Your COVID-19 Safety Plan

General

Business details

Business name: The University of Sydney
Business location (town, suburb or postcode): The University of Sydney, NSW 2006 (general plan for all campuses)
Completed by: Matthew Mitchell
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Effective date: 8 November 2021
Date completed: 29 November 2021

Wellbeing of staff and customers

Exclude people who are unwell from the premises.

Agree
Yes

Tell us how you will do this

This is communicated through many channels including:

- Direct communications to staff, students, contractors and visitors
- Website and intranet content
- Conditions of entry
- Signage
- Standardised pre-class scripts for teaching staff.

**Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks, and cleaning.**

Agree

Yes

Tell us how you will do this

As above.

**Display conditions of entry including requirements to stay away if unwell and record keeping.**

Agree

Yes

Tell us how you will do this

Our conditions include the requirement to stay away if unwell and use the Service NSW QR codes at the entrances to all University building. These conditions of entry are frequently communicated to staff and students.

Visitor are alerted to our conditions of entry by their hosts and via the University website and required to complete a declaration confirming their agreement to our conditions of entry.

**Encourage staff to access COVID-19 vaccination.**

Agree

Yes

Tell us how you will do this

Everyone in the University community has been encouraged to get vaccinated.

The University has partnered with NSW Health and the Sydney Local Health District to deliver vaccination to the community with vaccination clinics on our Mallet Street campus (Camperdown) and periodically with the Main Quadrangle of the University.

Until further notice, staff, students, visitors and contractors who wish to attend campus must be fully vaccinated or be able to show evidence of a negative COVID test result within the previous 3 days.
Physical distancing

Capacity must not exceed 1 person per 2 square metres of space of the premises.
Agree
Yes
Tell us how you will do this

Gatherings at the University for the purposes of normal business (research and education) are exempt from the 2 square metre rule under the current and previous Public Health Orders. However, we support physical distancing where possible.

The 2 square metre rule is applied in some specific University venues including the Chau Chak Wing Museum and the Seymour Centre.

Ensure 1.5m physical distancing where possible, including:

- at points of mixing or queuing
- between seated groups
- between staff.

Agree
Yes
Tell us how you will do this

The majority of teaching continues to be delivered remotely until Semester 1, 2022. Critical on-campus practical teaching is subject to a specific planning process focused on enabling physical distancing.

Agree
Yes

Avoid congestion of people in specific areas where possible.

Tell us how you will do this

University events are subject to specific planning processes and approval including the development of specific COVID Safety Plans for larger events.
Have strategies in place to manage gatherings that may occur immediately outside the premises.
Agree
Yes
Tell us how you will do this
As above.

Agree
Yes
Tell us how you will do this
University events are subject to specific planning processes and approval including the development of specific COVID Safety Plans for larger events.

Singing and dancing is expected to occur within activities managed by the Sydney Conservatorium of Music and the Seymour Centre. These activities will be carried out by vaccinated members of our community for the purpose of education or professional rehearsal and performance.

The Seymour Centre is one of University’s venues that operates under a venue specific NSW Government COVID Safety Plan.

Ventilation

Agree
Yes
Tell us how you will do this
The University has considered the NSW Government guidance relating to ventilation.
Use outdoor settings wherever possible.

Agree
Yes
Tell us how you will do this
Outdoor settings will be used where available and practical.

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Agree
Yes
Tell us how you will do this
Windows and doors will be opened to increase ventilation situations where this is practically and does not create another unrelated risk (e.g. create the risk of fall from height or impact the fire compartmentalisation of a building).

In indoor areas, increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Agree
Yes
Tell us how you will do this
Since Mid-2020 we have undertaken a ventilation optimisation program, to ensure that buildings with mechanical ventilation systems are working at optimal levels of fresh air intake and air movement.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree
Yes
Tell us how you will do this
The University’s routine preventative and corrective maintenance has been maintained including the the regular changing of HVAC filters.

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree
Yes

Tell us how you will do this
The University as internal engineering and facility management specialists who have been monitoring the government guidance and advising on this issue.

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Agree
Yes

Tell us how you will do this
Face masks will be worn in indoor areas as required by the Public Health Orders, currently including the University Library, Leaning Hubs, the Chau Chak Wing Museum, the Seymour Centre and clinical environments.

Face mask must be carried at all times and worn in the common/public areas of University Buildings (e.g. main foyer, lifts, retail areas). Vaccinated occupants are not required to wear face masks in offices and other work spaces (e.g. laboratories) that are separated from general access, provided there is sufficient space to practice physical distancing.

Unvaccinated occupants must have evidence of a negative COVID test result within the previous three days and wear a face mask at all times while indoors.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.
Agree
Yes
Tell us how you will do this

Hand hygiene is a key component of the University’s Standard COVID Precautions.
Hand sanitiser and disinfectant wipe dispensers have been installed in key locations across our campuses.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.
Agree
Yes
Tell us how you will do this

Included in routine facility maintenance program.

Clean frequently used indoor hard surface areas (including children’s play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.
Agree
Yes
Tell us how you will do this

The University has implemented an enhanced cleaning program including the frequent disinfection of high touch surfaces. This program was implemented in early 2020 and will continue until further notice.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, customers and contractors.
Service NSW Generated QR codes are installed at the entrances to all occupied University buildings.

Access to all University buildings is also controlled by card access. Staff and students are also required to use their staff/student to enter buildings, providing a secondary mechanism for access record keeping.

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

It is not reasonably practical to verify check-ins at all locations, given the size and breadth of the University. However, check-in including vaccination requirement is verified in some settings including the Library, Learning Hubs, the Chau Chak Wing Museum, Seymour Centre and on entry to on-campus events.

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, customers and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.
Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable, including any play centres. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

A number of venues on campus are operating under specific COVID Safety Plans. These venues are using Service NSW QR codes and require separate check-in to their venues.

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes