Safety Note

21 January 2022

COVID Guidelines for Face to Face Meetings

Overarching principles

To maintain the safety of staff and students, it is important that Government requirements are followed. These include:

- using the Check In Qld app when you enter a UQ building;
- complying with occupancy density requirements, as per current Queensland Government directions;
- physically distance (1.5m) from others to the extent possible;
- wear a face mask when you are unable to keep 1.5 metres away from other people and
  - at all times indoors whenever face masks are mandatory, as required by current Queensland Government directions;
- maintaining high levels of personal hygiene;
- not attending campus if:
  - if you have any COVID-19 like symptoms;
  - unwell;
  - waiting on COVID-19 test results (PCR or Rapid Antigen Test (RAT));
  - diagnosed with COVID-19 or have been instructed to self-isolate by QLD Public Health or
    - are a close contact of a diagnosed case (see Actions to take when a Close Contact);
- get tested if you have any COVID-19 symptoms immediately and stay home until your results are known and your symptoms have resolved;
- get vaccinated.

All UQ Staff and Students are required to be fully vaccinated by 14 February 2022, unless granted a medical exemption. This includes external stakeholders who are participating in a meeting in person at a UQ site.

Meeting Protocols

- Ensure all meeting attendees are able to maintain 1.5 m from each other. Larger meeting rooms than normal may be required.
- Wear a face mask if there is a requirement for mandatory face masks to be worn indoors or if you are unable to maintain 1.5 m from other meeting participants.
- Utilise online meeting tools (MS Teams, Zoom) to reduce number of participants required in person.
- Avoid shaking hands or sharing equipment (pens, keyboard, etc.)
- Minimise the duration of face to face meetings as much as reasonably practicable.
- All persons must use the Check In QLD App when attending meetings in other buildings.
• Wipe down the meeting table and any shared equipment (keyboard, mouse, microphone) between meetings or between users.

Resources

• Queensland Government - How to Protect Yourself from COVID-19
• Queensland Public Health Directions
• UQ COVID Advice - Staff and Researchers - Working on Campus