DUCHESNE COLLEGE

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COVID Safe Plan

July 2022

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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.

Queensland Health have provided public health guidance for The University of Queensland's residential colleges to guide the management of positive COVID-19 cases and quarantine of close contacts to slow transmission and prioritise education for students.

The college is classified as a **non-restricted business** by Queensland Health, and paragraph 22 of the R*estrictions on Business, Activities and Undertakings Direction (No. 13)* (the Direction) states 'A **non-restricted business**, activity or undertaking may otherwise operate as normal, with physical distancing observed and subject to any other applicable Public Health Directions'. Other relevant public health directions include the *Movement and Gathering Direction (No. 7)*.

The College's COVID Safe Plan is regularly updated and reviewed in accordance with the revised Public Health Declarations 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 Code of Conduct 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:

- Stay at home or isolate 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

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

- The Australian Federal Government
- The Queensland Government
- QLD Health publication "Preparing for and managing COVID-19 in residential colleges and student accommodation" Version 3.0.
- COVID-19 advice for a **"a nonrestricted business, activity or undertaking"** provided by the Metro North Health Unit, Queensland Health
- The University of Queensland

OVERVIEW

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.

All gatherings within the College must adhere to the current public health directions, including without limitation:

- Students and staff do not return to the college if symptomatic
- If already at college and symptomatic, take a test and advise College staff of results
- Maintain physical distancing
- Encouraging mask wearing when unable to physically distance
- Maintenance of good hand hygiene and respiratory hygiene
- Frequent environmental cleaning and disinfection
- Increase ventilation throughout the College where possible
- Case management of positive cases and close contacts of positive cases including isolation and quarantine as required
- Adherence to all Queensland Health guidelines and directives

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

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

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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	• 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	• Student "COVID Safe Living" induction on return to college each semester • Student Club Meetings as per meeting calendar • E-communication as required
Staff	• 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	• Staff Meetings • E-communication as required
College Council	• Update on any adverse developments and changes to college operations due to COVID	• E-communication as required
Parents and Guardians	• Update on any adverse developments and changes to college operations due to COVID	• E-communication as required
The University of Queensland	• Coordinated Colleges Meeting as required • Update on any adverse developments and changes to college operations due to COVID	• ZOOM meetings as required • Communication from Head of College as required
Queensland Health	• Coordinated Colleges Meeting as required • Update on any adverse developments and changes	• Communication from Head of College as required

	to college operations due to COVID	

PROCEDURAL CHANGES

Admissions and Enrolment

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. As of 1st July 2022, this policy is suspended.

Rules of Residency and Associate Membership

All residents and associate members acknowledge, as per the Student Code of Conduct, 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. As of 1st July 2022, this policy is suspended.

New and Returning Students – Residents and Associate Members

Domestic travellers entering Queensland are no longer restricted by the Qld Chief Health Officer, with the *Border Restrictions Direction* revoked on 15 January 2022.

International travellers entering Queensland are no longer restricted by the Qld Chief Health Officer, with the *Border Restrictions Direction* revoked on 30 June 2022.

All residents and associate members on return to College must attend a specific COVID Safe Living Induction session to help protect themselves against community transmission and ensure compliance of COVID Safe College living requirements as set out in this COVID Safe Plan.

Entry Obligations

As of 18 July 2022, there are no formal entry obligations to enter the College. Most external doors remain locked with fob access only for security reasons. The Lakeside Front foyer will be unlocked on weekdays during office hours.

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, 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.

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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; and
- Engaging students in cleaning of shared areas before and after use.

Concern		Action	Effect	Responsible
1	Hand hygiene	• Signage above each bathroom sink • Ready access to hand hygiene products	• To increase knowledge of basic hygiene principles and student's adherence	Students
2	Improper sanitisation in general areas	• Increase cleaning roster	• To ensure high touch surfaces are cleaned regularly	DBO
3	Improper sanitisation in high-risk area: Dining Hall	• Hand sanitiser is regularly checked and replaced	• Decreases germ count in transferable space	Dining Hall Staff
		• 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	• Decreases germ count in transferable space • To ensure high touch surfaces are cleaned regularly	Students, Dining Hall Staff

Physical Distancing

Current restrictions for Queensland relevant to the College include maintaining physical distancing of 1.5 metres to the extent reasonably practicable, and an occupant density rule of one person per 2m² until further notice.

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.

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Common Areas

In common spaces, the wearing of masks (where applicable), 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. Mask wearing is encouraged 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. A "gathering" is defined by Queensland Health and the associated limits vary based on the current *Movement and Gathering Direction* .

