



CROMWELL COLLEGE

within The University of Queensland

COVID SAFE ACTION PLAN

CROMWELL COLLEGE

31 JULY 2020

Red font indicates changes made from the 19 July edition.

COVID SAFE ACTION PLAN - CROMWELL COLLEGE

PREAMBLE

Since early March 2020, it has been necessary for Cromwell College to respond decisively and quickly to a new and significant risk to its staff and students in the form of COVID-19 global pandemic.

On 9 March, I wrote my initial update letter to the Cromwell community, which (as at 6 July) been followed with eight more. In mid-March I encouraged the student body to return home if they could do so safely, and asked some staff to work from home, to reduce infection risk for students and staff. I was also trying to ensure that students could safely travel before any outbreak forced a lockdown or state and international borders closed. My decision followed the University of Queensland's announcement on 15 March of a week-long suspension of all coursework and a plan to deliver the vast majority of lectures and tutorials online from 23 March 2020.

Reducing the number of students at the College was a preventative measure, focused on reducing the risk of people becoming affected by COVID-19. To date, Cromwell College has had no confirmed cases of COVID-19.

On 8 May, the Australian Government announced a 3 step framework to a COVID safe Australia with each state adopting their own specific guidelines. This has been updated as the situation has evolved. In this context, Cromwell College has now prepared its own roadmap to welcome students back to a COVID safe Cromwell in Semester Two.

This plan to do this will require strict adherence to the government mandated social distancing requirements to protect the health of students and staff. The College's COVID Safe Action Plan will continually be reviewed to ensure that it remains aligned with any changes that are announced to the Australian Government's "3 Step Framework for a COVID Safe Australia" and Queensland Health's Roadmap to Easing Queensland's Restrictions".

Since the COVID Safe Action Plan – Cromwell College was published on 19 July, we have had our non UQ students and Student Leadership Team return to the College. This group represents around 80 students. Our Plan has therefore been constantly reviewed over the past two weeks with students going about their life in the College, making adjustments where necessary in consultation with the student leaders and staff.

At Cromwell we have a great tradition with the longer tenure students helping the newer ones. On Friday 31 July, we need to add to that tradition that those students who have been back at Cromwell for the past two weeks, help those now re-entering on 31 July with the practicalities contained within the Plan, given that those already here have had two week's practical experience with the Plan.

KEY PRINCIPLES

The key principles underpinning the operationalization of the COVID Safe Plan - Cromwell College are:

1. The health, safety and wellbeing of our students is our top priority.
2. The College Code of Conduct and relevant College policies apply at all times.
3. Adherence to social distancing guidelines of no more than one person for either every 4m² or 2m² of space dependent upon the specific venue, with 1.5m distance between themselves and another person applies at all times.
4. Students and staff have a responsibility to act as ethical bystanders and support one another in doing the right thing to ensure a harmonious community that supports student health and safety together with a rewarding, fun and enriching College experience.
5. Each student will be required to sign they understand and agree to abide by the COVID Safe Plan - Cromwell College as a condition of them being able to return. This document will therefore become an addition to the 2020 Student Handbook. This signing will be done at each student's check in before their fobs are programed.

SCOPE

This plan is to be understood in the context of Coronavirus Stage 3 State and Federal Government restrictions as published on the 8 May 2020, and updated, with heavy consideration of three key restrictions:

1.5 metre social distancing

An average density of 4m² per person or 2m² of space per person dependent upon the specific venue and usage.

Maximum gathering sizes of up to 100 people or 50 people, with respect to the different density restrictions.

This Plan has been informed with information from the following organizations:

The World Health Organization

The Australian Federal Government

Queensland Health

COVID-19 advice for residential service providers Queensland

The University of Queensland

This Plan has been written by the Principal in consultation with the Senior Management Team, Middle Management Team, Students' Association President, Chair of the Board of Governors.

A Workplace Health and Management Plan, COVID-19 Workforce Impact Reduction Checklist, Cromwell College Fitness for Work Policy, and COVID-19 Staff Leave Amendments Policy are in addition in place for Staff.

PENALTIES

Failure to adhere to Queensland and Federal legislation regarding social distancing, density or health requirements can see fines, in the tens of thousands of dollars for businesses, and individuals.

