

ECU Student Guild BUSINESS CONTINUITY PLAN COVID-19

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1. SCOPE

The Edith Cowan University Student exists to advance the interests and welfare of the students of Edith Cowan University. The Guild has offices in all three ECU Campuses. There are 4 full time staff members, 5 Part-time staff members and 14 Senate members, whose minimum hours of engagement vary between 20 hours to 4 hours per week. The Guild also employs Casual staff members, numbers of which can vary at any one time.

2. PURPOSE

An outbreak of COVID-19 (previously known as Novel Coronavirus 2019-nCoV) was detected in Wuhan, Hubei Province, China in late December 2019. COVID-19 can make humans and animals sick. Some Coronaviruses can cause illness similar to the common cold and others can cause more serious diseases, including Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS).

Whilst the state of WA has successfully controlled community transmission of Covid-19 overall, there is scope for snap lockdowns to be imposed at any point in time as a result of a potential outbreak. There is also potential for Edith Cowan University to be listed as a location of concern and therefore necessitate mass testing of those individuals who were on campus at a time and date listed by the Department of Health.

The Business Continuity Plan is in place to support the protection of staff, Senate and students, as well as communicating information about the virus and making provisions for operation of the business should the business premises need to be closed for a period of time.

3. IMPLEMENTATION

The Business Continuity Plan will be reviewed weekly during a lockdown period following updates from the WA Department of Health.

The Guild commits to:

- ensuring all staff, Senate and Students wash their hands with soap or water or hand sanitiser on arrival to the office.
- Ensuring all staff, Senate and Students register their attendance at a Guild location using the SafeWA app to assist with contact tracing.
- Ensuring that all staff and Senate are kept updated with the most relevant information.
- Ensuring that we exclude any unwell staff and Senate that show any signs or symptoms of the virus for a minimum of 14 days unless they have a medical clearance
- Ensuring we are aware of all Staff and Senate who have recently travelled or have plans to travel overseas/interstate or have come into contact with any individual who has recently travelled, and exclusion periods will be applied where necessary.
- Ensuring every effort is made to minimise any spread of infectious disease within the Guild by following clear cleaning procedures and using recommended strategies to minimise the spread of infection and implementing good hygiene practices such as regularly washing of hands and cough and sneeze etiquette.

4. SYMPTOMS OF COVID-19

Symptoms can range from mild illness to pneumonia. Some people will recover easily, and others may get very sick very quickly. Symptoms can occur between 2 and 14 days from exposure to the virus. People with COVID-19 may experience:

- Fever
- Cough
- Sore Throat
- Fatigue
- Shortness of Breath

5. TESTING REQUIREMENTS

Where advice is received from the Department of Health that members of Staff at Edith Cowan University and the Guild are required to be tested for Covid-19, staff and Senate must comply with this direction and any direction provided by the Operations Manager and President. This also applies where Staff or Senators may have attended a location on a date and time listed by the WA Department of Health as potential contamination sites.

Staff and Senate will not be permitted to return to any Guild office unless a negative test result issued by the Department of Health can be demonstrated. Test results should be provided to the Operations Manager (Staff) or President (Senate) before approval to return will be provided.

If a Staff or Senate member returns a positive test they should inform the Operations Manager (Staff) or the President (Senate) immediately.

6. TRAVEL

The following countries are on the Government's HIGH-RISK list and therefore the Guild's exclusion list:

- All Countries

The advice around safe states changes daily and Staff and Senate should be mindful of those states with border restrictions prior to organising any travel. Staff and Senate must also comply with the provisions below.

No international travel is permitted at this time in line with Australian regulations.

Staff and Senate who wish to travel during restrictions and are able to obtain a G2G travel Pass from the Australian Government (where required) must discuss their intention to travel with either the Operations Manager (Staff) or the President (Senate) in the first instance and before booking any travel tickets. Those that are permitted to travel will be required to self-isolate as per those regulations and will not be permitted to attend any of the Guild offices until such time that their period of quarantine is completed and a negative Covid-19 test is obtained.

Staff will be required to use their leave provisions during any required quarantine period unless work can be conducted in an efficient and appropriate manner from the quarantine location. This must be approved by the Operations Manager.

