DUCHESNE COLLEGE

COVID Safe Action Plan

September 2021

Contents

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 acknowledged that The University of Queensland's residential colleges are classified as a **non-restricted business**.

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 was initially developed based on the Australian Government's 3 step framework for a COVID Safe Australia. However, as the COVID pandemic continues to provide a challenging and changing environment, it may be necessary to review this Policy including 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 apply at all times.
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:

*   Stay at home when sick and get tested
*   Maintain physical distancing
*   Wear a mask when distancing is not possible (or required under Health Directions)

- Maintain good hand hygiene
- Collection of electronic contact details to allow for effective contact tracing
- Rapidly responding to outbreaks
- Travel restrictions from hot spots
- COVID Safe Plan in place

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

- The Australian Federal Government
- The Queensland Government
- 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 Roadmap

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

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

- Stay home if unwell
- Maintain physical distancing
- Collection of electronic contact details of all visitors to the College to allow for effective contact tracing
- Review occupancy capacities when the College has external visitors
- Frequent environmental cleaning and disinfection
- Maintenance of good hand hygiene and respiratory hygiene
- Self-isolation of residents, associate members and staff displaying COVID symptoms and undergoing testing for COVID
- Cooperation with Queensland Health personnel

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 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 • Positive COVID test results of any person who has attended the College	• 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	• 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 • Positive COVID test results of any person who has attended the College	• Staff Meetings • E-communication as required
College Council	• Positive COVID test results of any person who has attended the College	• E-communication as required
Parents and Guardians	• Update on developments and changes to College operations due to COVID • Positive COVID test results of any person who has attended the College	• E-communication as required

The University of Queensland	• Coordinated Colleges Zoom Meeting as required for Lockdowns • Positive COVID test results of any person who has attended the College	• Communication from Head of College as required
Queensland Health	• Positive COVID test results of any person who has attended the College	• Communication from Head of College as required

PROCEDURAL CHANGES

Admissions and Enrolment

Currently, there are no changes to admissions and enrolments, including tours of the College, but this 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 via virtual means.

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 to ensure the safety, health and wellbeing of all College residents, associate members, and staff.

The College may require residents returning or entering the College to provide copies of their Queensland Entry Pass – border or otherwise. This will provide additional information about any entry requirements and confirm any declarations given as part of the application process.

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 a number of entries to the College to reduce density at the College Main Entrance, and limitation to the number of the accompanying family members who can enter the College.

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

The main entrance of the College remains locked and all visitors, including residents' guests, contractors, prospective residents and families, and any other visitors to the College will be required to sign in and sign out with the Checkin Queensland app / QR Code available on entry to the College and register as a visitor for Contact tracing purposes. Their Duchesne College host must ensure that all guests comply with those 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. Additional cleaning will include:
- Daily cleaning of communal bathrooms and toilets;
- Spot clean of frequently touched surfaces, including the dining hall between each group of students during breakfast, lunch and dinner;
- Increased sanitary dispensers where required; and
- Review of cleaning products currently used.

	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 all skin-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's 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 all skin-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 Spaces

The residential areas of the College are being treated as a set of 15 households. Within a household, students are not required to adhere to the physical distancing and density requirements, unless there are 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 or have been directed to self-isolate (in which event they must immediately notify Head of College) they may be directed to remain in their room and to keep their door closed at certain times or for a period of time in accordance with this COVID Safe plan.

Common Spaces

In common spaces, maintaining the appropriate physical distancing of persons is essential and must be complied with in accordance with the Movement and Gathering Direction.

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 (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, and the current *Movement and Gathering Direction (No. 7)*, 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. Since early May 2021, the College is permitted to offer self-service buffet arrangements.

All non-kitchen staff (excluding residential staff) will no longer be 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 CRISIS MANAGEMENT PLANS

