

Preparing business continuity plans for COVID-19 impacts and restriction scenarios

Purpose

The table below provides a framework for supervisors and managers to develop business continuity plans for their teams / areas of University, should further COVID-19 restrictions be implemented that impact part, some, or all of our campuses and sites.

This framework is for planning purposes only to ensure the University is prepared to respond quickly and safely to changes in Queensland Government restrictions; quickly adapt and implement public health directions; comply with health and safety protocols; and maintain University activities where possible.

The University is currently on Level 1 restrictions. Business continuity plans should be developed for Restrictions 2, 3 and 4. As some staff may be involved in a number of activities / tasks across different divisions or locations – for example, teaching and research – supervisors and managers should assess the impact of the restrictions on the staff members' various work tasks or activities.

As of 28 August 2020, the Queensland Government has not released a roadmap outlining what further restrictions may be implemented and the triggers for such restrictions.

The framework replaces UQ's previous 5-stage plan, and takes into account our previous experience in responding to the impact of this pandemic and what is happening elsewhere.



Refer to the table on the following page to assess the impact of restrictions on various work tasks

Implementation of restrictions

- UQ will act upon advice and direction from the Queensland Government in all circumstances – including any confirmed COVID-19 case(s) on campuses or sites.
- Unless directed by the Queensland Government, the Vice-Chancellor's Crisis Management Team will determine and communicate all increases in the level of restriction for UQ campuses and sites.
- Supervisors and managers need to prepare for both *gradual* and *rapid* implementation of government restrictions that may be applied to a part or the whole of UQ campuses or sites:
 - Gradual: incremental increases in current restrictions determined by the Queensland Government.
 - Rapid: severe restrictions effective immediately or with less than 24 hours notice.
- The UQ COVID Safe Plan details UQ's response to a positive case(s) on campuses or sites including:
 - activation of the Incident Management Team
 - contact tracing arrangements
 - building/site closures and remediations (deep clean)
 - staff and student notification and updates.
- The Director of Health, Safety and Wellness will lead UQ's operational response and will be UQ's point of contact with Queensland Health.

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Level	Locations and sites		People	Activities				Services and operations		
	Campus	Individual buildings, facilities and sites	Staff	Teaching	Learning	Research	Events	Professional services	Campus operations and services	Controlled entities and commercial /retailers (except UQ Healthcare which maintains BAU)
1	Open with COVID Safe rules including physical distancing where possible	Open.	On campus/sites.	Online - Lectures. On campus/site access restricted to: Smaller education and teaching sessions, such as group seminars, tutorials, practicals and laboratory-based learnings, and vocational training sessions.	On campus/sites and online.	On campus/sites. Continue research activities and prepare for Levels 3 and 4.	Permitted subject to approval from UQ Events Oversight Group. Planning for Events at UQ	Continue as usual.	Continue.	Open subject to relevant COVID Safe Industry Plans.
2	Open with COVID Safe restrictions	Access restricted to support of Level 2 operations.	Staff to work from home where possible. On campus/site access restricted to: Supervisor-approved staff performing 'critical to business operations'. Prepare for Level 3, 4.	Online - All teaching where possible. On campus/site access restricted to: • Teaching staff - Delivering online learning teaching sessions if required and/or - Delivering face-to-face sessions that are critical milestones for students completing their degree or for equity students. Prepare for Level 3, 4.	Online learning where possible. On campus/site access restricted to: • Students - Needing to be on campus to pass critical milestones for completion of their degree and/or - Accessing university wifi, libraries and other student services. Prepare for Level 3, 4.	On campus/sites. Research staff to work from home where possible. Continue research activities and prepare for Levels 3 and 4.	No events permitted.	Services continue where possible. Delivery subjected to restrictions on campus/ building access.	Continue only if essential. Student services predominantly online. Prepare for Levels 3, 4.	Limited subject to relevant COVID Safe Industry Plans and QLD Public Health Directions. Note: on-campus residential colleges/ halls of residence, childcare centres and construction sites are exempt from the above and will follow the government guidance and directives, specific for their sector.
3	Access restricted [designated activities permitted] UQ to comply with QLD Government Public Health Directions.	Access restricted to support of Level 3 operations.	Staff working from home and restricted from campuses/sites. On-campus/site access restricted to: University Senior Mgmt Group (USMG) leader-approved essential staff.	Online teaching to the extent practicable. On campus/site access restricted to teaching staff delivering sessions that can only occur face to face and are: • Critical milestones for graduating students (2020) completing their degree and/or • Necessary for students completing degrees that service the following occupations: medicine, healthcare, aged and disability care. Prepare for Level 4.	Online to the extent practicable. On campus/site access restricted to: • Graduating students (2020) who require face-to-face learning and/or access to University libraries and other facilities to pass critical milestones for completion of their degree. • Students who require face-to-face learning and/or access to University libraries and other facilities to complete degrees that service the following occupations: medicine, healthcare, aged and disability care. • Equity students requiring access to University wifi, libraries and other student services.	On campus/site access restricted to: Critical research activities. Only research staff and research students registered with UQ permitted to access campus. Prepare for Level 4.	No events permitted.	Services continue where possible. Delivery subjected to campus/ building access restrictions.	Critical P&F, HSW (Biosafety) and ITS operations only.	Closed.
4	Lockdown [only government approved activities permitted] UQ to comply with QLD Government Public Health Directions.	Access restricted to support of Level 4 operations.	Staff working from home and restricted from campuses/sites. Only essential staff who are <u>exempt from public health restrictions and authorised by UQ, to access campuses.</u>	Online teaching to the extent practicable. On campus/site access restricted to: - Teaching staff delivering sessions that can only occur face-to-face and are necessary for students completing degrees that service the following occupations; medicine, healthcare, aged and disability care. Only teaching staff who are <u>exempt from public health restrictions and authorised by UQ, to access campus.</u>	Online to the extent practicable. On campus/site access restricted to: - Students who require face to face learning to complete degrees that service the following occupations: medicine, healthcare, aged and disability care. Only students who are <u>exempt from public health restrictions and authorised by UQ, to access campus.</u>	On campus/site access restricted to: - Vital research resources and infrastructure - COVID-19 activities - Other vital research activities approved by DVCR. Only research staff and research students who are <u>exempt from public health restrictions and authorised by UQ, to access campus.</u>	No events permitted.	Continue delivery subjected to campus/ building-access restrictions.	Critical P&F, HSW (Biosafety) and ITS operations only.	Closed.