COVID-19 – Health Aspects Local Management Planning Template (Teaching and Learning)

This Planning Template has been designed to support local area managers in the safe return of their staff to teaching and learning spaces.

It is understood that some areas may have developed and implemented their own plans. If an appropriate Plan has already been drawn up and implemented, it is not a requirement to use this Planning Template.

Return to work Plans do not require management approval.

You can seek assistance and advice from your local health, safety and wellness contact.

School Managers/Course Coordinators/Heads of organisational units are responsible for:

- Ensuring a COVID-19 Local Management Plan is completed locally and any outstanding items are actioned as soon as reasonably practicable.
- Considering the needs of any vulnerable personnel in their areas and ensuring their specific needs are catered for, based on their medical advice.
- Intervening constructively if any behaviours or activities appear to be in breach of COVID-19 health and safety protocols.
- Ensure staff in local area are maintaining physical distancing, wearing masks when required, practicing good hygiene practices, and staying home if unwell.
- Allocate resourcing to ensure compliance with COVID-19 risk management controls.

Have you consulted with workers and relevant health and safety representatives? You have a duty to consult with workers when they are likely to be or are directly affected by a situation involving their health and safety.

☐

General Details

<table>
<thead>
<tr>
<th>Faculty/Institute/Business Unit</th>
<th>Click or tap here to enter text.</th>
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</thead>
<tbody>
<tr>
<td>Organisational Unit Level 2 (e.g., School)</td>
<td>Click or tap here to enter text.</td>
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<tr>
<td>Campus</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Additional specific location details (building number-room number)</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Conducted on (Date)</td>
<td>Click or tap to enter a date.</td>
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<tr>
<td>Prepared by</td>
<td>Click or tap here to enter text.</td>
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You may contact the following person with any questions or comments about this plan.

Name: Click or tap here to enter text.

Contact Details (phone number and email): Click or tap here to enter text.
Teaching Space

What is the plan to ensure 1.5 metre physical distancing in the teaching/learning space to the extent possible?

Identify situations, activities or where workers or students interact closely with each other.

Click or tap here to enter text.

Is an additional risk assessment required? ☐ Yes☐ No

UQ Safe Ref. No:

Ref No. ☐ No ☐ Y

Access and Egress

What is the plan to ensure correct distancing to access and egress the teaching area?

Click or tap here to enter text.

What is the plan to manage students congregating before or following teaching and learning to ensure correct distancing?

Click or tap here to enter text.

Laboratory or Specialist Learning Space

Is the teaching space a laboratory or specialist learning space? ☐ Yes☐ N/A

• Physical distancing controls should be established and adhered to within laboratory and specialist learning spaces, including managing access to equipment and workspaces.

• For each lab and learning teaching space a physical distancing plan should be developed which allows teaching to continue within guidelines.

• Each lab and specialist learning space should review cleaning chemicals, and protocols and regularly disinfect high touch surfaces, such as benches, door handles, etc. The opportunity for increased ventilation by adjusting air-conditioning, where appropriate should also be considered.

• Each lab and specialist teaching space should ensure relevant Personal Protective Equipment (PPE) is used, where appropriate, to avoid contamination and personal protection.

• Wherever possible PPE is not to be shared. If necessary, to share PPE (e.g. face shields) the plan must include the process to disinfect items between users.

What is the student/customer/client physical distancing management plan?

Click or tap here to enter text.

What are the waste procedures for the space (e.g. disposal of gloves, paper towel, etc)?

Click or tap here to enter text.
Is an additional risk assessment required?  Yes ☐  UQ Safe Ref. No:  Ref No.  No ☐

Computer Facility

<table>
<thead>
<tr>
<th>Is the teaching space a computer facility?</th>
<th>Yes ☐  N/A ☐</th>
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<tbody>
<tr>
<td>• Appropriate hand hygiene and cleaning products should be available in all computer labs with signage to promote pre-use and post use cleaning.</td>
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<tr>
<td>• Physical distancing strategies should be implemented e.g. staggering the numbers of computers that are used at any one time (e.g. every second computer).</td>
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Is an additional risk assessment required?  Yes ☐  UQ Safe Ref. No:  Ref No.  No ☐

Clinical

What is the clinical space physical distancing management plan?
• Considerations should be given to participants from vulnerable groups.
• Participants who are unwell should be advised not to participate until further notice.
• Clients and staff should maintain physical distancing requirements to the extent possible.
• Where physical distancing is not possible, risk-based strategies should be implemented.
• Cleaning and disinfecting protocols should be developed for communal equipment and areas.
• Minimise the number of participants and consider how interactions may be completed without physical contact (e.g. via video conferencing).

Click or tap here to enter text.

Is an additional risk assessment required?  Yes ☐  UQ Safe Ref. No:  Ref No.  No ☐

Measures to improve sanitation

<table>
<thead>
<tr>
<th>Hand sanitiser and/or soap and water is accessible.</th>
<th>Yes ☐  N/A ☐</th>
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<tr>
<td>Is there a procedure if there is a suspected/confirmed case in the teaching space?</td>
<td>Yes ☐  N/A ☐</td>
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What is the procedure if there is a suspected/confirmed case or identified close contact in the teaching space? (for example, “Contact my manager”)?

Click or tap here to enter text.

Other comments
Communication of COVID-19 plan

| Provide signage to remind students to not attend campus if they are unwell, waiting on results from COVID-19 testing or have been instructed to self-isolate. | Yes☐ | N/A☐ |
| Display posters within the area promoting proper hand washing. | Yes☐ | N/A☐ |
| Post a copy of the Physical Distancing Protocol close to entrance points. | Yes☐ | N/A☐ |

Please Note
Additional risk assessments may be completed using the UQ Safe tool depending on the complexity of the work environment. HSW Manager, Work Health and Safety Contacts or Health and Safety Representatives can assist with risk assessments.

Managers may also want to consult: