



**DUCHESNE
COLLEGE**

**DUCHESNE COLLEGE
COVID Safe Plan
March 2023**



Contents

GENERAL	3
Key Principles	3
Scope	3
Overview - Queensland Government Requirements	4
Duchesne College’s Response to the QUEENSLAND COVID Safe Future	6
Duchesne College Communications Overview	6
PROCEDURAL CHANGES	7
Admissions and Enrolment Procedural Changes – Suspended as at July 2022.....	7
Rules of Residency and Associate Membership Procedural Changes – Suspended as at July 2022...7	
College Campus Lockdown or Closure.....	7
OPERATIONAL CHANGES	7
Cleaning and Hygiene	7
Residential Accommodation Areas.....	8
COVID-19 Case Management Plans.....	9
Positive Cases of COVID-19 in the College Community.....	9
Support to isolating students	11
APPENDIX 1: Common Space Management for Red Alert Level.....	12
Common Areas	12
College Dining	13
College Events – Student	14
APPENDIX 2: COVID-19 WINGS.....	14
APPENDIX 3: COVID-19 Scenario Checklist.....	14



GENERAL

The College is committed to providing a COVID Safe environment for Duchesne College residents, associate members, staff, and visitors to assist in containing or responding to the spread of COVID-19 within the community and wishes to implement a COVID Safe Action Plan Policy (the COVID Safe Plan) to give effect to that intent. This COVID Safe Plan has been developed by the College adopting current directions and regulations issued by Queensland and Federal Governments.

The College's COVID Safe Plan is regularly updated and reviewed in accordance with the revised Public Health Declarations and advice from Queensland Health specific to The University of Queensland's residential colleges from time to time.

Key Principles

The key principles underpinning the operationalisation of the COVID Safe Plan at Duchesne College are:

1. The health, safety and wellbeing of our residents, associate members and staff is our top priority.
2. The College's Statement of Values and relevant College policies continue to always apply.
3. Adherence to the Queensland Government's advice, directions and regulations regarding COVID-19.
4. Students and staff have a responsibility to act as ethical bystanders and support one another in doing the right thing to ensure a harmonious community that supports student health and safety together with a rewarding, fun and enriching College experience.
5. To be good community members and do our part to stop the spread of COVID-19 within our local area.

Scope

This plan is to be read subject to any updated advice and regulations set by Queensland Health and resources to be adopted to include, but not limited to:

- Mandatory vaccination policy for College staff and students – currently suspended.
- Evidence of vaccination for all visitors to the College – currently suspended.
- Stay at home when symptomatic and get tested.
- Maintain physical distancing.
- Wear a mask when distancing is not possible (or required under Health Directions).
- Maintain good hand and respiratory hygiene.
- Rapidly responding to outbreaks.
- Travel restrictions as per government directions.

The College has sought information from the following organisations to inform this plan:

- The Australian Government.
- The Queensland Government.
- National COVID-19 Community Protection Framework for a COVIDSafe Australia.



- QLD Health “Preparing for and managing COVID-19 in residential colleges and student accommodation” publication.
- COVID-19 advice for “a nonrestricted business, activity or undertaking” provided by the Metro North Health Unit, Queensland Health.
- The University of Queensland.

Overview - Queensland Government Requirements

From 31 October 2022, there are currently no longer any public health restrictions in place in Queensland. Information to assist in understanding what this means can be found at

[COVID-19 requirements in Queensland | Health and wellbeing | Queensland Government \(www.qld.gov.au\)](https://www.qld.gov.au/health-and-wellbeing/COVID-19-requirements)

There are things you can do to help reduce the risk of catching and spreading COVID-19. The Queensland Government provides advice on what you should do using a traffic light system. The traffic light level – **red**, **amber**, or **green** – is based on the current level of risk in the community.

