



## St Leo's College Semester 2 Return of Residents Covid-safe Plan

25 June 2020

### Background

St Leo's College has been managing covid-19 risks since early February 2020 when it implemented in-room quarantine periods for residents who relocated to Brisbane from overseas for the purposes of continuing university study.

On 16 March, in response to Queensland Health's increasingly urgent preventative measures, the Head of College encouraged those residents who could drive safely to their places of residence to do so. Thereafter, in the context of a significantly smaller occupancy rate, St Leo's has managed covid-19 risks through the following measures.

The measures which are asterisked\* will be retired from 19 July when the College anticipates residents will start to return for second semester. Those which are marked "^^" will be modified, in line with Queensland Health's easing of restrictions.

### Physical Distancing

1. the ongoing requiring of physical distancing amongst staff and residents at all times
2. the spreading out of residents in bedrooms in the Blocks of the College\*
3. the assigning of particular bathrooms and toilets to particular residents in Blocks
4. the prohibiting of movement of residents from Block to Block^^
5. the closure of public common spaces in the College^^
6. the banning of visitors to the College^^
7. the banning of the consumption of alcohol at College^^
8. the encouraging of residents who can drive to drive home\*
9. the requiring that residents bring their own chairs to events at College to minimize movement and maximize sanitation
10. the suspension of Payment Plans to make it easier for residents to decide to drive home\*
11. the marking of common spaces to indicate where people may congregate and/or sit
12. the arranging for staff to work from home^^
13. Ongoing reminders and signage to avoid all physical contact, including shaking hands, hugging, etc

### Avoidance of Public Gatherings

1. the permitting of the consumption of dining room food in bedrooms\*
2. the staggering of meal service times to reduce crowding at the commencement of meal services
3. the customized provision of utensils and dinnerware to diners\*

### Sanitation Measures & Public Safety

1. the placement of hand sanitation products in public spaces
2. the requirement that when residents depart College for work, that on their return from work, they leave their work attire in their rooms and immediately shower

3. the requiring that any resident/staff who feel(s) unwell advise the Head of College or Deputy Head of College
4. the temporary halt of College-based casual dining arrangements for members of the public
5. the encouraging of all residents and staff to download the federal government's covid-safe app
6. the quarantining in an en suited room for 14 days any resident who reports feeling unwell with flu-like symptoms who may have been exposed to covid-19, or, until in receipt of a medical professional's clearance, or a covid negative result – whichever is the earlier
7. the delivery of meals to any resident who is quarantined
8. the provision of periods of exercise to any resident who is quarantined
9. the setting aside of spare en suited rooms to effectively quarantine any resident who needs to be isolated from the broader community
10. the provision of the 2020 flu immunization at no cost to community members
11. the requiring that returning residents confirm in writing that they have no flu-like symptoms and that they understand their returns are subject to St Leo's Covid-safe Plan, which is an evolving and dynamic plan
12. the requiring of any staff member who feels unwell, or who presents at work with flu-like symptoms to immediately self-isolate for 14 days and not attend work, until a covid test returns a negative result, or a medical professional gives the all-clear, whichever is earlier
13. Where a member of the St Leo's community becomes infected with covid-19, St Leo's will fully cooperate with government health agencies and, whilst protecting the privacy of the individual, inform those other community members who have had contact with the infected community member, and assist them to comply with St Leo's Covid-safe Plan and requirements of health agencies.

### **Next Step**

This document sets out the next step in St Leo's evolving and dynamic Covid-safe Plan. This step is a synthesis of St Leo's WH&S and Return of Residents' Plans, as resident students relocate to College for second semester to undertake their tertiary studies and in cooperation with staff, implement systems that will assist in responding to managing the risks that the virus presents.

### **Principles**

#### The Risk is Never Zero

All parties to this Plan acknowledge that prior to complete eradication, there is an ever-present risk of infection in the community. This Plan mitigates known risks while facilitating a return to 'normal' business practices and normal College routine as quickly and safely as practicable.

#### Government Health Advice Leads this Plan

Each of the practices in this Plan is subservient to government policy and guidelines. It follows St Leo's is obliged to ensure its workplace practices and its Return to College parameters comply with all government health advice. The College itself is responsible for requiring these compliances, which are a condition of residence and work at St Leo's.

#### Timing of Return to Normal

Whilst St Leo's aspires to return to normal as early as is practicable, St Leo's will only ease covid-related restrictions when government agencies announce that easing may occur.

