

# Business continuity planning for COVID-19 impacts and restrictions

12 January 2022

## Purpose

The purpose of this guide is to ensure UQ is prepared to respond quickly and safely to the impacts of COVID-19 and changes to Queensland Government restrictions.

The matrix below provides guidance on the levels of restriction UQ may implement in response.

## Before restrictions are in place

This is the time to review and update your local Business Continuity Plans (BCPs) considering, for example, changes to staff and/or activities, and resource availability (supply chains). When updating BCPs, recovery from higher level to lower level restrictions may need to be considered as well, for those activities which can only gradually ramp-up and not 'jump' straight from level 4 back into level 1.

Some staff may be involved in a number of activities across different divisions or locations – e.g. teaching and research – and so supervisors and managers should assess the impact of the restrictions on the staff members' various work activities.

## Implementation of restrictions

This guide details levels of restriction for UQ's campuses and sites only. Students and staff studying or working at sites controlled by external organisations (e.g. student placements) will follow the restriction directions of those organisations.

UQ will act upon advice and direction from the Queensland Government. Unless directed by the Queensland Government, the UQ Senior Executive Team or Vice-Chancellor's Crisis Management Team will determine and communicate all changes in the level of restriction for UQ campuses and sites.



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

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 and sites:

- **Gradual:** incremental increases in current restrictions as determined by the Queensland Government.
- **Rapid:** severe restrictions effective immediately or with less than **24 hours' notice** as determined by the Queensland Government.

The UQ COVID Safe Plan details UQ's response including:

- activation of the Incident Management Team
- building/site closures and remediation (deep clean)
- staff and student notification and updates.

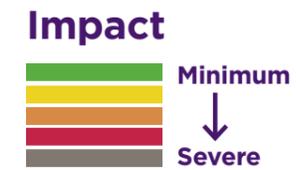
The Director of Health, Safety and Wellness will lead UQ's **health** response and will be UQ's point of contact with Queensland Health.

## Authority to access UQ campuses and sites during restrictions

The authorisation required to access UQ campuses and sites is dependent on the level of restriction imposed. The below table details the leadership sign off required for each level of restriction. The authorisation processes for your area's staff campus/site access will need to be developed as part of your local area's BCPs addressing each level's specific authorisation requirement. Only level 5 staff access lists approved by the Provost, DVCRI or COO need to be submitted to Business Resilience [enterprise.risk@uq.edu.au](mailto:enterprise.risk@uq.edu.au) for central recording. Potential staff lists for levels 2-4 will be maintained by local management who are in the best position to assess their staff requirements against the restriction level directions at any moment in time.

Restriction level	Authorisation
<b>1a</b> Open with COVID Safe rules including physical distancing where possible	Not required
<b>1b</b> Open with COVID Safe rules including physical distancing where possible	Supervisor/ Line Manager
<b>2</b> Open with COVID Safe restrictions	Supervisor/ Line Manager
<b>3</b> Lockdown [designated activities permitted] UQ to comply with QLD Government Public Health Directions.	University Senior Leadership Group (USLG) member
<b>4</b> Total Lockdown [only government-approved activities permitted] UQ to comply with Queensland Government Public Health Directions	University Senior Executive Team (USET) member
<b>5</b> Emergency Closure of campus or site [only activities necessary for the security and integrity of assets and infrastructure permitted] UQ to comply with Queensland Government Public Health Directions	Provost or Chief Operating Officer or DVCRI (Research related operations only).