- You can wear a mask at any time if you choose to.
- You should always stay home if you’re sick, maintain good hygiene and keep up to date with your vaccinations.
- Find out about the different traffic light levels and how they can help you make informed decisions to enhance your personal safety.

[Traffic light advice | Health and wellbeing | Queensland Government \(www.qld.gov.au\)](https://www.qld.gov.au/health-and-wellbeing/traffic-light-advice)

What each traffic light means:

Green

Green (baseline) means there are low rates of community transmission and Queensland is not in a COVID-19 wave.

When the traffic light is green, we recommend you:

- stay home if you're sick,
- keep up to date with your vaccinations,
- maintain good hygiene,
- take a rapid antigen test (RAT) if you get COVID-19 symptoms,
- wear a mask if required by a healthcare provider, venue, or household.

Amber

Amber (Tier 1) means there are moderate rates of community transmission and Queensland is coming off a wave or may be entering a new wave.

When the traffic light is amber, we recommend you wear a mask:

- in healthcare settings,
- indoors, if you can't socially distance,



- on public transport,
- if you are older or medically at risk,
- if you're around people who are vulnerable to COVID-19,
- if required by a venue or household.

People who are older or have medical conditions can be more vulnerable to serious illness if they get COVID-19.

Places where it's more likely people may have COVID-19 include healthcare settings such as hospital emergency departments and general practitioner (GP) waiting rooms.

Take a rapid antigen test (RAT) if you get COVID-19 symptoms – or every two days, if someone in your household tests positive to COVID-19.

Red

Red (Tier 2) means there are high rates of community transmission and Queensland is entering or in a COVID-19 wave.

When the traffic light is red, we recommend you wear a mask:

- indoors, even if you can socially distance,
- on public transport,
- if you're older or medically at risk,
- if you're around people vulnerable to COVID-19.

Take a rapid antigen test (RAT) if you get COVID-19 symptoms – or every two days, if someone in your household tests positive to COVID-19.

If you get COVID-19:

- register your RAT result,
- stay home until you're well again,
- use the healthdirect Australia COVID-19 Symptom and Antiviral Eligibility Checker,
- wear a mask for 7 days after you test positive,
- avoid visiting hospitals, aged care, or disability care for 7 days after you test unless you are receiving care,
- ask household members to closely monitor symptoms.

You should always stay home if you're sick, maintain good hygiene and keep up to date with your vaccinations.

The advice in the traffic light system is a recommendation only and not a legal requirement. However, if there is a serious risk to the public health system or the community from COVID-19, the Chief Health Officer may mandate:

- wearing masks in stated circumstances,
- isolation for people with COVID-19 and quarantine for symptomatic close contacts,
- vaccinations for workers in certain settings.



Duchesne College’s Response to the QUEENSLAND COVID Safe Future

The College’s COVID Safe Plan is aligned with Queensland Health's current advice and direction as a non-restricted business/residential college.

The College’s COVID Safe Plan is frequently reviewed to ensure it reflects current advice, directions and regulations put in place by the Australian Government and/or the Queensland Government.

Based on the College’s current risk management framework, a separate risk register has been developed to consider the additional risks that the COVID-19 pandemic has created. The risks and impacts considered include:

- Health and safety of residents, associate members, staff, and visitors.
- College day to day operations.
- Event management.
- College reputation.
- College financial position.

Duchesne College Communications Overview

The College is committed to ensuring that the College community is kept informed of the College’s COVID Safe Plan and receives timely communications regarding any changes to how the College operates due to the COVID-19 pandemic, including any cases of COVID-19 in the College. The COVID Safe Plan is available on the Duchesne College website.

The following communication plan is under implementation.

