



RETURN TO CAMPUS

FACTSHEET FOR STAFF

BEFORE YOU LEAVE HOME	TRAVELLING ON PUBLIC TRANSPORT
<ul style="list-style-type: none">✓ Do not come to campus if you are unwell, have been in close contact with someone diagnosed with COVID-19 within the past 14 days, or have been directed by NSW Health or a medical practitioner to isolate.✓ If you are considered an individual at greater risk (as defined by the Australian Government Department of Health) please notify the University, if you haven't already, by contacting the WHS and Wellbeing Unit before attending campus.	<ul style="list-style-type: none">✓ Plan ahead and travel outside of peak times.✓ Ensure you adhere to physical distancing protocols and keep at least 1.5m from other travellers where possible.✓ Practise good hygiene. After coming into contact with surfaces including handles, rails and buttons, clean your hands with soap and water and/or hand sanitiser.✓ Use "tap and go" instead of cash where possible.✓ Public Health directives remain in place for masks on public transport. Please check the latest requirements before travelling.

WHILE ON CAMPUS

Upon arrival

- ✓ Check in via QR code before entering any buildings. You will be required to check in once per campus per day via one of the building codes and recheck in if you attend another campus.
- ✓ If you cannot find a code, or your building does not have one, speak to your supervisor, who can download a code from the **Work Health, Safety and Wellbeing website**.
- ✓ Wash or sanitise your hands.

Physical distancing and hygiene

- ✓ Wash your hands as soon as you arrive on campus and regularly throughout the day. Wash your hands before and after eating, going to the toilet, or touching anything in communal areas.
- ✓ Maintain 1.5m distance from others, and ensure one person per 4 square metres of available floor space indoors. Follow any signage and floor markings on campus.
- ✓ Avoid physical greetings such as hand-shaking, hugs and kisses.
- ✓ Exercise good sneeze/cough hygiene. Cover your nose and mouth when coughing and sneezing with a tissue or a flexed elbow. Discard the tissue straight into a bin, and wash your hands.
- ✓ Avoid using shared kitchenettes and items such as cups, glasses and cutlery. Bring your own crockery, utensils and stationery from home, and take them home. Avoid sharing your food, drinks and stationery with others.

Coronavirus queries and further information

Coronavirus Support Hotline: +61 (02) 9852 5399
(Monday to Friday, 9.00am to 5.00pm AEDT)

Email address: coronavirussupport@westernsydney.edu.au
Website: www.westernsydney.edu.au/coronavirus-information

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WHILE ON CAMPUS (cont.)

Interactions with students

- ✓ Students and staff are to avoid queuing and gathering at entry and exits to teaching areas.
- ✓ Staggered starts in adjacent spaces and shared building environments have been evaluated to facilitate physical distancing measures.
- ✓ Students have been advised that, when asked politely to maintain physical distancing by a staff member, they are required to do so.
- ✓ Repeated non-compliance by students or staff should be reported to **Campus Safety and Security**.
- ✓ The health and wellbeing of our students is of the utmost importance to WSU. Please ensure that any student that requires support is directed to visit **Student Services**.

IF YOU FEEL UNWELL AT UNI

- ✓ If you start to feel unwell while on campus, notify your supervisor immediately.
- ✓ Leave campus if it is safe to do so.
- ✓ Contact **Campus Safety and Security** if you need first aid attention.
- ✓ Notify the **Coronavirus Support** Hotline.

PERSONAL PROTECTIVE EQUIPMENT & TEMPERATURE CHECKING

- ✓ PPE and temperature screening is required to be used by students and staff within clinics on campus and in medical and other clinical practice classes.

WEARING MASKS ON CAMPUS

- ✓ **Beprepared** – you may be required to wear a mask anytime, any campus. The NSW Government has advised that COVID-19 spreads more easily indoors and in settings where you can't physically distance so it is important you carry a face mask with you at all times. Public Health directives remain in place in some circumstances. Please check the **latest requirements**.
- ✓ It is **strongly recommended** that you wear a face mask where you are not able to maintain a physical distance of 1.5 metres. This includes indoor settings such as public transport and shuttle buses, eateries, events, in classrooms and office spaces.
- ✓ It is **mandatory** to wear a face mask where instructed. For example, as a condition of entry in clinics on campus; in medical, clinical practice and other classes; first aid responders on campus, per illness protocols.

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CLEANING	GROUP AND WORK MEETINGS
<ul style="list-style-type: none"> ✓ Hand sanitiser will be available in high traffic areas for example upon entry to building. The University is conducting regular cleaning with a focus on high touch points. ✓ It is everyone's individual responsibility to maintain a high level of cleanliness in individual work areas. Ensure you regularly clean your own equipment and desk spaces before and after use. ✓ Wash your own personal kitchen items and utensils immediately after use, and place any discarded items, such as disposable coffee cups, in bins. ✓ Please ensure any personal items brought onto campus, e.g. glasses and devices, are regularly cleaned with disinfectant wipes. ✓ Any students and staff responsible for cleaning particular areas will be provided with the necessary sanitation products. ✓ Be vigilant in cleaning up, to prevent people picking up after you. 	<ul style="list-style-type: none"> ✓ As more staff return to campus, more meetings may be held face-to-face. This should only occur if health and safety protocols are able to be maintained, such as ensuring a physical distance of 1.5 metres between each person. If this is not possible, consider meeting via other means, such as Zoom or Teams. ✓ Try to conduct meetings outdoors where possible, adhering to 1.5 metre physical distancing rule. If face-to-face group work and meetings must be held indoors, use a large meeting room for the minimum time possible, sit at least 1.5 metres from each other, and occupy every second chair. ✓ Follow signage instructions and physical distance markers in high-density areas. ✓ Follow maximum occupancy instructions for rooms and lifts. ✓ Access to shared equipment and workspaces should be managed to adhere to physical distancing measures – e.g. every other computer in use.
<h3>ON CAMPUS ACTIVITIES AND EVENTS</h3>	
<p>If you are considering holding an event on campus, you must firstly review the COVID-safe measures for events guidelines and ensure you complete the relevant checklist (for indoor/outdoor activities).</p> <p>The guidelines and checklists can be found on the Organising COVID Safe event or Activity webpage.</p> <p>The completed checklist must then be forwarded to the Work Health, Safety and Wellbeing team at whs@westernsydney.edu.au for approval.</p>	

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