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Capacities of Duchesne College Common Rooms (COVID Safe Rule)

Room	Size	Area	2m² Rule	4m² 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 (7m²)	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 may continue to 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.

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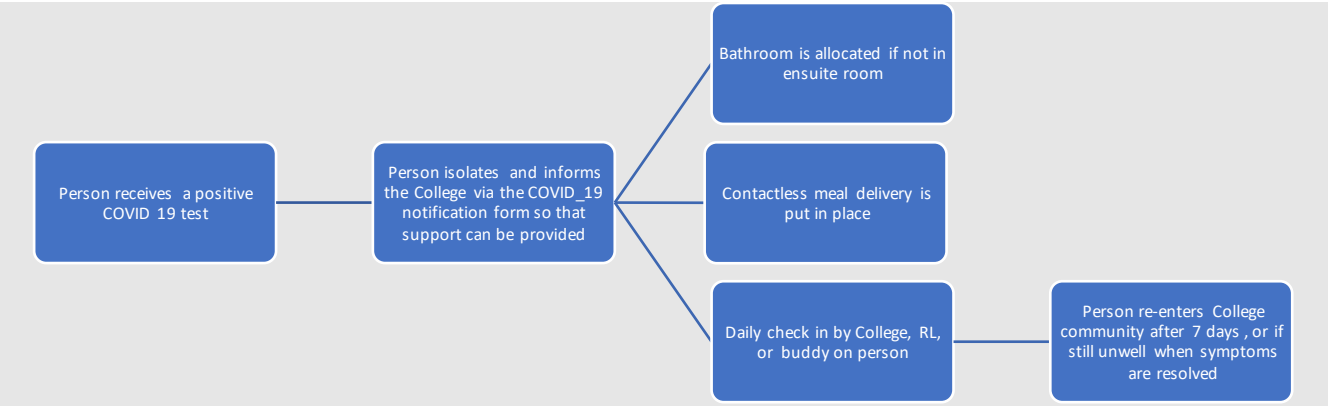
COVID-19 CASE MANAGEMENT PLANS

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, loos 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. Rapid Antigen tests or PCR tests may be used to assess your symptoms. 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.

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 is in addition to completing the Queensland Health positive RAT test form.

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

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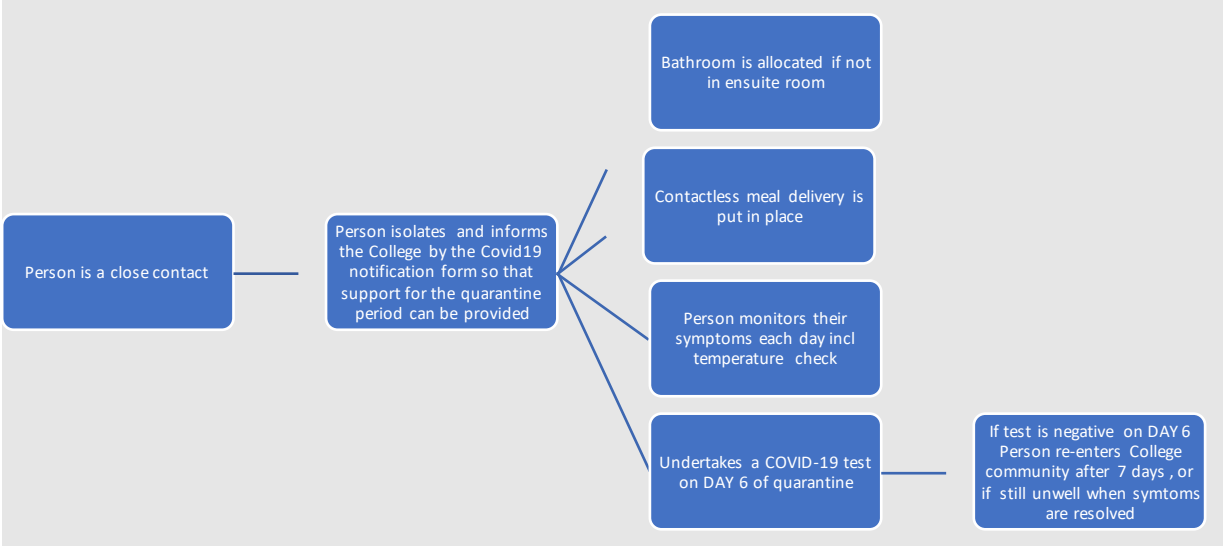
Close contacts in the College Community

National guidance defines a close contact as *a person who resides with or stays overnight in the same premises or has had more than 4 hours of cumulative contact with a COVID-19 case in a residential setting.*



If a resident is a close contact, they must follow directions of the College to isolate as determined by advice from Queensland Health. Residents may relocate from the College to complete their isolation or quarantine period in accordance with the conditions as outlined in the class exemption.