Stakeholder Group	Content/Messaging	Communication Channel and Frequency
Residents and Associate members	<ul style="list-style-type: none"> • Reminder of current advice, regulations, and directions, including social distancing, hygiene, density requirements for bedrooms and common areas • Update on developments and changes to college operations due to COVID • Update on any adverse developments and changes to college operations due to COVID 	<ul style="list-style-type: none"> • Student Club Meetings as per meeting calendar • E-communication as required
Staff	<ul style="list-style-type: none"> • Reminder of current advice, regulations, and directions, including social distancing, hygiene, density requirements for bedrooms and common areas • Update on developments and changes to college operations due to COVID • Update on any adverse developments and changes to college operations due to COVID 	<ul style="list-style-type: none"> • Staff Meetings • E-communication as required
College Council	<ul style="list-style-type: none"> • Update on any adverse developments and changes to college operations due to COVID 	<ul style="list-style-type: none"> • E-communication as required
Parents and Guardians	<ul style="list-style-type: none"> • Update on any adverse developments and changes to college operations due to COVID 	<ul style="list-style-type: none"> • E-communication as required
The University of Queensland	<ul style="list-style-type: none"> • Coordinated Colleges Meeting as required 	<ul style="list-style-type: none"> • ZOOM meetings as required



	<ul style="list-style-type: none">• Update on any adverse developments and changes to college operations due to COVID	<ul style="list-style-type: none">• Communication from Head of College as required
Queensland Health	<ul style="list-style-type: none">• Coordinated Colleges Meeting as required• Update on any adverse developments and changes to college operations due to COVID	<ul style="list-style-type: none">• Communication from Head of College as required

PROCEDURAL CHANGES

Admissions and Enrolment Procedural Changes – Suspended as at July 2022

Students enrolling at the College, prospective residents and associate members and any other visitors to the College must adhere to the [College's Vaccination Policy](#) which is subject to change pending direction from Queensland or Federal Governments. College Tours for prospective residents, associate members and families can be conducted face to face or virtually.

Rules of Residency and Associate Membership Procedural Changes – Suspended as at July 2022

All residents and associate members acknowledge, as per the Statement of Values, that they will adhere to the College's COVID Safe Plan and to the [College's Vaccination Policy](#) to ensure the safety, health and wellbeing of all College residents, associate members, and staff.

College Campus Lockdown or Closure

In the event that the College, in the interests of the community's health and wellbeing, is requested to enter lockdown or close by the Queensland Government due to COVID-19, the College will follow the direction of Queensland Health and communicate in a timely manner to all residents, families, guests, contractors, staff, prospective students, and visitors.

OPERATIONAL CHANGES

Cleaning and Hygiene

Hand sanitisers will continue to be in place at all entry and exit points of the College, and in all communal spaces.

A revised cleaning plan has been developed to ensure it meets government hygiene guidelines:

- Daily cleaning and disinfection of communal bathrooms and toilets, communal dining areas and living areas.
- Regular cleaning of high touch point surfaces, including communal dining and living areas, meeting rooms, and recreational areas e.g., the gym.
- Engaging students in cleaning of shared areas before and after use.



Concern		Action	Effect	Responsible
1	Hand hygiene	<ul style="list-style-type: none"> • Signage above each bathroom sink • Ready access to hand hygiene products 	<ul style="list-style-type: none"> • To increase knowledge of basic hygiene principles and student's adherence 	Students
2	Improper sanitisation in general areas	<ul style="list-style-type: none"> • Increase cleaning roster 	<ul style="list-style-type: none"> • To ensure high touch surfaces are cleaned regularly 	DBO
3	Improper sanitisation in high-risk area: Dining Hall	<ul style="list-style-type: none"> • Hand sanitiser is regularly checked and replaced 	<ul style="list-style-type: none"> • Decreases germ count in transferable space 	Dining Hall Staff
		<ul style="list-style-type: none"> • Student must use hand sanitiser when entering and departing Dining Hall and wipe down with a sanitised towel, table and chair following eating • Spot clean is performed following each dining session 	<ul style="list-style-type: none"> • Decreases germ count in transferable space • To ensure high touch surfaces are cleaned regularly 	Students, Dining Hall Staff