Potential case of COVID-19 in the College Community
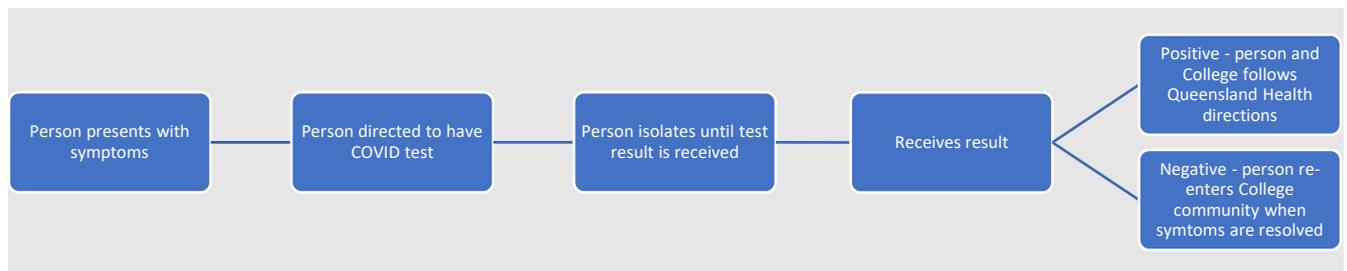
If a resident, associate member, or staff member has cold or flu like symptoms, such as a cough, fever, sore throat, shortness of breath or runny nose, even if these are mild, they must notify the College and get tested for COVID-19 immediately. The nearest COVID 19 testing centres, including Brisbane hospitals and nearby pathology testing centres, can be found on the Queensland Government website. Emergency services should be called on 000 if symptoms are severe.

The resident, associate member or staff member, or any other person having entered the College, permit the College to make public announcements as required to communicate reports to the necessary authorities and fellow College community.

Staff and associate members must self-isolate at home until a negative result has been received or as directed by medical personnel.

If deemed necessary, the College residents will be assigned into Wings that allow the College Community to be assigned into 15 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 meal times. Appendix 2 provides more information on the Wing Setup.

If any member of the Wing household is deemed to be a close or casual contact as defined by Queensland Health or similar group, offsite quarantine accommodation will be organised for them and the remainder of their Wing household will be immediately locked down in their Wing for a period of time determined by Queensland Health. Contactless meals will be delivered to them until a second negative test is received for the person offsite.

Any persons travelling to the College from a declared COVID-19 hotspot and identified by Queensland Health as a person of risk must notify the College and get tested for COVID-19 immediately. Such persons must also undertake self-isolation as directed by Queensland Health and remain in isolation until release is permitted by Queensland Health.

Persons isolating in College facilities must comply with the above points at all times. Please refer to Appendix 1 for the various COVID 19 scenarios.

Confirmed case of COVID-19 infection in the College Community

The College will be guided by advice and direction from Queensland Health should there be a confirmed case in the College community.

If a resident has been identified as a close contact of a positive case or secondary contact or a casual contact, they must follow directions of the College as determined by advice from Queensland Health.

In the event that suitable accommodation is not available (i.e. at the College or family home), the Resident may be placed into hotel quarantine as directed by Queensland Health.