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 COVID-19 Close Contact flow chart and must comply with College directives at all times.

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 is in addition to completing the Queensland Health positive RAT test form.

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APPENDIX 1: Process flow

Student has COVID after PCR or RAT			
Student	**Staff**	**RL**	**Services**
Experiencing COVID Symptoms and on completion of RAT Test/PCR test tests positive Students advises positive RAT to Qld Health	Student advises staff		
Submit form to College	Form received by College. • Advise students of services put in place • Advises RL • Email to Chartwells with Dietary • Advise Operations that room is not be entered • Advise if additional bathrooms to be made COVID isolation • Any changes to be shared via Internal FB page	RL follows up with student	• Implement COVID dining setup • Flag out any COVID isolation bathrooms • Any changes to be shared via Internal FB page
If Student decide to depart college for isolation, update of online form updated to advise movements.	• Updated form received by College. • Operations informed as needed • RL to be advised	RL advised	• Student room to be locked until student returns at the end of their isolation. Cleaning to be done before student returns.
Student to remain in isolation for at least 7 days or until they are no longer symptomatic	Daily check in with student	Daily check in with student	No services to room while student is in isolation. Ensure student has sanitizing wipes etc. for surface cleaning
Return to college life when no longer symptomatic and update form to advise of return	Staff advised that student room can be cleaned ready for their return: sanitized etc		

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APPENDIX 2 Communication to Students in Isolation

COVID-19 Isolation Information Sheet (as at 14 July 2022)

ADVISE THE COLLEGE	https://form.123formbuilder.com/6083647//
In-room Isolation	• Remain in your room at all times unless collecting meals, using the designated bathroom or doing laundry. **Masks to be worn at all times and do not interact with other students when leaving your room** • If you decide to return home using private transport to isolate, make sure the College is informed via the form.
Meals	**From Friday 15 July lunch, to be collected from the Dining Hall Balcony. If you are too unwell to collect contact Reception or RL on Duty** • Meal collection times: 8.30-9am, 12.30 to 1pm, 6.30 to 7pm only. **Masks to be worn at all times. Please do not touch handrails and do not interact with other students** • 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 meal time.
Bathrooms	• Only use designated isolation bathrooms (1st Floor St Leos, 2nd Floor St Leo's end and Lower East Wing Bathrooms) and minimize length of time in the bathrooms. We will close bathrooms to other students when needed – otherwise they will be open to all students • (Note bathrooms cleaned between 8am – 10am. Avoid this time)
Laundry	**West Wing Laundry only** • Tuesday and Thursday 9am to 1pm – regular slots for coming weeks • **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	• Room cleaning will be paused until you depart isolation. Use wipes to clean any surfaces touched.
Deliveries	• If you need extra items, please ask your friends for support.
Emergencies	• In the case of a fire alarm, evacuate. **Mask 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	• As per Qld Health Direction https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/stay-informed/i-have-covid/first-steps-if-you-have-covid • Update the COVID Form to advise end of isolation date if required.

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APPENDIX 3: Wing Summaries

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 4: COVID-19 Scenario Checklist

Items to check	Yes	No	In Progress	N/A	Notes
Review updated Queensland Government advice, incl travel restrictions	☐	☐	☐	☐	
Does the College need to be moved into Wings?	☐	☐	☐	☐	
Changes to mask requirements?	☐	☐	☐	☐	
Changes to physical distancing and room capacities?	☐	☐	☐	☐	
Changes to resident and college visitor arrangements?	☐	☐	☐	☐	
Changes to staff working arrangements. - Staff onsite/WFH? - Review contractor plans	☐	☐	☐	☐	
Changes to college cleaning and /or catering arrangements?	☐	☐	☐	☐	
Are there areas of the College to be locked out? Gym?	☐	☐	☐	☐	
Communicate any changes to college community - Residents and Associate Members - Staff incl Resident Support Officers - Security – UQ and Quest - Contractors – catering, cleaning, maintenance	☐	☐	☐	☐	

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Communications about impacts and updated advice - Residents - Associates - Staff and key contractors - Families - UQ - Council	☐	☐	☐	☐	