Residential Accommodation Areas

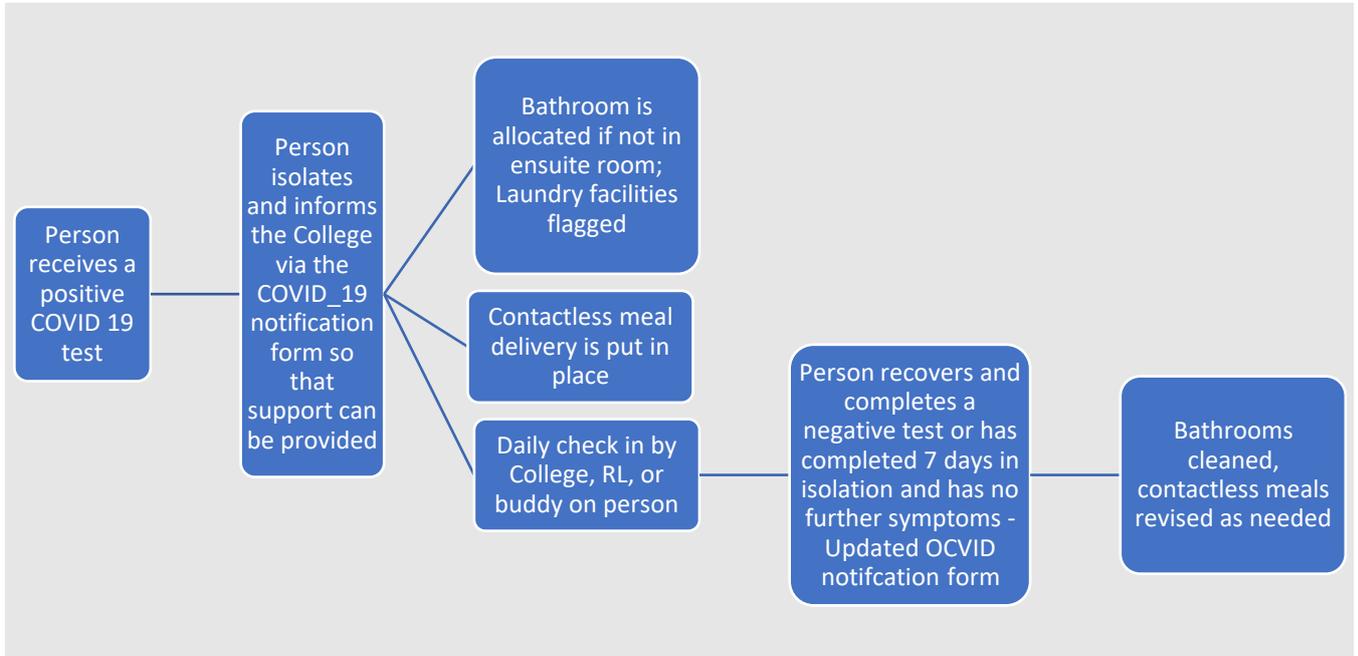
The residential accommodation areas of the College are considered equivalent to household and household-like settings. Within a household, students are not required to adhere to the physical distancing and density requirements.

An open-door policy during the day, whilst students are in their rooms, is to be encouraged to promote airflow throughout the residential spaces and College more generally. However, where students are required to quarantine or isolate, they must remain in their room and keep their door closed in accordance with this COVID Safe plan.



COVID-19 Case Management Plans

Positive Cases of COVID-19 in the College Community



Residents, associate members, and staff member are strongly encouraged to self-check on a daily basis for COVID-19 symptoms has cold or flu like [symptoms](#) such as a cough, fever, sore throat, shortness of breath or runny nose, tiredness/fatigue, diarrhoea, nausea/vomiting, loss of taste/smell, muscle or joint aches, headache, loss of voice/laryngitis, itchy eyes, conjunctivitis, or rash.