APPENDIX 1: COVID-19 Scenarios

Scenario	Someone is having a precautionary test	General lockdown in Brisbane	Someone in College has symptoms and is being tested		Someone in College is a close contact		Someone in College is a Casual contact		Staff member is having a precautionary test
Alert Colour	Yellow	Orange	Red	Red	Grey	Gey	Grey	Grey	Yellow
			Ensuited room	Non ensuited room	Ensuited room	Non ensuited room	Ensuited room	Non ensuited room	
College wide implications		Wings implemented immediately at time of advice - may be ahead of a formal			Wing locked down for 2 days	Wing locked down for 2 days	Wing locked down for 2 days	Wing locked down for 2 days	Depends on general College status
Masks		Masks worn when not eating	Depends on general College status	Depends on general College status	Masks worn when not eating	Masks worn when not eating	Masks worn when not eating	Masks worn when not eating	Depends on general College status
QR Codes		Entry, D Hall and Gym	Depends on general College status	Depends on general College status	Entry, D Hall and Gym	Entry, D Hall and Gym	Entry, D Hall and Gym	Entry, D Hall and Gym	Depends on general College status
Staff	no change	only necessary staff on site	Depends on general College status	Depends on general College status	only necessary staff on site	only necessary staff on site	only necessary staff on site	only necessary staff on site	Depends on general College status
Space capacities		4m2 for internal spaces, 2m2 for outside spaces or whatever Qld Health advises	Depends on general College status	Depends on general College status	4m2 for internal spaces, 2m2 for outside spaces or whatever Qld	4m2 for internal spaces, 2m2 for outside spaces or whatever Qld	4m2 for internal spaces, 2m2 for outside spaces or whatever Qld	4m2 for internal spaces, 2m2 for outside spaces or whatever Qld	Depends on general College status
Associates		Not allowed in College	Depends on general College status	Depends on general College status	Not allowed in College	Not allowed in College	Not allowed in College	Not allowed in College	Depends on general College status
Visitors		Not allowed in College	Depends on general College status	Depends on general College status	Not allowed in College	Not allowed in College	Not allowed in College	Not allowed in College	Depends on general College status
Resident events	no change	All events cancelled	Depends on general College status	Depends on general College status	All events cancelled	All events cancelled	All events cancelled	All events cancelled	Depends on general College status
Tutorials		Online	Depends on general College status	Depends on general College status	Online	Online	Online	Online	Depends on general College status
Accomodation	no change	No visitors in rooms	Depends on general College status	Depends on general College status	No visitors in rooms	No visitors in rooms	No visitors in rooms	No visitors in rooms	Depends on general College status
Dining spaces	no change	Meals in wings as per plan	Depends on general College status	Depends on general College status	Meals in wings as per plan	Meals in wings as per plan	Meals in wings as per plan	Meals in wings as per plan	Depends on general College status
Common spaces	no change	4m2 for internal spaces	Depends on general College status	Depends on general College status	4m2 for internal spaces	4m2 for internal spaces	4m2 for internal spaces	4m2 for internal spaces	Depends on general College status
Gym	no change	Closed	Depends on general College status	Depends on general College status	Closed	Closed	Closed	Closed	Depends on general College status
Tea rooms	no change	Open but restricted to wings	Depends on general College status	Depends on general College status	Open but restricted to wings	Open but restricted to wings	Open but restricted to wings	Open but restricted to wings	Depends on general College status
Bathroom	no change	Bathrooms set by wing and separated for staff	Depends on general College status	Depends on general College status	Bathrooms set by wing and separated for staff	Bathrooms set by wing and separated for staff	Bathrooms set by wing and separated for staff	Bathrooms set by wing and separated for staff	Depends on general College status
Rubbish Collection	no change	Self service with drop off zones	Depends on general College status	Depends on general College status	Self service with drop off zones	Self service with drop off zones	Self service with drop off zones	Self service with drop off zones	Depends on general College status
Cleaning services	no change	self service - drop off of linen, cleaning supplies	Depends on general College status	Depends on general College status	self service - drop off of linen, cleaning supplies	self service - drop off of linen, cleaning supplies	self service - drop off of linen, cleaning supplies	self service - drop off of linen, cleaning supplies	Depends on general College status
Food services	no change	Served meals in designated areas	Depends on general College status	Depends on general College status	Served meals in designated areas	Served meals in designated areas	Served meals in designated areas	Served meals in designated areas	Depends on general College status
Wing Implications		Wings implemented immediately at time of advice - may be ahead of a formal lockdown			Wing locked down for 2 days	Wing locked down for 2 days	Wing locked down for 2 days	Wing locked down for 2 days	
Individual implications									
	Advise College via form	Students kept in assigned wings with no cross over	Advise College via form	Advise College via form	Advise College via form	Advise College via form	Advise College via form	Advise College via form	Advises College by email
	Resident stays away from greater population		Resident stays away from greater population	Resident stays away from greater population	Moves to offsite accomodation	Moves to offsite accomodation	Moves to offsite accomodation	Moves to offsite accomodation	
Post event process									
	Test results capture		Test results capture	Test results capture	Test results capture	Test results capture	Test results capture	Test results capture	Test results capture
	Normal Clean		Normal Clean	Normal Clean	COVID clean	COVID clean	COVID clean	COVID clean	

APPENDIX 2: Wing Summaries

document

APPENDIX 3: COVID-19 Scenario Checklist

Items to check	Yes	No	In Progress	N/A	Notes
Review of Updated Queensland Govt advice	☐	☐	☐	☐	
Changes to requirements for Masks?	☐	☐	☐	☐	
Changes to room capacities?	☐	☐	☐	☐	
Changes to Visitors to College for Residents?	☐	☐	☐	☐	
Does the College need to be moved into Wings?	☐	☐	☐	☐	
Changes to Visitors to College for External Visitors? E.g. tours, interviews, conference groups	☐	☐	☐	☐	
Review of changed travel restrictions	☐	☐	☐	☐	
Changes to work plans for staff? - Review who needs to be on site? - Review contractor plans	☐	☐	☐	☐	
Does cleaning of rooms and common areas needs to be changed?	☐	☐	☐	☐	
Are there areas of the College to be locked out? Gym?	☐	☐	☐	☐	

Brief impacted staff and residents on changes to operations - Night porters - Security - On Call staff - Catering - Cleaning - Maintenance	☐	☐	☐	☐	
Communications about impacts and updated advice - Residents - Associates - Staff and key contractors - Families - UQ - Council	☐	☐	☐	☐	

APPENDIX 4: COVID-19 Safe Work Plan Checklist

This checklist (provided by University Colleges Australia) is designed to assist colleges to ensure the wellbeing of staff, residents, visitors, and contractors during the return to operations. It covers "general COVID-19 safe measures" and more specific measures relevant to the operational environment of residential colleges.

