can help you avoid getting sick and spreading germs to others.
- Hand sanitiser does not replace washing your hands after using the bathroom.
- Always use soap and water if your hands are visibly soiled.
- Avoiding touching your eyes, nose and mouth.
- Covering your mouth and nose when coughing and sneezing with a tissue or coughing into your elbow.
- Dispose of used tissues into a bin immediately and wash your hands afterwards.

5.4.3 PHYSICAL DISTANCING

Physical distancing means separating staff and students from each other and other people as much as possible in all places, including halls of residence. The following physical distancing measures should be adhered to:

- attempting to keep a distance of 1.5 metres between yourself and other people;
- avoiding crowds and large public gatherings;
- avoiding shaking hands, hugging, or kissing other people; and
- keeping connected with others, including colleagues, friends and family, through phone, email, social media, and online work platforms when possible.



SCHEDULE A: AC LIBRARY PLANS FOR REOPENING

The following plan of action for the reopening of AC libraries to students has been compiled in consultation with AC Library staff; other library reopening practices and ALIA (Australian Library and Information Association) guidelines.

The section below details plans for library staff operating in reopened campus libraries.

- Facilitate 2hr study/browsing bookings for library usage to ensure maximum numbers are not exceeded – online self-booking system to be used (users who ‘just turn up’ may be delayed entry if numbers are at the maximum allowed)
- Reduced hours for bookings to be made (between 10am-3pm) to allow for cleaning before and after (times & available days may vary between campus libraries)
 - Adelaide = Library pick up only (no space to safely distance and use computers/study desks)
 - Brisbane = Library pick up only or 1 person on library computers + 1 browser = 2 maximum
 - Hobart = Library pickup only (no space to safely distance and use computers/study desks)
 - Melbourne = 8 seated (including 3 computer desks) + 2 browsing = 10 maximum (including staff)
 - Perth = Library pickup only (no space to safely distance and use computers/study desks)
 - Sydney = 9 seated (incl 6 computer desks) + 2 browsing = 13 maximum (including staff)
- Record name, contact number and emails of students entering the library for more than 15mins so people can be contact traced if required

ALIA recommends that, where libraries are required to collect personal data from patrons:

- Libraries seek consent from library patrons before collecting personal data for contact tracing purposes.
- Libraries only collect personal data required for contact tracing (e.g. name and contact phone number or email address).
- Libraries are transparent in the way they document, store, and use this data, including details of who they may pass the information onto, under which circumstances, and how long they will keep the information for.
- Libraries put procedures in place to destroy records immediately following the retention period of 28 days.

To ensure that students who refuse to provide personal details can still access library services and collections, AC libraries will consider:

- Accommodating quick visits of under 15 minutes that do not require the recording of personal data.
 - Providing contactless services, such as 'click and collect', that do not require the patron to enter the library.
 - Providing support to use electronic collections as a substitute for physical collections.
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- Remove seating to ensure appropriate distance between users at computers/reading areas
 - Use hand sanitizer after handling returns and used items; plastic gloves should be provided as well
 - Use Dettol (or similar) disinfectant wipes to regularly wipe over computer keyboards, desktops, mouse, monitor, stapler, hole-punch, photocopier etc after each use

- For smaller libraries where it is not practical to have people sitting in the library and others wandering around, the Library Take Away service can be promoted – ie: people request what they want prior to arrival and library staff person retrieves it, loans it out and gives it to the student
- Wedge library doors open so they don't need to be touched for entry/exit
- If payment is necessary, promote credit card payments, or quarantine any cash for 3 days as per returned books (sanitise and wash hands after handling if you touch cash)
- Place tables in front of library counter to prevent people leaning over if there is space to do so (use for book display or something similar to make it look presentable)

Supplies required at each campus library:

- Hand sanitiser
- Disposable disinfectant wipes (Dettol or similar)
- Plastic
- disposable gloves

At the appropriate time the following notice will be communicated to students via library catalogue front pages, Moodle announcements, Intercom and signage at library entrances:

AC Libraries look forward to welcoming staff and students back into our libraries when we re-open our doors in accordance with State Government guidelines.

In accordance with the directions from Federal and State governments & AC Executive, access will be limited to a maximum of [10] persons (less in our smaller campus libraries at any one time. Access to the campus libraries will be via an online booking system [here](#). If you need to speak to your local library staff, contact details are below:

Adelaide Rebecca Tamas: rebecca.tamas@ac.edu.au 08 7127 1489

Brisbane Crystal Parker: crystal.parker@ac.edu.au 07 3117 9188

Hobart Barbara Hattrell: barbara.hattrell@ac.edu.au 03 6266 4167

Melbourne Kerrie Stevens: kerrie.stevens@ac.edu.au 03 8799 1155

Perth Lee Hewson: lee.hewson@ac.edu.au 08 6267 1122

Sydney Alison Lau: alison.lau@ac.edu.au 02 8893 9017; Hannah Chang: hannah.chang@ac.edu.au 02 8893 9017

If you want to borrow resources from the library without staying to utilise the study spaces, please pre-arrange a pick-up time using our Library Take Away service. Email your campus library with a list of wanted items - we will retrieve these items from the shelves and have them ready for you to collect, contact-free.

To ensure safe practices continue to be exercised by library users, each person who visits an AC Campus Library to study in the library will be required to have their name and contact details recorded so you can be contacted if required.

We require safe practices to be exercised by library visitors, so we...

- Ask you pre-book a study space by using the online booking form [here](#);
- Prefer you to use your own devices and equipment (computers, pens etc);
- Are cleaning computers and equipment such as staplers etc after each use;
- Prefer you to request items for loan using the Library Take-Away by contacting your local campus library (details above);
- Continue to provide a Collection
- Copy Request Service for scanning and emailing of collection resources [here](#).

Most importantly, we ask you to please stay at home if you have any cold or flu-like symptoms and we will continue to assist you via phone, email or Zoom.

We are so looking forward to seeing you in the library again.
