

## Staff/Student Pre-Access to Campus

**This form will require approval from a supervisor at the level of DVC/VP, PVC, Dean, Executive Director, Director or equivalent.**

In keeping with the University's duty of care to all staff, especially those that the Department of Health deems are at [risk and more vulnerable](#) to COVID-19, WHS& Wellbeing has created the below checklist for supervisors to use before granting authority to staff to access a University campus.

Guide to using this questionnaire:

1. If the staff member answers yes to any of the questions in Part A, the authoriser must not approve that staff member to have access to campus.
2. If the staff member answers yes to any of the questions in Part B, the authoriser must conduct a risk assessment for the individual based on medical advice.
3. The authoriser must assess the reason the staff member requires access - for example is it essential or critical.
4. Once the Questionnaire is completed please email to [whs@westernsydney.edu.au](mailto:whs@westernsydney.edu.au)

### Staff/Student Details:

Name: \_\_\_\_\_ Staff/Student ID: \_\_\_\_\_ Date: \_\_\_\_\_

#### Part A:

Are you unwell or do you have flu-like symptoms such as fever, coughing, sore throat, fatigue or shortness of breath? Yes  No

Within the last 14 days, have you been in close contact with someone who has been diagnosed with COVID-19? Yes  No

*Note: close contact means having face to face contact with a person for 15 minutes or being in the same closed space for at least two hours with that person.*

Have you been directed by NSW Health, your GP or other medical practitioner to self-isolate? Yes  No

Have you travelled to or live in an area that has been identified as a hot spot by NSW Govt within the last 14 days? Yes  No

**If the answer is yes to any of the questions in Part A, the authoriser must not approve access to campus.**

#### Part B:

Do you have a chronic medical condition or pre-existing medical condition? [Including compromised immune systems.](#) Yes  No

Are you 70 years and over? Yes  No

*Note: Staff/students who are in vulnerable populations should continue to work or study from home OR seek medical advice regarding the suitability of returning to the University environment.*

**If the answer is yes to any of the questions in Part B, the authoriser must not approve access to campus unless a risk assessment has been conducted and suitable control measures are in place.**

Why does the staff member/student want access? \_\_\_\_\_

**If the staff member/student's request is not deemed essential or critical, the authoriser must not approve access to campus.**

Authoriser Name: \_\_\_\_\_ Contact Details: \_\_\_\_\_

## Staff Pre-Access to Campus

Dear \_\_\_\_\_ (Staff/Student ID \_\_\_\_\_),

I authorise you to attend \_\_\_\_\_ on \_\_\_\_\_  
between \_\_\_\_\_ to \_\_\_\_\_.

Whilst on campus please observe the [Social Distancing Requirements](#) eg:, ensuring a minimum of 1.5 metres distance is maintained between you and other people.

I have outlined the process below that must be followed:

- 1- Attend the Campus Safety and Security (CSS) office upon arrival with this authority.
- 2- Please complete (critical task/work) safely and within the timeframes outlined.
- 3- Please then attend the CSS office before you leave to notify them that you will no longer be on campus.

Do not attend campus if you are unwell, particularly if you have developed flu-like symptoms or if you have been directed by NSW Health, your GP or Medical Practitioner to self-isolate.

Authoriser Name: \_\_\_\_\_

Contact Details: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

Once this form is completed please send a copy to [whs@westernsydney.edu.au](mailto:whs@westernsydney.edu.au)