General Measures

The following general measures should apply to support social distancing and help to protect health, service provision as well as ensuring business continuity:

- staff who are sick with cold and flu symptoms must NOT attend work;

- residents who are sick with cold and flu symptoms should ensure minimum contact with others prior to being tested for COVID-19;

- residents who test positive must isolate in accordance with the directions set by Queensland and Federal Government;

- staff and residents who are in vulnerable populations should continue to work or study from home or seek medical advice from their health practitioner to support informed risk assessment and decision-making regarding the suitability of returning to the college environment;

- staff who can attend work safely should do so, in line with each colleges' COVID-19 safe return to operations plan;

- business meetings which can be held with physical distancing measures in place can occur, but long or large meetings should continue to be held by audio-visual link or other remote means;

- non-essential events should continue to be deferred or cancelled;

- shared spaces such as dining halls and common areas should have no more than one person per two square metres of floor space or as directed by Queensland and Federal Government;

- staff should continue to undertake their normal duties with risk mitigation strategies; and

- all staff, residents and visitors must adhere to the physical distancing guidelines.

Documentation - Items to check	Yes	No	In Progress	N/A
Have you developed a COVID-19 safe work plan which addresses general safety requirements and compliance with College policies and procedures?	☐	☐	☐	☐
Have you developed a COVID-19 Safe Policy as part of the workplan?	☐	☐	☐	☐
Has the policy been communicated to staff?	☐	☐	☐	☐
Is a copy of the policy posted throughout the college and on the website?	☐	☐	☐	☐
Have other relevant policies been updated to reflect COVID-19 safe measures and behaviours?	☐	☐	☐	☐
Have you developed procedures that supplement your WHS system and procedures? Which include but are not limited to:				
(1) Temperature testing	☐	☐	☐	☐
(2) Positive tests and self-isolation	☐	☐	☐	☐
(3) General hygiene practices	☐	☐	☐	☐
(4) Social distancing measures	☐	☐	☐	☐
(5) Cleaning and disinfection	☐	☐	☐	☐
(6) Catering	☐	☐	☐	☐
Travelling to and from the College?	☐	☐	☐	☐
Notification of health authorities and the University?	☐	☐	☐	☐
Have you developed a risk management plan?	☐	☐	☐	☐

Communication - Items to check	Yes	No	In Progress	N/A
Have you developed a college communications COVID-19 plan?	☐	☐	☐	☐
Are all stakeholders identified in the communication plan?	☐	☐	☐	☐
Does the plan address the nature of communication?	☐	☐	☐	☐
Does the plan address the frequency of communication?	☐	☐	☐	☐
Does the plan address implemented health practices?	☐	☐	☐	☐
Does the plan address communication of latest health advice?	☐	☐	☐	☐
Does the plan address standards of expected behaviour?	☐	☐	☐	☐
Has the college code of conduct been updated to incorporate COVID-19 related issues and behaviours?	☐	☐	☐	☐
Has the updated code of conduct been communicated to all stakeholders and posted on the website?	☐	☐	☐	☐
Staff Training and Wellbeing - Items to check	**Yes**	**No**	**In Progress**	**N/A**
Have staff, including resident staff, been trained in appropriate hygiene protocols?	☐	☐	☐	☐
Have you provided hand sanitiser stations in all work locations and shared spaces?	☐	☐	☐	☐
Have staff been trained how to temperature test (if required)?	☐	☐	☐	☐
Have you staggered work attendance and starting times of staff?	☐	☐	☐	☐
Have you adjusted workspaces to facilitate adequate social distancing?	☐	☐	☐	☐
Have you erected signage and marked distances on floors?	☐	☐	☐	☐
Do you have an Employee Assistance Program or other support program?	☐	☐	☐	☐
Are COVID-19 safe measures incorporated into induction of staff?	☐	☐	☐	☐

