



Update on transition back to campus and physical distancing: Stage 2

Consistent with UQ's roadmap for the return to campuses and sites, issued on 27 May, this document provides further information to local managers, specifically on implementing physical distancing, to assist in transitioning their staff back to campus and sites in accordance with Stage 2 of the roadmap (from 12 June 2020). The advice is primarily for managers of staff in office-type environments. Further advice with respect to Stage 3 (from 10 July 2020) will include information on how UQ staff should approach the safe use of teaching spaces.

Physical distancing principles

- Managers should facilitate and encourage physical distancing where reasonably practicable.
- Anyone coming to campus must practice physical distancing, both indoors and outdoors, to the extent reasonably practicable.
- Physical distancing includes remaining at least 1.5 metres away from other persons. In addition, UQ encourages all persons on campus to follow health protocols in relation to: the regular washing of hands; avoiding physical greetings such as handshaking; staying at home if unwell.

Office spaces

Local managers should consider the following measures:

- Modifying the work environment to ensure physical distancing (1.5m) e.g. move work stations, desks and tables in staffrooms further apart.
- Managers will need to make an assessment about how many staff in their office should return for Stage 2. This will include not just the 1.5m rule but also considerations about staff well-being, such as their team's level of comfort about being back 'in the office'.
- Attention will need to be given to limiting numbers in common areas such as kitchens and receptions.
- Sharing of desks and equipment should be minimised, and where this is necessary, ensure additional cleaning of shared surfaces.
- Staggering start and finish times where appropriate to reduce the load on public transport at peak times.
- Providing cleaning materials and sanitisers near common touch points (e.g. photocopiers).
- Reducing common touch points in enclosed areas (e.g. keeping office doors open).
- Continuing to use tele and video conferencing for meetings, particularly when large numbers are involved. Where some team members are present for meetings, and others are on-line, it will be important for the Chair of the meeting to be as inclusive as possible for those who are accessing the meeting through Zoom.
- Allowing staff to continue working from home if preferred.

Signage and maximum space occupancy

- UQ will ***not*** display signage indicating max occupancy limits for closed spaces including offices, lifts and teaching and learning spaces.
- Signage ***encouraging*** the 1.5m rule will be displayed throughout campus to enhance awareness and encourage the right behaviour.

Other

- If a staff member believes their request to delay their return has not been given adequate consideration, they can contact their HR COVID line on +61 7 33652623 or email askhr@uq.edu.au



- The phrase 'reasonably practicable' is articulated in section 18 of the [Work Health and Safety Act \(2011\)](#). If assistance is required on how best to interpret this phrase then please consult with Health, Safety and Wellness.
- Advice is subject to change pending QLD Chief Health Officer Directions. Further health and safety related information can be sought from Health, Safety, and Wellness, on hsw@uq.edu.au
- Hygiene related products should be ordered through eMarket. Specific queries regarding these orders can be made to Enterprise Procurement, procurement@uq.edu.au.