6.1. CLOSE CONTACT

If you have been in close contact with a person who has travelled to, from or through any of the countries listed on the exclusion list, you must self-monitor for any symptoms for 14 days from the LAST day of close contact. You can still attend the Guild offices, but if you display any symptoms you must immediately self-isolate, contact the Operations Manager and seek medical advice from relevant health professionals.

Close contact is defined as 15 minutes face-to-face contact with a person in any setting or sharing a closed space with a person for more than 2 hours.

Please notify the Operations Manager who will disseminate information to the Guild President that you are self-monitoring for symptoms.

7. BECOMING UNWELL

Regardless of whether you have travelled to, from or transited through any other country as listed above, Staff and Senate are to ensure that in any circumstances where they feel unwell, they **do not** come into the office and seek medical advice.

If Staff or Senate become unwell and display any symptoms of COVID-19 whilst at work, despite not having travelled to, from or transited through any of the Countries listed in Section 5 and 6, you will be required to inform the Operations Manager as soon as possible. At which time a dedicated office will be cleared for that individual to rest in isolation whilst transport is arranged, if personal transport is not available. This office is required to be thoroughly cleaned before continued use.

8. LEAVE PROVISIONS FOR STAFF

Staff that are required to undertake a period of isolation and are not able to work from home will be required to utilise personal leave to cover the period of leave. As many staff may not have levels of accrued leave to cover the full isolation period, any staff member required to isolate will be credited with five additional Personal Leave days to lessen the impact on staff in their leave entitlements. Any credit to Personal Leave will only be made where a doctor's certificate is provided and where the isolation requirements are NOT due to undertaking personal travel through those countries or states listed as HIGH-RISK or subject to border controls in Section 6 or as a result of delaying attending a Covid-19 test clinic for a test as required in section 5.

Any staff member who still does not have enough Personal/Carers Leave despite the credit of 5 additional days, will be required to use other paid leave or can elect to take unpaid leave.

9. OPERATIONS MANAGER/PRESIDENT RESPONSIBILITIES

- To ensure that they are aware of who has travelled or plans to travel and where they have/are travelling from, to or through.

- To inform ECU Campus Leasing and Projects Manager (Retail and Engagement) of any staff or Senate member that has been excluded from the Guild offices due to the risk of being exposed to COVID-19.
- To follow the above exclusion and self-monitoring lists.
- To ensure that Staff and Senate members that are unwell are sent home and/or do not attend the Guild Offices.
- To ensure all Staff and Senate are aware of the Symptoms of COVID-19.
- To ensure all Staff and Senate are following Health and Hygiene practices at all times.
- Provide Staff and Senate with adequate information, training and facilities to support good hand hygiene and cough and sneeze etiquette.
- Attend meetings of the ECU Emergency Planning Committee or other University Committees (where required) along with the Guild President.

10. STAFF/SENATE RESPONSIBILITIES

- To communicate with the Operations Manager/President when you are displaying symptoms of being unwell.
- To communicate with the Operations Manager/President if they have travelled to/from or through any country that is listed on the HIGH RISK list.
- To communicate with the Operations Manager/President if they have had close contact with any person who has recently to/from or through any country that is listed on the HIGH RISK list.
- To follow the above exclusion and self-monitoring lists.
- To ask Students to wash their hands upon entry to and exit from the Guild offices.
- All Staff and Senate will model and practice good hand hygiene.
- To limit close contact and to refrain from shaking hands, hugs or kissing students or visitors to the Guild.
- To refrain touching their own face and/or putting items of stationary, including Staff/Student cards near or in mouths.

Responsibilities for the facilitation of any procedures of this policy:

| Task | Responsible Officer |
|---|------------------------------|
| Communication of this Policy where any lockdown is imposed. | Operations Manager |
| Announcement of Guild Closures | Operations Manager/President |

| | |
|---|---|
| Distribution of work | Operations Manager (Staff)/President (Senate) |
| Communications to students | Marketing & Promotions Officer/Events & Marketing Manager in consultation with Operations Manager and President |
| Communication to Clubs, Societies and Collectives | Relevant Vice President |
| Event Management | Events & Marketing Manager, relevant event officer in consultation with the Operations Manager and President |
| Communication to event partners | Events & Marketing Manager |

11. GOVERNMENT MANDATED LOCKDOWNS

The WA Government or Federal Government, may, as a result of outbreaks, place the state or country into lockdown, requiring that citizens stay at home unless required to leave for a number of limited published reasons.

During a mandated lockdown, the Guild, will move to a working from home structure. No staff or Senate will be permitted to enter the Guild offices unless to collect required equipment, however, where staff or Senate are subject to testing requirements, they will not be permitted entry to the offices if the Guild until such time that they return and provide to the Operations Manager (Staff) or President (Senate) a negative test result.

12. GUILD CLOSURE

Should the Guild offices be required to close as directed by the University and/or The Federal or State Government, or a Staff or Senate member is **diagnosed** (confirmed by authorised testing by the WA Department of Health) with COVID-19, Staff and Senate will be advised at the earliest opportunity.

12.1. CLOSURE DUE TO STAFF/SENATE CONFIRMED CASE

In the event of a Staff or Senate member being diagnosed with COVID-19, the Guild offices will be closed temporarily to allow for subsequent staff and Senate COVID-19 testing and disinfecting.

Staff and Senate will be required to immediately leave the offices and return directly to their homes, immediately and without proceeding to any other place, such as shopping centres and the like.

Staff and Senate should contact their GP or make their way to a COVID-19 testing centre, and advise that they have been in close contact with a confirmed case of COVID-19. Staff and Senate should also ensure that they submit for any further testing as required by the WA Department of Health.

Staff will be required to self-isolate regardless of the results of initial testing for 14 days based on advice from the WA Department of Health. If a staff or Senate member shows symptoms of illness during the self-isolation period, they are required to undergo further testing.

The procedures as set out in Section 12.2.1 will be enacted to close the Guild offices.

Those staff that have isolated for 14 days with and displayed no symptoms of illness during that time will be permitted to return to work on the production of a medical clearance certificate.

All staff and Senate are required to update the Operations Manager with details of test results and any onset of symptoms throughout the 14-day isolation period.

12.2. CLOSURE DUE TO UNIVERSITY, FEDERAL OR STATE GOVERNMENT ADVICE OR POLICY

In the event that the University, Federal or State Government mandates that all University Campuses should close or as a result of a general lockdown all staff and Senate will be required to work from home exclusively. All on-campus services to students will be suspended.

12.2.1. SHUTDOWN PROCEDURE AND WORKING FROM HOME

In the event of a shutdown **all** staff will be required to work from home during this time. **All** Senate members will be required to carry out their duties from home during this time and meet the required minimum hours of engagement to trigger payment of honorarium.

For staff where there is no likelihood that meaningful work can be conducted from home, either at commencement of shutdown or during shutdown as determined through consultation between the staff member and the Operations Manager, that staff member will be stood down from their role. In these cases, staff can access TOIL, Annual Leave or Long Service Leave arrangements. If all leave allocations are exhausted, the staff member will be required to take a period of leave without pay until such time that normal operations resume.

Whilst working from home arrangements are in place all staff will continue to be paid their salary in accordance with Guidance of **Fairwork WA**. This does not apply if staff have to self-isolate due to contracting or exposure to COVID-19. In these cases Personal/Carers leave arrangements will apply as set out in Section 8 or where staff are stood down where there is no likelihood of meaningful work. Any JobKeepers Support available from the Federal Government will be applied to staff accordingly.

Note that staff will not be required to carry out work from home on a full time basis as it is understood that the vast majority of staff will have other commitments to their own families in the event of a state shutdown but should be committed to completing all of the necessary tasks required to fulfil the business continuity requirements of the organisation.

No overtime will be authorised during any period in which staff are required to work from home.

Staff will be required to continue to record their hours of engagement on work tasks on their timesheets.

Those staff who do not have access to laptops to work from home will be provided with the necessary equipment to facilitate work requirements where lockdown restrictions permit. Where it is not reasonable to provide laptops, for example where office access is restricted, staff who do not have suitable equipment to work from home will be directed to take leave.

Staff who are not currently receiving a telephone allowance, but who require use of a telephone in order to effectively work from home will be paid an allowance for the duration of the closure to allow for use of personal telephones to conduct Guild business. This will be determined by the Operations Manager, however, the preference is that staff use Microsoft Teams to receive calls using their computers during working from home. GSA's will be reimbursed the cost of using their personal telephone for contacting students during shutdown.

12.3. PRIOR LEAVE ARRANGEMENTS

Prior leave arrangements will continue to be in place during shut down. Those staff members who have already booked leave during this time can elect to either cancel their leave, or take leave as planned. Those staff that elect to cancel their leave will be required to continue to work from home.

12.4. GSA SERVICES

GSA face-to face appointments will be suspended until such time that the offices are permitted to open without restriction. GSA staff can continue to provide services via telephone appointments.

12.5. EVENTS AND ACTIVITIES

Any restrictions imposed by the Federal or State Government in relation to Events and activities and large gatherings should be followed.

12.5.1. GUILD EVENTS

All Guild Events are to be postponed until further guidance from the Government is received that permits large gatherings. In addition, no further events are to be organised and promoted to Guild Members until such time that restrictions are lifted and events are authorised to take place by the University.

Staff and senate are permitted to make provisional plans for future events, but no commitment to expend Guild funds on event services should be made until restrictions are lifted.

Where possible events should be moved to an online or Covid safe format in line with Government guidance and requirements.

12.5.2. CLUBS, SOCIETIES AND COLLECTIVE EVENTS

All Guild affiliated Clubs, Societies and Collectives are to be directed that they must follow government guidelines and requirements when organising events and activities. No Guild funding will be provided to clubs to organise larger events or small on-campus events where Campus Support Office has not given authorisation.

Any Club, Society or Collective not abiding by the directions as given by the Guild in reference to the Business Continuity Plan shall be dealt with in the following manner:

- A written warning is to be issued to the Club President by the Guild President advising that the event is being conducted contrary to the Federal Government and Guild advice.
- If the club, society or collective continues to proceed with an event that does not comply with the restrictions, the Club, Society or Collective should be temporarily suspended, referred to the Guild's Disciplinary Committee and any further funding suspended.

12.5.3. THIRD PARTY EVENTS

All third parties who have engaged the Guild to carry out event management/event support should be contacted and advised that due to Government restrictions, the Guild is unable to further support the event.

Any payments made by third parties in consideration of services provided by the Guild should be refunded.

12.6. MEETINGS

All meetings will be held utilising Microsoft Teams or Zoom. Those staff and Senate that require access to Zoom for meetings of a length more than 40 minutes should contact the Operations Manager (Staff) or the President (Senate) for log in details for the Guild's professional account, or consider disconnecting a meeting and reconnecting a new meeting when the 40 minute meeting length under a personal account is reached, however, Microsoft Teams is the preferred method of video communication for meetings.

12.7. RETURN TO WORK

When restrictions on attending campus are lifted, the Operations Manager will communicate this to staff and Senate as soon as possible. Staff will be expected to report to work on the date given. Any staff member who does not report to work as required will be subject to disciplinary procedures as set out in the Enterprise Bargaining Agreement unless additional leave has been requested and authorised.

13. OFFICE FUNCTIONS (WHEN OPENED)

All visitors to the Guild offices across all campuses will be requested to clean their hands upon entering the office.

Hand cleaning stations including handwashing information and Hand Sanitiser will be stationed at the entrance to the offices across all campuses and students, visitors, staff and Senate should be requested to clean their hands upon entry to the office space.

Staff and Senate should ensure that workstations are disinfected using antibacterial wipes or spray disinfectant when entering the workspace, when leaving the workspace for the day and after each meeting or appointment where there has been contact with others.

The Business Services Officer (in Joondalup) and/or another delegated staff or Senate Member will clean the kitchen space with disinfectant every two hours.

A determination regarding whether the student kitchens, Mount Lawley or South West Offices will be open to students will be made by the Operations Manager and President in consideration of any government imposed restrictions or distancing measures and will be communicated to Staff and Senate as soon as possible.

14. REVIEW

The Business Continuity Plan COVID-19 will be reviewed and updated weekly and as required by the Executive Leadership Team and will not be subject to review by the Continuous Improvement and Development Committee or the Senate in order to facilitate dynamic adaptation of the policy.

If the President or Operations Manager are incapacitated the obligations under this policy will fall to the remaining members of the Executive Leadership Team.