---

### Education for Staff and Residents is Critical

St Leo's will ensure staff and resident training to deliver competence and compliance with new hygiene and safety practices. St Leo's acknowledges its role in communicating, promoting and maintaining safe practice as well as implementing training for residents and staff.

### St Leo's is Responsible for Monitoring and Reporting

Upon endorsement and implementation of this Plan, St Leo's will report any variance, risk or identified breach of the recommended processes immediately to the appropriate authority.

### **Criteria**

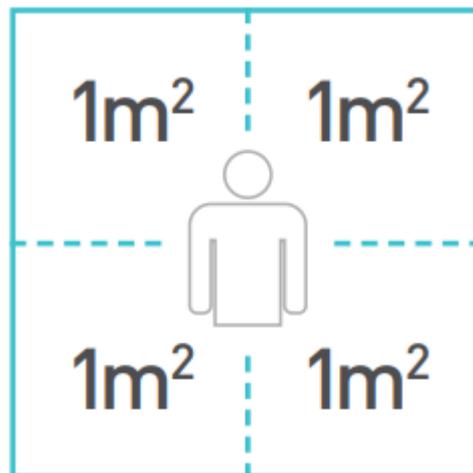
1. Promote and facilitate pre-screening, and virus-status certainty, to prevent potentially infected staff, residents and guests from attending.
2. Amend College practices where required, to ensure social distancing in line with government health guidelines.
3. Review and where required enhance cleaning and hygiene practices to reduce the risk of infection.
4. Establish and maintain covid-safe procedures aligned to Work Safe Queensland guidelines.

### Pre-screening and Virus-status Certainty

1. To support health authorities in contact tracing as required, St Leo's will maintain effective records, survey/questionnaire responses, sign-in/out books and other staff/resident information that may be vital in the community response to covid-19.
2. This information will be stored in accordance with St Leo's Privacy Policy.
3. Through a system of written communications, St Leo's will ensure staff, residents, guests and contractors are aware that they must not attend College if they have any symptoms potentially consistent with covid-19.
4. St Leo's will encourage the downloading of the covid-safe app.
5. Prior to Tuesday, 21 July, staff will all receive WH&S education including information with respect to sanitation practices, social distancing rules and sanitation procedures. As residents return to College, they will receive the same educational information.