GOVERNMENT RESTRICTIONS AND CROMWELL COLLEGE RESPONSES

STATE LEVEL	STATE RESTRICTIONS	CROMWELL COLLEGE RESTRICTIONS
Pre-stage 1		
May 12 2020	Family, friends and community <ul style="list-style-type: none"> Gatherings in homes: <ul style="list-style-type: none"> Household + 2 visitors from different households, or Up to 5 visitors from same household Household or 1 friend within 50kms of home to: <ul style="list-style-type: none"> Go for a drive Have a picnic Visit a national park Go fishing, boating or jet-skiing Business and economy <ul style="list-style-type: none"> Retail shopping for non-essential items within 50km of home 	General <ul style="list-style-type: none"> Students are permitted to remain in residence (prior to 9 April) although encouraged to go home if safe to do so. Communication through the Principal. Adherence to social distancing restrictions Friends and community <ul style="list-style-type: none"> Visitors not permitted on College grounds, including students from other colleges Students needing to return to collect belonging from their College room to make necessary arrangements through the Principal. Academic program <ul style="list-style-type: none"> All tutorials and counselling moved online / zoom College business and operations <ul style="list-style-type: none"> All students in residence after 9 April are accommodated in self-catered apartments (CL) or ensuite rooms (LH) College catering services paused from 9 April. Staff working from home where possible All meetings conducted online where possible
Stage 1		

15 May 2020	<p>Family, friends and community</p> <ul style="list-style-type: none"> ○ Gatherings in homes <ul style="list-style-type: none"> ○ Up to 5 visitors from different households ○ Gatherings of up to 10 people: <ul style="list-style-type: none"> ○ Outdoor, non-contact activity ○ Personal training ○ Pools (indoor and outdoor) ○ Public spaces and lagoons ○ Parks playground equipment, skate parks and outdoor gyms ○ Libraries ○ Weddings ○ Hiking and other recreational activities in national and state parks ○ Places of worship and religious ceremonies ○ Funerals (20 indoors, 30 outdoors) ○ Recreational travel (max 150 km's within your region) <p>Business and economy</p> <ul style="list-style-type: none"> ○ Retail shopping ○ 10 people permitted for: <ul style="list-style-type: none"> ○ Dining in: restaurants, cafes, pubs, registered and licensed clubs, RSL clubs and hotels (with COVID SAFE Checklist) – no bars or gaming ○ Open homes and auctions ○ Beauty therapy and nail salons (with COVID SAFE Checklist) 	<p>General</p> <ul style="list-style-type: none"> ○ Students who have departed are not permitted to return to College. ○ Communication through the Principal. ○ Adherence to social distancing restrictions for those on campus. <p>Friends and community</p> <ul style="list-style-type: none"> ○ Visitors not permitted on College grounds, including students from other colleges without the permission of the Principal. ○ Departed students requiring the collection of more belongings to make necessary arrangements through the Principal. <p>Academic program</p> <ul style="list-style-type: none"> ○ All tutorials moved online / zoom <p>College business and operations</p> <ul style="list-style-type: none"> ○ All students in residence after 9 April are accommodated in self-catered apartments (CL) or ensuite rooms (LH). ○ College catering services paused from 9 April. ○ Staff working from home where possible ○ All meetings conducted online where possible
Stage 2		
1 June 2020	<ul style="list-style-type: none"> ○ Gatherings of up to 20 people: <ul style="list-style-type: none"> ○ Homes ○ Public spaces and lagoons ○ Non-contact indoor and outdoor community sport ○ Personal training ○ Gyms, health clubs, and yoga studios ○ Pools (indoor and outdoor) ○ Community sports clubs ○ Museums, art galleries and historic sites 	<p>General</p> <ul style="list-style-type: none"> ○ Students who have departed are not permitted to return to College. ○ Communication through the Principal. ○ Adherence to social distancing restrictions for those on campus. <p>Friends and community</p> <ul style="list-style-type: none"> ○ Visitors not permitted on College grounds, including students from other colleges without the permission of the Principal. ○ Departed students requiring the collection of more belongings to make necessary arrangements through the Principal. <p>Academic program</p>

