



**DUCHESNE
COLLEGE**

**DUCHESNE COLLEGE
COVID Safe Plan
February 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 *Restrictions 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:

- Mandatory vaccination policy for College staff and students
- Evidence of vaccination for all visitors to the College
- 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 Federal Government
- The Queensland Government
- QLD Health “Preparing for and managing COVID-19 in residential colleges and student accommodation” publication
- 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
- Wear a mask 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
- All visitors to the College to check in with QR code and show evidence of green tick prior to entering of College
- Review occupancy capacities when the College has visitors
- 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



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- 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 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 “COVID Safe Living” induction on return to college each semester • ‘Blue HeartBeat” weekly e-newsletter • 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 • Communication from Head of College as required



	<ul style="list-style-type: none">• Update on any adverse developments and changes to college operations due to COVID	
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

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

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.

New and Returning Students – Residents and Associate Members

Changes have been made to Move-In Day for residents to ensure physical distancing requirements are maintained. This includes the implementation of a specific Move-In time for each individual resident, use of several entries to the College to reduce density at the College Main Entrance, and limitation to one accompanying family member /person who can enter the College. Proof of vaccination must be received prior to entry to the College.

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 entry to Queensland is still subject to restrictions and unvaccinated International Arrivals are required to arrive at the Brisbane International Airport quarantine for 14 days at government nominated accommodation in accordance with [Quarantine for International Arrivals Direction \(Opens in new window\)](#).

Fully vaccinated International Arrivals are required to:

- undertake a COVID-19 test within 24 hours of arrival,
- travel directly to College using a private vehicle, hire car, taxi, endorsed transport provider or ride share,
- quarantine in their allocated room and stay away from others until a negative test is received.

Proof of the negative results will need to be provided to the registrar@duchesne.uq.edu.au before they are allowed to leave their room.



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

All College entrances remain locked. All visitors, including residents' guests, contractors, prospective residents and families, and any other visitors to the College, will be required to sign in with the Check-in Queensland app and have their proof of vaccination sighted by a staff member/ student host. Duchesne College residents must ensure that their guests comply with these requirements.

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.

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	<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	<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



	area: Dining Hall	<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
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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, excepting no more than two (2) persons at any one time in an individual resident room.

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.

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. A "gathering" is defined by Queensland Health and the associated limits vary based on the current [Movement and Gathering Direction](#).



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 (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



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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.

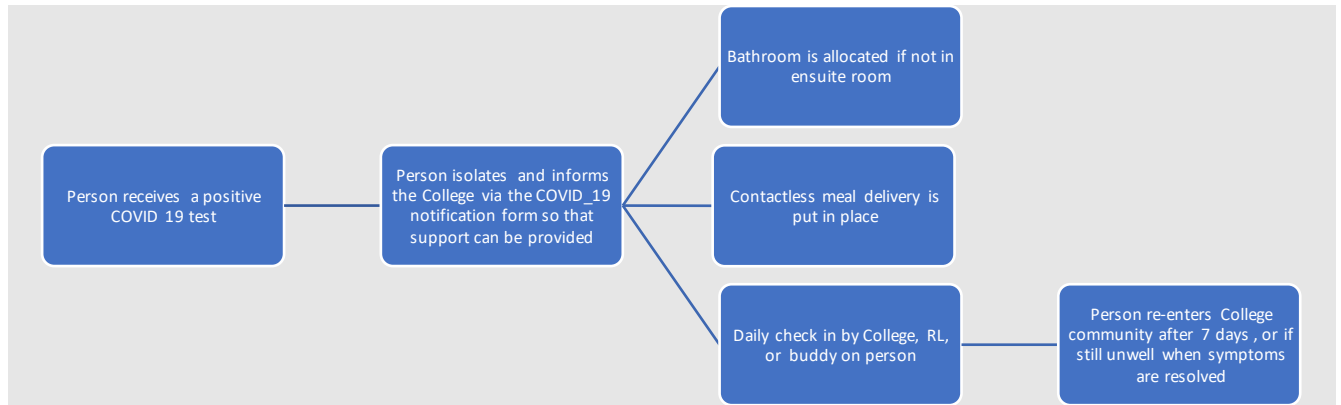
Staff (excluding residential staff) are not permitted to dine in the Dining Hall. This will reduce exposure between staff and student groups in case of a potential outbreak.

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.

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. 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.

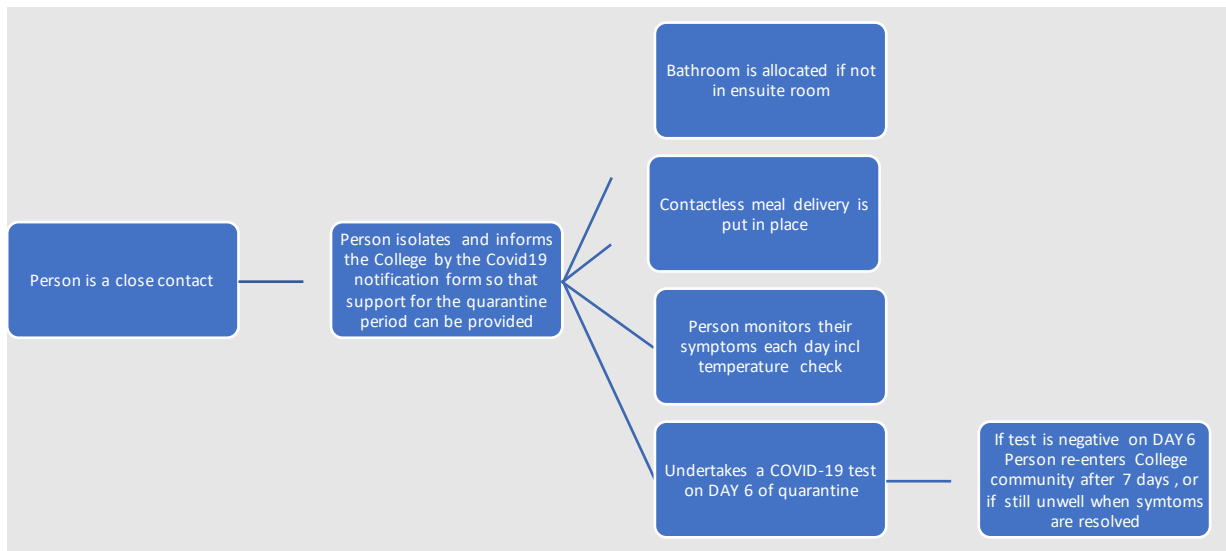
The resident, associate member or staff member, or any other person having entered the College, permit the College to advise the College community and Queensland, if required, of positive COVID-19 cases in the College.

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.



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.



APPENDIX 1: 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 2: 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"/>	
Communicate any changes to college community - 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"/>	



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Communications about impacts and updated advice					
- Residents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Associates					
- Staff and key contractors					
- Families					
- UQ					
- Council					