If a staff member or an associate member is symptomatic or is COVID-19 positive, they must isolate at home until a negative result has been received. Residents may isolate in their rooms as per the above Positive Case Flowchart and must comply with College directives at all times.

If any person is symptomatic, they should take a COVID test. The [nearest COVID 19 testing centres](#), including Brisbane hospitals and pathology testing centres, can be found on the Queensland Government website. Emergency services should be called on 000 if symptoms are severe, and College staff advised or use a RAPID ANTIGEN TEST (RAT)

Residents and associate members are strongly encouraged to inform the College of their Covid-19 status by completing the [COVID-19 Notification form](#) so that they can be supported by the College and that the College can minimise the risk to the health and safety of our community. This form should be updated at the start and end of the isolation period so that support and services to the student can be appropriately provided.

The resident, associate member or staff member, or any other person having entered the College, permits the College to advise the College community and Queensland, if required, of positive COVID-19 cases in the College.



DUCHESNE COLLEGE

If there is a large number of COVID-19 positive cases in the College, and it is deemed necessary, the College residents will be assigned into Wings that allow the College Community to be divided into 15 separate households. Once the decision is made to operate into Wings, each wing will be living, dining, and communing exclusively together. There will be extra cleaning of communal spaces and staggered mealtimes. See Appendix 2 for College Wing details.



Support to isolating students

COVID-19 Management Information Sheet - as at March 2023

ADVISE THE COLLEGE	https://form.123formbuilder.com/6083647//
Track your symptoms	You may like to keep a COVID-19 symptom diary , so you can track if your symptoms get worse.
In-room Isolation until you are no longer symptomatic	Masks to be worn at all times and do not interact with other students when leaving your room. <ul style="list-style-type: none">Remain in your room at all times unless collecting meals, using the designated bathroom or doing laundry.If you decide to return home using private transport to isolate, make sure the College is informed via the form.
Meals	Meal to be collected from the Dining Hall Balcony ONLY. If you are too unwell to collect your meals, please contact Reception or the RL on Duty. Masks to be worn at all times. Please do not touch handrails and do not interact with other students . Meal collection times: Breakfast: 8am Lunch: 12.30pm Dinner: 6pm <ul style="list-style-type: none">All dietaries are catered for.Snack items also available at breakfast. Please take what you require for the day. Hot water available. Bring your own drink bottle. Disposable cups will be available.Bring down any rubbish enclosed in a tied bin bag and dispose of in the designated wheelie bin. Spare bags will be made available at each mealtime.
Bathrooms	<ul style="list-style-type: none">Only use designated isolation bathrooms (1st Floor St Leos, 2nd Floor St Leo's end and Lower East Wing Bathrooms) and minimise time spent in the bathrooms. We will close bathrooms to other students when needed – otherwise they will be open to all students.Bathrooms are cleaned between 8am – 10am. Please avoid these times.
Laundry	West Wing Laundry only <ul style="list-style-type: none">Tuesday and Thursday 9am to 1pm.Masks to be worn at all times. Wipe all surfaces down before and after use and minimise length of time in the laundry. Do not interact with other students.
Room cleaning	<ul style="list-style-type: none">Room cleaning will be paused until you depart isolation. Use wipes to clean any surfaces touched.
Deliveries	<ul style="list-style-type: none">If you need extra items, please ask your friends for support.
Emergencies	<ul style="list-style-type: none">In the case of a fire alarm, please evacuate immediately. Masks to be worn at all times. Do not interact with other students.If you are too unwell to leave your room, call Reception or the RL on Duty.
Isolation End Date	<ul style="list-style-type: none">As per Qld Health Direction https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/health-advice/i-have-covid/first-steps-if-you-have-covid Update the COVID Form to advise end of isolation date if required.



