



THE UNIVERSITY OF
SYDNEY

COVID-19 Safety Plan

Effective 16th May 2022

University of Sydney

University of Sydney COVID-19 Safety Plan

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Wellbeing of staff and customers

Exclude people who are unwell from the premises.

Explain 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 (where required).
- Standardised scripts for teaching staff.
- Reference to NSW Health Guidance.

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

Explain how you will do this.

This is communicated through many channels including:

- Direct communications to staff, students, contractors and visitors.
- Website and intranet content.
- Inclusion of controls relating to COVID risk in task/activity risk assessments (where applicable).

Information is updated regularly to align with Public Health Orders and NSW Health guidance.

Staff and students are required to adhere to all COVID safety precautions as a condition of entry to campus, as we continue to manage ongoing risks. As these precautions are health and safety requirements, adhering to them is a condition of employment for all staff. We have had very good compliance and cooperation rates to date and have confidence that this will continue.

Teaching staff should remind their students to follow COVID safety precautions for their safety and the safety of others.

Display conditions of entry, such as requirements to stay away if unwell.

Explain how you will do this.

Our conditions are displayed on the Internet and Intranet. Entry conditions include the requirement to stay away if unwell.

These conditions of entry are frequently communicated to staff and students and updated to align with Public Health Orders and NSW Health guidance.

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.

Businesses can require proof of COVID-19 vaccination in line with their COVID-19 vaccination policy.

Explain how you will do this.

Vaccination is the only control that can mitigate serious illness from COVID -19 infection. We strongly encourage staff and students to get vaccinated and also get the booster as soon as it is possible.

We are committed to supporting all staff and students by providing clear information on vaccination and making it as easy as possible for them to access vaccines.

The University Health Service is currently offering Pfizer and AstraZeneca appointments and booster appointments for staff, students, and their spouses and dependents. The University Health Service will provide further updates as they become available. Links to information, other services available and to book appointments are available on the Intranet website.

Managers are asked to show flexibility if required, when discussing work arrangements with their teams, in order to support accessing a vaccination. Where vaccination appointments cannot be scheduled outside of work hours, leave provisions are available, including COVID-19 special leave for casual staff.

Physical Distancing

Support 1.5m physical distancing where possible, including:

- At points of mixing or queuing
- Between seated groups
- Between staff.

Explain how you will do this.

Conditions of entry are frequently communicated to staff and students. This includes (but is not limited to):

- Maintain physical distancing (keep 1.5m away from others) where possible.
- Avoid physical greetings.
- Wash your hands regularly and practise good hygiene.

Additional controls are implemented as required. Classes have been timetabled to encourage physical distancing (where possible).

Avoid congestion of people in specific areas where possible.

Explain how you will do this.

University events are subject to specific planning processes and approval, with appropriate controls implemented as required.

Due to the size and complexity of our organisation, controls are implemented as required, to address the unique circumstances of various local areas and to ensure that they have appropriate safety measures in place.

Have strategies in place to manage gatherings that may occur immediately outside the premises.

Explain how you will do this.

University events are subject to specific planning processes and approval with appropriate controls implemented as required.

Due to the size and complexity of our organisation, controls are implemented as required, to address the unique circumstances of various local areas and to ensure that they have appropriate safety measures in place.

Ventilation

Review the 'COVID-19 guidance on ventilation' and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Explain how you will do this.

In 2021, we completed an updated review of our ventilation, relative to SafeWork Australia ventilation guidelines, to ensure all buildings are working at their stated levels of forced fresh intake and performance.

To support COVID safety, we:

- Ensure as much fresh air intake as possible occurs, within the building design and comfort limitations.
- Ensure that every heating, ventilation, and air conditioning (HVAC) unit are working as effectively as possible (i.e. changed filters, coil cleans and sanitised the units) and other actions (such as confirming windows can be safely opened) are implemented, where HVAC limitations have been identified.

- Preventative maintenance programs are in place that ensure the units are operating as effectively as possible.
- Take steps to improve ventilation of indoor workplaces, by making sure that operable windows and doors can be used, to ensure maximum airflow from HVAC.

Ventilation reviews and maintenance continue as part of our annual regular maintenance program.

