



DUCHESNE
COLLEGE

DUCHESNE COLLEGE
COVIDSafe Action Plan
2021

Reviewed: 17 March 2021



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GENERAL

The College is committed to providing a COVIDSafe environment for Duchesne College residents, associate members, staff, and visitors to assist in containing or responding to the spread of COVID19 within the community and wishes to implement a COVIDSafe Action Plan Policy (the COVIDSafe Plan) to give effect to that intent. This COVIDSafe 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 *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 COVIDSafe Plan was initially developed based on the Australian Government's [3 step framework](#) for a CovidSafe 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 Covid19
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 Covid19 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 include:

- Stay at home when sick and get tested
- Maintain physical distancing

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- 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’s Response to the QLD 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 Qld Health personnel

The College’s COVIDSafe 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

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Communications Overview

The College is committed to ensuring that the College community is kept informed of the College's COVIDSafe Plan and receives timely communications regarding any changes to how the College operates due to the Covid19 pandemic, including any cases of Covid19 in the College. The CovidSafe Plan is available on the Duchesne College website.

The following communication will be implemented, commencing from Semester 1, 2021.

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• Positive Covid test results of any person who has attended the College	<ul style="list-style-type: none">• Student "COVIDSafe Living" induction on return to college each semester• 'The Wash Up' 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• Positive Covid test results of any person who has attended the College	<ul style="list-style-type: none">• Weekly Staff Meetings• E-communication as required
College Council	<ul style="list-style-type: none">• Positive Covid test results of any person who has attended the College	<ul style="list-style-type: none">• E-communication as required
Parents and Guardians	<ul style="list-style-type: none">• Update on developments and changes to College operations due to Covid• Positive Covid test results of any person who has attended the College	<ul style="list-style-type: none">• E-communication as required

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The University of Queensland	<ul style="list-style-type: none">• Positive Covid test results of any person who has attended the College	<ul style="list-style-type: none">• Communication from Head of College as required
Queensland Health	<ul style="list-style-type: none">• Positive Covid test results of any person who has attended the College	<ul style="list-style-type: none">• 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 COVIDSafe Plan 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 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 COVIDSafe living induction session to help protect themselves against community transmission and ensure compliance of COVIDSafe College living requirements as set out in this COVIDSafe Plan.

Sign in/out Obligations

The main entrance of the College remains locked and all visitors, including resident's guests, contractors, prospective residents and families, and any other visitors to the College will be required to sign in and sign out with the 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.

The College will hold details provided in the electronic sign in and sign out form for the purpose of contact tracing. All details collected by the College will be maintained in accordance with the College's privacy policy and Government regulations.

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 COVID19, 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.

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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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Increase cleaning roster	To ensure all skin-touch surfaces are cleaned regularly	DBO
3	Improper sanitisation in high-risk area: Dining Hall	<ul style="list-style-type: none">• Hand sanitiser is regular 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'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	<ul style="list-style-type: none">• 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 household. Within a household, students are not required to adhere to the physical distancing and density requirements, unless there are more than 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 COVIDSafe plan.

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Common Spaces

In common spaces, maintaining physical distancing of person per 2m² is essential and must be compiled with in accordance with the Movement and Gathering Direction. Under the Queensland Health's current [Movement and Gathering Direction](#) there is a restriction on the numbers allowed for the gathering of persons.

A "gathering" is defined by Queensland Health as being more than 50 people in a single undivided outdoor space or single undivided indoor space at the same time.

In accordance with the *Movement and Gathering Direction*, no more than 50 people can gather in a single undivided indoor space and no more than 100 people can gather in an unrestricted outdoor space.

For indoor gatherings that are more than 50 people but less than 500 people or for outdoor gatherings that are more than 100 people but less than 1500 people , a [COVIDSafe Event Checklist](#) must be completed and provided to the Director of Admissions and Residential Life for approval

For gatherings that are larger than this, a COVID Safe Event Plan must be prepared and submitted for approval from the local Public Health Unit.

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 (CovidSAFE 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 (7m2)	15m x 6.4m	96	48	24
Chapel	10m x 7m	70	35	17

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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 & 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	2.8 x 4.5	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

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gatherings. However, the College is no longer permitted to offer self- service buffet arrangements and until further notice meals will be plated and served by College staff.

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.

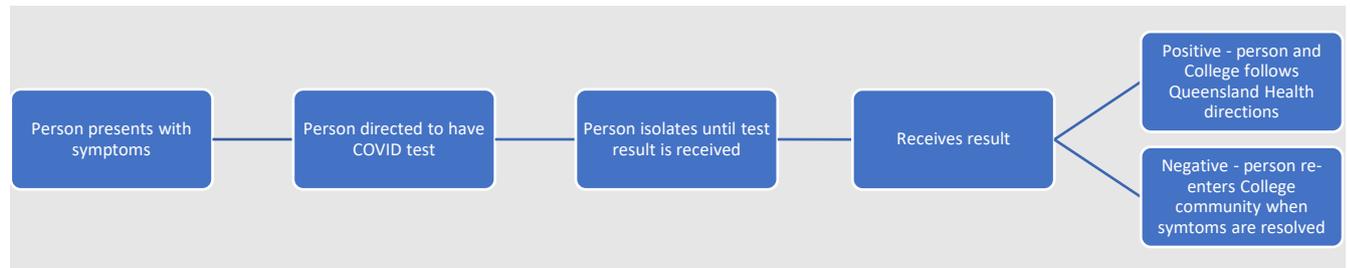
College Events – Student

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

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COVID-19 CRISIS MANAGEMENT PLANS

Potential case of Covid19 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.
- All residents who are residing in a single room with a private ensuite must self-isolate in their rooms and maintain good hygiene. No visitors to the room allowed. Contactless delivery of meals directly to their rooms will be provided and the resident must wear a mask at all times when opening the resident's door to collect food or other essential items. The resident must not open the door for any reason other than to collect food or other essential items when required and directed.
- All residents who reside in a single room, but without ensuite, must self-isolate in their rooms, maintain good hygiene and use the dedicated bathroom facilities while wearing a mask as directed by the Director of Admissions and Residential Life. No visitors to the room allowed. Contactless delivery of meals directly to their rooms will be provided and the resident must wear a mask at all times when opening the resident's door to collect food or other essential items. The resident must not open the door for any reason other than to collect foods or other essential items when required and directed.
- All residents who reside in a shared room must be tested and self-isolate in the shared room and maintain good hygiene. If the shared room is ensuited, the Residents must continue to use those ensuite facilities. If is the shared room is not ensuited, the Residents must use the dedicated bathroom facilities while wearing a mask as directed by the Director of Admissions and Residential Life. No visitors to the room allowed. Contactless delivery of meals directly to their rooms will be provided and the residents must wear a mask at all times when opening the resident's door to collect food or other essential items. The residents must not open the

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door for any reason other than to collect foods or other essential items when required and directed.

Residents who have family in proximity of the College may self-isolate in their family home if the environment is suitable and provided they comply with Queensland Health's direction on self-isolation.

Any persons travelling to the College from a declared COVID19 hotspot and identified by Queensland Health as a person of risk must notify the College and get tested for COVID19 immediately. Such persons must also undertake self-isolation as directed by Government and remain in isolation until release is permitted by the appropriate Government officials.

For persons isolating in College facilities must comply with the above bullets points at all times.

TIMEFRAME	WHO	ACTION	IMPACT	RESPONSIBLE
Immediate	Individual (Resident, Associate Member, Staff)	Person presents/advises of symptoms	Potential positive COVID Case	Individual
Immediate	Individual	Person directed to have COVID test	Potential positive COVID Case. Isolation until results received	DARL/DBO
Same Day	Individual	Move to isolation	Isolation until results received	Individual/DARL/DBO
Mealtimes	Head Chef	(if applicable) meals to be left outside resident's room at designated times	Potential COVID risk. Contactless meal delivery arrangements	DARL/DBO/Head Chef
Daily	DARL/DBO	Health and wellbeing check by digital technologies	Update on health and wellbeing, determine if any further support is required	DARL/DBO
Receipt of negative results	Individual	Advise DARL/DBO and re-enter College community life, once symptoms have resolved and safe for community	Ensure health and wellbeing of College community	Individual/DARL/DBO

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Receipt of positive results	Individual	Advise DARL/DBO and follow Qld Health advice	Ensure health and wellbeing of College community	Individual/DARL/DBO
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Confirmed case of COVID19 infection in the College Community

The College will be guided by advice and direction from Qld 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, they must self-isolate at the College in a single room that has its own ensuite bathroom until such time that a negative result is returned or as directed by Queensland Health. If the room does not have an ensuite bathroom, the resident may use dedicated bathroom facilities as directed by the Director of Admissions and Residential Life while wearing a mask and maintaining good hygiene.

Residents self-isolating must not open the room door unless when collecting food or other essential items when required or directed and must wear a mask at all times. The resident must not open the door for any other reason.

Alternatively, residents with family in proximity of the College may self-isolate in their family home if the environment is suitable and provided they comply with Queensland Health's direction on self-isolation.

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.

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APPENDIX 1: 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.



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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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you developed a COVID-19 Safe Policy as part of the workplan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the policy been communicated to staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a copy of the policy posted throughout the college and on the website?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have other relevant policies been updated to reflect COVID-19 safe measures and behaviours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you developed procedures that supplement your WHS system and procedures? (which include but are not limited to)				
(1) Temperature testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Positive tests and self-isolation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) General hygiene practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) Social distancing measures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5) Cleaning and disinfection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6) Catering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travelling to and from the College	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notification of health authorities and the University	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you developed a risk management plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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Does your induction for contractors and visitors include COVID-19 safe practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ensured that all contractors have been trained in COVID-19 safe practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you erected signage to inform all visitors and contractors that they must sign in before entering the college?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you provided hand sanitiser stations in visitor reception areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are seats in waiting areas adequately spaced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has directional signage and floor markings been installed in reception areas to manage the flow of visitors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have major contractors provided their COVID-19 safe plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have tables and seats in dining halls been adequately spaced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have sanitiser stations been provided in all shared spaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are dining tables, seating, and other high touch areas (including serving stations) disinfected on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a procedure for the use of shared serving utensils?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you staggered dining times to ensure that social distancing is maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you developed contactless dining options for residents in lockdown or unable/unwilling to attend the dining hall?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you developed a procedure and schedule for sanitising and cleaning, bathrooms, showers, toilets, and laundries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have contractors (catering and cleaning) provided their COVID-19 safe plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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

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Facilities and Grounds - Items to check	Yes	No	In Progress	N/A
Are hand sanitiser and disinfectant wipes available in workshops and equipment stores?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you developed a procedure for disinfecting shared tools and equipment such as mowers, hand tools and the like?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you developed a procedure for conducting minor maintenance in residential rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you developed a process for supervising the COVID-19 safe conduct of contractors when on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you understand and implement COVID-19 safe measures for all events and activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a process for recording and managing resident movements to and from the college?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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