# Business continuity planning for COVID-19 impacts and restrictions



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)
1a	Open with COVID Safe practices including maintaining physical distancing where possible.	Open.	On campus/sites. Plan for Levels 1b-5.	Delivery modes: All modes continue as per current timetable. On campus/site access to: • Large classes and lectures where possible subject to government restrictions. (All lectures must also be available online) • Smaller education and teaching sessions, such as group seminars, tutorials, practicals and laboratory-based learnings, and vocational training sessions. Plan for Levels 1b-5.	On campus/sites and online. Plan for Levels 1b-5.	On campus/sites. Plan for Levels 1b-5.	Permitted; comply with COVID safe checklist (PF 700 form) and any other additional requirements.	Continue as usual. Plan for Levels 1b-5.	Continue. Plan for Levels 1b-5.	Open subject to COVID Safe Site-Specific Plan or the COVID Safe Checklist.
1b	Open with COVID Safe rules (e.g. mask wearing) including physical distancing where possible.	Open with COVID Safe rules (e.g. mask wearing) including physical distancing where possible.	Reduce staff density where possible. Staff to work from home where feasible and approved. On-campus teaching, with COVID safe practices if permissible. Plan for Levels 2-5.	Delivery modes: All modes continue as per current timetable. If a course is required to move online, Executive Dean approval is required. If on campus/site wear masks indoors if unable to physically distance sufficiently. Plan for Levels 2-5.	If on campus/site wear masks if unable to physically distance sufficiently. Plan for Level 2-5.	If on campus/site wear masks if unable to physically distance sufficiently. Plan for Level 2-5.	Allowed in limited cases (e.g. less than four hours); comply with COVID Safe checklist (as above).	Enable Business Continuity Plans. Services continue where possible. Plan for Level 2-5.	Enable Business Continuity Plans. Services continue where possible.	Enable Business Continuity Plans. Services continue where possible. In line with COVID Safe Checklist
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 Levels 3-5.	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. Prepare for Levels 3-5.	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 - or for equity students. Prepare for Levels 3-5.	On campus/sites. Research staff to work from home where possible. Critical essential staff to access UQ locations to perform essential animal care work. Continue research activities and prepare for Levels 3-5.	Allowed in limited cases (e.g. outside); comply with COVID safe checklist (as above).	Services continue where possible. Delivery subject to restrictions on campus/site building access.	Continue only if essential. Student services predominantly online. Prepare for Levels 3-5.	Limited subject to COVID Safe Site-Specific Plan or the COVID Safe Checklist and QLD Public Health Directions. Note: on-campus residential colleges/halls of residence, childcare centres, UQ Healthcare and construction sites are exempt from the above and will follow the government guidance and directives.
3	Partial Lockdown [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. Only essential staff who are authorised by their relevant USLG member to access campus/sites. Prepare for Levels 4-5.	Online to the extent practicable. Lab and practical classes will be rescheduled. Prepare for Level 4-5.	Online to the extent practicable. Lab and practical classes will be rescheduled. On campus/site access restricted to: • Students who aren't able to access wifi and computers elsewhere can access the resources in Central and Gatton Libraries • Students engaging in WIL or placement must follow the instructions of their provider(s). • Student Services will operate online. UQ Healthcare will remain open for all emergencies.	On campus/site access restricted to research staff and HDR students performing activities allowed under Level 3. No new research activities to start on campus/site. Critical essential staff to access UQ locations to perform essential animal care work. Prepare for Level 4-5 restrictions.	No events permitted.	Services continue where possible. Delivery subjected to campus/site building access restrictions.	Critical P&F, HSW (Biosafety) and ITS operations only.	Closed. Note: on-campus residential colleges/ halls of residence, childcare centres, UQ Healthcare and construction sites are exempt from the above and will follow the government guidance and directives, specific for their sector.
4	Total 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 exempt from public health restrictions and authorised by a USET member, to access campuses/sites.	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 exempt from public health restrictions and authorised by USET member to access campus/site.	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 exempt from public health restrictions and authorised by a USET member to access campus/site.	On campus/site access restricted to research activities allowed under Level 4, or approved by DVCRI. No new research activities to start on campus/site. Prepare for Level 5 restrictions. Only staff and research students who are exempt from public health restrictions and authorised by USET member, to access campus/site.	No events permitted.	Continue delivery subjected to campus/site building-access restrictions.	Critical P&F, HSW (Biosafety) and ITS operations only.	Closed.
5	Emergency Closure of campus or site [only activities necessary for the security and integrity of assets and infrastructure permitted]	Access restricted to support of Level 5 operations.	Staff working from home and restricted from campuses/sites. Only minimal essential staff who are critical for the security and integrity of assets and infrastructure and authorised by DVCRI, COO or Provost to access campuses/sites.	Online teaching to the extent practicable. No campus/site access permitted.	Online to the extent practicable. No campus/site access permitted.	Only essential staff authorised by DVCRI, Provost or COO, to access campus/site to conduct essential activities allowed under Level 5.	No events permitted.	Online to the extent practicable. No campus or site access permitted.	Critical P&F, HSW (Biosafety) and ITS operations necessary for the security and integrity of assets and infrastructure and/or authorised by COO, to access campuses/sites.	Closed.