Use outdoor settings wherever possible.

Explain 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.

Explain how you will do this.

Windows and doors will be opened to increase ventilation in situations where this is reasonably practical and does not create another unrelated safety risk (e.g. create the risk of fall from height, impact the fire compartmentalisation of a building or exposure to a substance (lab) etc.).

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).

Explain how you will do this.

Since Mid-2020 we have undertaken a ventilation optimisation program, to ensure that our buildings with mechanical ventilation systems are working as effectively as possible, with 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).

Explain how you will do this.

Ventilation reviews and maintenance are completed as part of our annual preventative maintenance program.

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

Explain how you will do this.

The review completed in 2021 included consultation with appropriate subject matter experts.

Hygiene and cleaning

Face masks are encouraged in indoor settings where it is difficult to maintain physical distance from others. Businesses can require workers and customers to wear face masks in line with their face mask policy.

Explain how you will do this.

Our entry conditions are displayed on the Internet and Intranet.

The University has made provisions for single-use masks, as recommended by NSW Health for general use, to be available to staff.

Staff and students are provided the option to wear a mask in the classroom environment, but it will not be required.

Masks will continue to be required in environments (i.e. clinical settings) according to the relevant public health orders and NSW Health guidance.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Explain how you will do this.

Our conditions are displayed on the Internet and Intranet. This includes (but not limited too):

- Wash your hands regularly and practise good hygiene.

Hand sanitiser stations have been installed in key locations across all campuses including common areas, and outside bathrooms. Pump packs will also be made available in some locations.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Explain how you will do this.

Cleaning requirements for specialised activities is continually reviewed in line with Safe Work Australia guidelines.

Restocking of these supplies is included in routine maintenance / cleaning 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.

Explain how you will do this.

Cleaning requirements for specialised activities is continually reviewed in line with Safe Work Australia guidelines.

University has scheduled regular cleaning across campus, focusing on high-traffic areas, high-use amenities, common areas and frequent touch points. This is carried out by specialty cleaners using a Therapeutic Goods Administration (TGA) approved disinfectant.

A condition of visiting our campus in a COVID-safe manner is that all staff are required to clean their own workspaces, including desks and office areas.

Disinfectant wipes are provided to support self-cleaning requirements for staff and students, including cleaning of shared equipment.

Record Keeping

Consider having a record keeping method in place to support contact tracing if a person with COVID-19 visits the premises.

Explain how you will do this.

It is not reasonably practical to maintain records for contact tracing given the size and breath of the University.

Anyone who tests positive for COVID-19 and been on campus, is advised to follow NSW Health self-isolation guidelines and to not come to campus.

If a confirmed case has been on campus during an infectious period, they are advised to contact the COVID Taskforce.

A list of confirmed COVID-19 case locations on campus is updated on the Intranet regularly by the COVID taskforce.

Review the 'guidance for businesses with a worker who tests positive for COVID-19' and have protocols in place in the event that a worker who tests positive for COVID-19 has been in the workplace.

Explain how you will do this.

Anyone who tests positive for COVID-19 and been on campus, is advised to follow NSW Health self-isolation guidelines and to not come to campus.

If a confirmed case has been on campus during an infectious period, they are advised to contact the COVID Taskforce. The taskforce provides advice on action required.

A list of confirmed COVID case locations on campus is updated on the Intranet regularly by the COVID taskforce.

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW if a worker has tested positive and is hospitalised or dies.

Explain how you will do this.

Anyone who tests positive for COVID-19 and been on campus, is advised to follow NSW Health self-isolation guidelines and to not come to campus.

If a confirmed case has been on campus during an infectious period, they are advised to contact the COVID Taskforce.

The task force liaises and cooperates with NSW Health as required.

Further Information can be found here

COVID safety on campus: [Home - COVID-19 response \(sydney.edu.au\)](#)

COVID-19 response: [Latest updates - Intranet - The University of Sydney](#) and [Health & safety - Intranet - The University of Sydney](#)

COVID-19 Taskforce

Phone

+61 2 9351 2000 (Select option 1)

Email

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If further information or support is required, please contact your local [Health & Safety Partner](#).