### Social Distancing

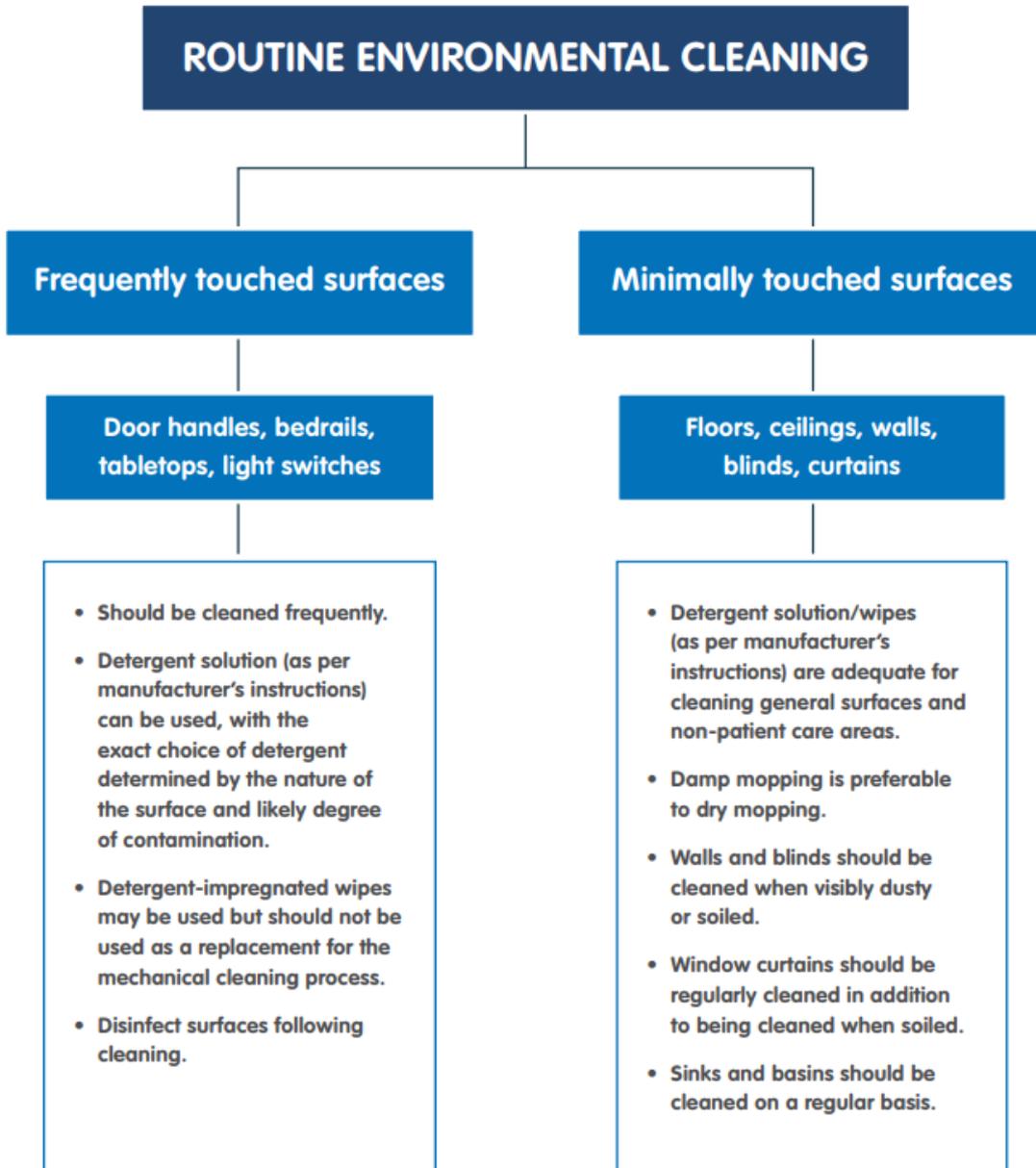
1. To support staff, residents, guests and contactors to socially distance and to remind individuals of their personal responsibility to maintain a social distance, St Leo's has indicated on the floors of its public areas, intervals of 1.5m.
  2. St Leo's has also introduced procedures in its dining arrangements to reduce shared surfaces.
  3. In those areas where there is greater risk of shared surfaces, additional cleaning and usage of space protocols are in place.
-



Current Queensland Health rules state that, “In a given occupied space, there must be a density of no more than one person per four square metres of floor space.”

#### Cleaning and Hygiene Practices

1. St Leo’s will promote frequent and effective hand washing by all staff/residents and guests.
2. St Leo’s will provide ready access to hand hygiene products, deploying alcohol-based hand rubs and/or a sink with soap and water with particular attention to:
  - a. entry and exit points to College buildings
  - b. toilets and bathrooms
  - c. dining areas
3. St Leo’s will display signage explaining correct hand hygiene and sneezing/coughing practices.
4. St Leo’s will prioritise high traffic areas and common surface areas for more frequent cleaning.
5. Prior to Residents returns to College for second semester, St Leo’s will arrange for a deep clean of the common spaces in Blocks.



Establish and maintain covid-safe procedures

St Leo's will continue to defer to best practice advice as published and updated from time to time by government health agencies.

### **Synthesis of Work Health and Safety Plans with Return to College Plans**

St Leo's College is both a workplace and a home. The most effective way of managing covid-related risks is through staff and residents working together to ensure the probity and integrity of the systems set out in this Plan. At all times, St Leo's Plan will be responsive, proportionate and compliant with Workplace, Health and Safety legislation, as well as the spirit and the letter of Queensland Health agencies' advice.