Contractors and Visitors - Items to check	Yes	No	In Progress	N/A
Does your induction for contractors and visitors include COVID-19 safe practices?	☐	☐	☐	☐
Have you ensured that all contractors have been trained in COVID-19 safe practices?	☐	☐	☐	☐
Have you erected signage to inform all visitors and contractors that they must sign in before entering the college?	☐	☐	☐	☐
Have you provided hand sanitiser stations in visitor reception areas?	☐	☐	☐	☐
Are seats in waiting areas adequately spaced?	☐	☐	☐	☐
Has directional signage and floor markings been installed in reception areas to manage the flow of visitors?	☐	☐	☐	☐
Have major contractors provided their COVID-19 safe plans?	☐	☐	☐	☐
Management of Shared Spaces **Includes areas such as dining halls, group study areas, bathrooms, toilets, showers, laundry facilities and auditoriums – Items to Check**	Yes	No	In Progress	N/A
Is social distancing signage erected in all shared spaces including floor markings?	☐	☐	☐	☐
Have tables and seats in dining halls been adequately spaced?	☐	☐	☐	☐
Have sanitiser stations been provided in all shared spaces?	☐	☐	☐	☐
Are dining tables, seating, and other high touch areas (including serving stations) disinfected on a regular basis?	☐	☐	☐	☐
Do you have a procedure for the use of shared serving utensils?	☐	☐	☐	☐
Have you staggered dining times to ensure that social distancing is maintained?	☐	☐	☐	☐
Have you developed contactless dining options for residents in lockdown or unable/unwilling to attend the dining hall?	☐	☐	☐	☐
Have you developed a procedure and schedule for sanitising and cleaning bathrooms, showers, toilets, and laundries?	☐	☐	☐	☐

	Yes	No	In Progress	N/A
Have contractors (catering and cleaning) provided their COVID-19 safe plan?	☐	☐	☐	☐
Does your contractors' COVID-19 safe plan include contact and positive test reporting protocols?	☐	☐	☐	☐
Contact Tracing - Items to check	**Yes**	**No**	**In Progress**	**N/A**
Do you have a process for recording the contact details of visitors to the college?	☐	☐	☐	☐
Do you have a process for recording and managing resident movements to and from the college?	☐	☐	☐	☐
Do you have a process for notifying visitors, staff, the university, and state health authorities of positive tests?	☐	☐	☐	☐
Do you encourage the use of the COVID-19 safe app, recognising it is an individual choice to do so?	☐	☐	☐	☐
Do you encourage flu vaccination, recognising it is an individual choice to do so?	☐	☐	☐	☐
Have you erected signage to advise visitors to sign in and record their contact details?	☐	☐	☐	☐
Do you provide a counselling service for residents who have been in contact with a person who tested positive or a resident who has tested positive?	☐	☐	☐	☐
Do you provide a "general" counselling or pastoral care service?	☐	☐	☐	☐
Cleaning - Items to check	**Yes**	**No**	**In Progress**	**N/A**
Have you developed a detailed cleaning and disinfection program for public and shared spaces?	☐	☐	☐	☐
Does the program include "high touch" areas such as handrails, door handles, taps and other surfaces?	☐	☐	☐	☐
Does the program include shared office equipment?	☐	☐	☐	☐
Does the program include bathrooms, toilets, and showers?	☐	☐	☐	☐
Does the program include any outdoor exercise or other equipment?	☐	☐	☐	☐
Do you have hand sanitiser and disinfectant wipes stationed in high traffic areas?	☐	☐	☐	☐

	Yes	No	In Progress	N/A
Are staff provided with bathroom facilities which are separate to residents and visitors?	☐	☐	☐	☐
Facilities and Grounds - Items to check	**Yes**	**No**	**In Progress**	**N/A**
Are hand sanitiser and disinfectant wipes available in workshops and equipment stores?	☐	☐	☐	☐
Have you developed a procedure for disinfecting shared tools and equipment such as mowers, hand tools and the like?	☐	☐	☐	☐
Have you developed a procedure for conducting minor maintenance in residential rooms?	☐	☐	☐	☐
Have you developed a process for supervising the COVID-19 safe conduct of contractors when on site?	☐	☐	☐	☐
College Events and Activities - Items to check	**Yes**	**No**	**In Progress**	**N/A**
Do you prepare a risk management plan for all college events and activities?	☐	☐	☐	☐
Do you understand and implement COVID-19 safe measures for all events and activities?	☐	☐	☐	☐
Do you have a process for recording and managing resident movements to and from the college?	☐	☐	☐	☐