APPENDIX ONE

How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

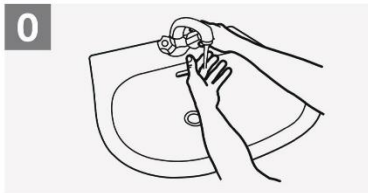


Duration of the handwash (steps 2-7): 15-20 seconds



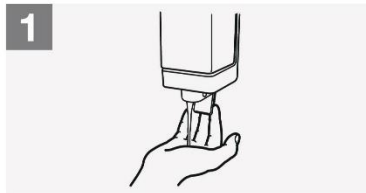
Duration of the entire procedure: 40-60 seconds

0



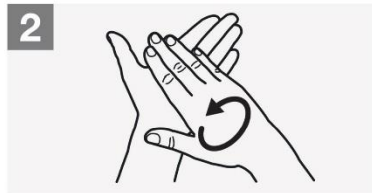
Wet hands with water;

1



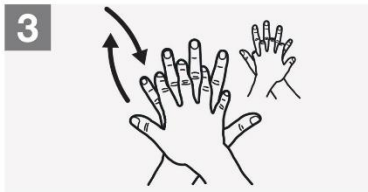
Apply enough soap to cover all hand surfaces;

2



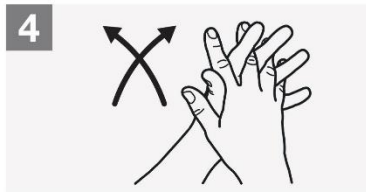
Rub hands palm to palm;

3



Right palm over left dorsum with interlaced fingers and vice versa;

4



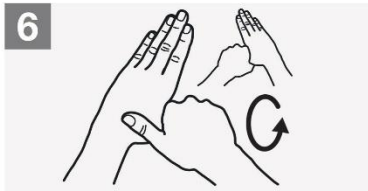
Palm to palm with fingers interlaced;

5



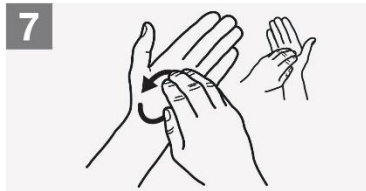
Backs of fingers to opposing palms with fingers interlocked;

6



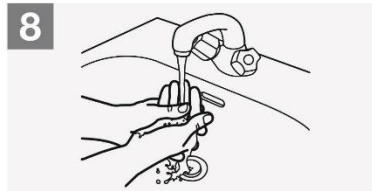
Rotational rubbing of left thumb clasped in right palm and vice versa;

7



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;

8



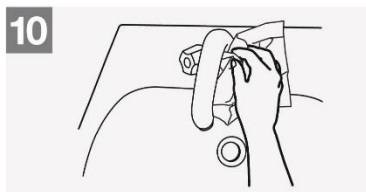
Rinse hands with water;

9



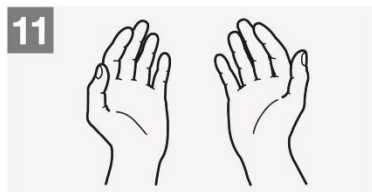
Dry hands thoroughly with a single use towel;

10



Use towel to turn off faucet;

11



Your hands are now safe.



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SAVE LIVES

Clean Your Hands

Based on the 'How to Handwash', URL: http://www.who.int/gpsc/5may/How_To_HandWash_Poster.pdf © World Health Organization 2009. All rights reserved

May 2009

How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED



Duration of the entire procedure: 20-30 seconds

1a



Apply a palmful of the product in a cupped hand, covering all surfaces;

1b

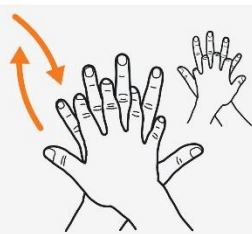


2



Rub hands palm to palm;

3



Right palm over left dorsum with interlaced fingers and vice versa;

4



Palm to palm with fingers interlaced;

5



Backs of fingers to opposing palms with fingers interlocked;

6



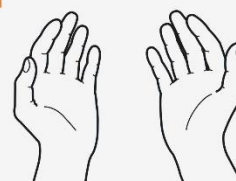
Rotational rubbing of left thumb clasped in right palm and vice versa;

7



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;

8



Once dry, your hands are safe.



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SAVE LIVES

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