### **Principles to Achieve Synthesis of WH&S Plan with Return to College Plan**

1. St Leo's has twelve Blocks (A-P, but no I, O or J). Each of the floors in these Blocks is treated as a household for the purposes of this Plan. So for example, Upper A is a household. The quota of visitors in the household is at all times set by the most recent government advice on the maximum number of household visitor numbers.
2. With the permission of the Head of College or Deputy Head of College, and a register of the names and contact details of guests, non-resident guests, up to the statutorily prescribed maximum, may be allowed to attend St Leo's for certain events at any one time.
3. Residents recognise the importance of practising personal and respiratory hygiene measures to ensure the health, safety and wellbeing of the St Leo's community.
4. Any resident member or staff member of the St Leo's community who attends another site, whether at UQ or elsewhere within Brisbane, has a responsibility to depart that site if he/she forms the view that he/she could be exposed to unsafe covid-safe practices which could, in turn, risk the St Leo's community. He/She must, on his/her return to College, report this exposure to the Head of College or Deputy Head of College
5. Residents may use any common public spaces at the College, subject to residents practising social distancing, informed by the maximum numbers' advice at the entry of public rooms.
6. Meals services will be staggered and seating places marked with crosses.
7. All St Leo's social events will be informed by health advice from government agencies with respect to numbers at that event.
8. From the commencement of Week 5, St Leo's will re-introduce its face-to-face tutorial program.

### **Criteria**

1. Pre-screening virus status certainty
  2. Social distancing
  3. Cleaning and hygiene
-

### Operationalization of Criteria

1. All residents returning for second semester are required to supply St Leo's with two business days' notice of their intention to return.

Returning residents are required to only use the bathroom and toilet facilities they are assigned when they check back in to St Leo's for second semester.

2. Each of St Leo's public rooms will be measured for area and at the entry point to each room, there will be sign noting the maximum number of people permitted in that room at any one time.
3. The rooms to which that requirement will apply:

Room	Area	Occupancy
Snakepit	145m <sup>2</sup>	36
Snakepit Deck	65m <sup>2</sup>	16
Gym	137m <sup>2</sup>	34
Dining Room	152m <sup>2</sup>	38
Late Meal Room	28m <sup>2</sup>	7
Leonian Room	88m <sup>2</sup>	22
Chapel/Boardroom	135m <sup>2</sup>	33
Deck	300m <sup>2</sup>	75
Reading Room	112m <sup>2</sup>	28
McKenna	52m <sup>2</sup>	13
Centenary	76m <sup>2</sup>	19
Tute Room 1	16m <sup>2</sup>	4
Tute Room 3	40m <sup>2</sup>	10

4. St Leo's will implement a rigorous clean of its public areas prior to 9:00am every morning and prior to 2:00pm every day of high traffic common areas, including the access pathways to the public rooms noted above.
5. Hand sanitation stations will be set up around the College for residents' use.

### Response to Staff and Residents Who Present With Flu-like Symptoms

Throughout its management of the covid crisis, St Leo's has quarantined any resident community member who presents with flu-like symptoms for 14 days, or until such time as a covid test returns a negative result, or medical professional gives the all-clear, whichever is the earlier.

Any staff member who feels unwell or who suffers flu-like symptoms must immediately return home and self-isolate for either fourteen days or until a covid test returns a negative result, whichever is the earlier.

### End of St Leo's College Return of Residents Covid-safe Plan

## Returning Residents Covid-safe Plan Checklist

Please complete the following questionnaire and return to Heidi [h.baban@stleos.uq.edu.au](mailto:h.baban@stleos.uq.edu.au) or Jocelyn [j.forsyth@stleos.uq.edu.au](mailto:j.forsyth@stleos.uq.edu.au) two business days prior to your return to St Leo's for the commencement of semester 2.

Yes = you confirm, No = you do not confirm

1. I confirm I have not been overseas in the past fourteen days. Yes  No
2. I confirm I have not been in contact with anyone who has a confirmed covid-19 diagnosis in the past fourteen days. Yes  No
3. I confirm I have not been in a covid-19 hotspot, as defined on the Queensland Health website, in the past fourteen days. Yes  No
4. I confirm I have not had a sore throat, cough, shortness of breath, or cold or flu-like symptoms, in the past 72 hours. (If you tick "No", please complete question 5. If you tick "Yes" please don't complete question 5.) Yes  No
5. I confirm that I have had covid-19, but that I am no longer infectious and ten days have passed since the onset of symptoms and I have been free of all symptoms for at least 72 hours. Yes  No
6. I confirm that I have read and understood and will comply with the covid-safe measures spelt out on the first two pages of this Plan, particularly rules around social distancing, capacity of St Leo's public rooms and personal hygiene. Yes  No
7. I confirm that I understand the College is dry, and that variations on the College being dry are conferred by the Head of College. Yes  No
8. I confirm that I understand covid-safe restrictions have an impact on College life and that College sport, social and cultural events are subject to restrictions. Yes  No

Date \_\_\_\_\_

Signed \_\_\_\_\_

Name \_\_\_\_\_

---