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

14 December 2020

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. Contingencies and capabilities should be developed to respond to Restriction Levels 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.

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 UQ Senior Executive Team or 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 health response and will be UQ’s point of contact with Queensland Health.

Refer to the table on the following page to assess the impact of restrictions on various work tasks
### Preparing business continuity plans for COVID-19 impacts and restriction scenarios

<table>
<thead>
<tr>
<th>Level</th>
<th>Locations and sites</th>
<th>People</th>
<th>Activities</th>
<th>Services and operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open with COVID Safe restrictions</td>
<td>On campus/sites.</td>
<td>Delivery modes: Internal, Flexible and External (Sem 1).</td>
<td>Continue as usual.</td>
</tr>
<tr>
<td></td>
<td>Access restricted to support of Level 2 operations.</td>
<td>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.</td>
<td>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.</td>
<td>Services continue where possible. Delivery subjected to restrictions. Services permitted.</td>
</tr>
<tr>
<td>2</td>
<td>Access restricted to support of Level 3 operations.</td>
<td>Staff working from home and restricted from campuses/sites. On-campus/site access restricted to: University Senior Mgmt Group (USMG) leader-approved essential staff.</td>
<td>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.</td>
<td>Services continue where possible. Critical P&amp;F, HSW (Biosafety) and ITS operations only.</td>
</tr>
<tr>
<td>3</td>
<td>Access restricted to support of Level 4 operations.</td>
<td>Staff working from home and restricted from campuses/sites. Only essential staff who are exempt from public health restrictions and authorised by UQ to access campuses.</td>
<td>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 UQ to access campus.</td>
<td>Critical P&amp;F, HSW (Biosafety) and ITS operations only.</td>
</tr>
<tr>
<td>4</td>
<td>Lockdown [only government approved activities permitted]</td>
<td>On campus/sites.</td>
<td>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 UQ to access campus.</td>
<td>Closed.</td>
</tr>
</tbody>
</table>

**Version 2, 14 December 2020**

**Preparation dates:**
- **Open with COVID Safe restrictions:** UQ to comply with QLD Public Health Directions.
- **Access restricted to support of Level 2 operations:** UQ to comply with QLD Public Health Directions.
- **Access restricted to support of Level 3 operations:** UQ to comply with QLD Public Health Directions.
- **Access restricted to support of Level 4 operations:** UQ to comply with QLD Public Health Directions.