APPENDIX 1: Common Space Management for Red Alert Level

Common Areas

In common spaces, the wearing of masks, regular hand sanitisation, and maintenance of the appropriate physical distancing of persons is required and must be complied with in accordance with the Movement and Gathering Direction. Masks must be worn when physical distancing is not possible, when queuing for meals, and is strongly encouraged when walking around the College common areas. The opening of windows and doors to allow for increased airflow and ventilation is also strongly encouraged.

The below table provides an indication of room capacity as per 2m² and 4m² density requirements as a reference point for the organisation of any gatherings.

Capacities of Duchesne College Common Rooms (COVID Safe Rule)

Room	Size	Area	2m ² Rule	4m ² Rule
College Lawn (External Space)	47m x 40m	1800	900	450
Quad (External Space)	20m x 9m	180	90	45
Café Duchesne	12m x 15m	180	90	45
Dining Room	17.5m x 9m - reduced measurements	157.5	79	39
Library/Learning Lounge	15m x 9.2m	138	69	34
Gym (7m ²)	15m x 6.4m	96	48	24
Chapel	10m x 7m	70	35	17
Dining Room Terrace	25m x 2.8m	70	35	17
RP Conference Room	10.5m x 6.5m	68.25	34	17
Janet Stuart Room	11m x 5.5m	60.5	30	15



Lakeside Conference Room	7.2m x 7.8m	56.16	28	14
RP Common Room	8.2m x 6.6m	54.12	27	13
Old Common Room	7.5m x 6m	45.6	22	11
RP/Quad (Under cover tables and chairs)	18m x 2.5m	45	22	11
Small Tutorial Room	9m x 3.9m	35.1	17	8
Dining Room High Table	9m x 3m	27	12	6
Terrace Lounge Area (L-shape)	2.8m x 8.3m	23.2	11	5
Terrace Lounge Area (L-shape)	6m x 2.5m	15	7	3
RP Balcony level 1	2.8m x 4.5m	12.6	6	3
RP Balcony level 2	2.8mx 4.5m	12.6	6	3
Old Common Tea Room	3.5m x 1.2m	4.2	2	1

College Dining

In accordance with the Direction, residential colleges are considered as an accommodation facility and operate as normal in terms of offering meals in common areas without the need to comply with restrictions as to gatherings. The College is permitted to offer self-service buffet arrangements.

Students are encouraged to physically distance and should, as much as is possible, eat their meals in the outdoor dining areas, including Café Duchesne, the Terrace, the Quadrangle, and the Front Colonnade area. Once the outdoor areas are full, students may use the Dining Hall and are encouraged to open the windows and doors to increase ventilation.

Staff (excluding residential staff) are not permitted to dine in the Dining Hall. This will reduce exposure between staff and student groups in case of a potential outbreak.



College Events – Student

All student event requests, and event management plans, must include a COVID Safe plan and COVID Safe Event Checklist for the event and this must be approved by the Head of College or delegate.

APPENDIX 2: COVID-19 WINGS

Should the College need to operate on a multiple household scenario the college will be divided into a number of [wings](#) and managed accordingly until further advice.

APPENDIX 3: COVID-19 Scenario Checklist

Items to check	Yes	No	In Progress	N/A	Notes
Review updated Queensland Government advice, incl travel restrictions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the College need to be moved into Wings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Changes to mask requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Changes to physical distancing and room capacities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Changes to resident and college visitor arrangements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Changes to staff working arrangements. - Staff onsite/WFH? - Review contractor plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Changes to college cleaning and /or catering arrangements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there areas of the College to be locked out? Gym?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



DUCHESNE COLLEGE

<p>Communicate any changes to college community</p> <ul style="list-style-type: none">- Residents and Associate Members- Staff incl Resident Support Officers- Security – UQ and Quest- Contractors – catering, cleaning, maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Communications about impacts and updated advice</p> <ul style="list-style-type: none">- Residents- Associates- Staff and key contractors- Families- UQ- Council	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	