	<ul style="list-style-type: none"> ○ Weddings ○ Parks, playground equipment, skate parks and outdoor gyms ○ Libraries ○ Hiking, camping and other recreational activities in national and state parks ○ Places of worship and religious ceremonies ○ Funerals of 50 ○ Recreational travel, camping and accommodation within 250km in your region <p>Business and the economy</p> <ul style="list-style-type: none"> ○ Retail shopping ○ 20 people for: <ul style="list-style-type: none"> ○ Dining in: restaurants, cafes, pubs, registered and licensed clubs, RSL clubs, hotels and casinos – no bars or gaming ○ Indoor cinemas ○ Open homes and auctions ○ Outdoor amusement parks, tourism experiences, zoos and arcades ○ Concert venues, theatres, arenas, auditoriums and stadiums ○ Beauty therapy, nail salons, tanning, tattoo parlours and spas ○ Tourism accommodation 	<ul style="list-style-type: none"> ○ All tutorials moved online / zoom <p>College business and operations</p> <ul style="list-style-type: none"> ○ All students in residence after 9 April are accommodated in self-catered apartments (CL) or ensuite rooms (LH). ○ College catering services paused from 9 April. ○ Staff working from home where possible ○ All meetings conducted online where possible
Stage 3		
3 July 2020	<ul style="list-style-type: none"> ○ Family, friends and community ○ Private, non-commercial (e.g. home) gatherings of up to 100 with friends and family ○ Weddings and funerals (max 100 people) ○ Maximum number of persons at museums, art galleries, libraries and historic sites determined by the one person per 4 square metre rule ○ Sport, recreation and fitness organisations when following a COVID Safe Industry Plan ○ Resumption of activity including competition and physical contact is permitted on the field of play 	<p>General</p> <ul style="list-style-type: none"> ○ Students are permitted to return to College upon resumption of their academic Semester 2 start date. Non UQ Sunday 19 July and UQ Friday 31 July. ○ Queensland border reopened on 10 July (excluding Victoria, and from 2 August, Greater Sydney) with declaration required for entry. ○ Communication through the Principal. ○ All arrangements from 31 July are as detailed in the COVID Safe Plan - Cromwell College document.

	<ul style="list-style-type: none"> ○ Indoor sports facilities can open with one person per 4 square metres (off the field of play) ○ Outdoor sports facilities can open with physical distancing (off the field of play). ○ Businesses and economy ○ Maximum number of customers for a business at any one time is determined by the 4 square metre rule ○ For smaller venues below 200 square metres, businesses can have one person per 2 square metres up to 50 persons at a time ○ The following businesses and areas may re-open with a COVID Safe Plan: > casinos, gaming and gambling venues (including electronic gaming machines) > non-therapeutic massage^ > saunas and bathhouses^ > nightclubs > food courts > Office-based workers can return to their place of work ○ Up to 25,000 spectators or 50% of capacity (whichever is the lesser) at Queensland's Major Sports Facilities, with a COVID Safe Plan ○ Concert venues, theatres and auditoriums can open and have up to 50% capacity or one person per 4 square metres (whichever is the greater), with a COVID Safe Plan ○ More events allowed: > fewer than 500 people – no approval needed when following a COVID Safe Event Checklist > 500 to 10,000 people – need a COVID Safe Event Plan approved by local public health units > over 10,000 people – need a COVID Safe Event Plan approved by the Queensland Chief Health Officer ○ COVID Safe Industry Plans continue to apply with revisions to reflect changes in Stage 3. ○ COVID Safe Checklists continue to apply. 	
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COVID SAFE ACTION PLAN – CROMWELL COLLEGE TIMELINE TO DATE

Date	Action	Details	Outcome	Responsible
26 June	COVID Safe Plan - Cromwell College - Draft to Senior Management Team	Plans drafted for review by the Senior Management Team.	Senior Management Team familiar with the draft COVID Safe Plan - Cromwell College in preparation for discussions the following week.	Principal
26 June	Semester 2 Fees Due	Semester 2 Fees Due	Determine student numbers for Semester 2, allowing for financial forecasting and operational planning.	Principal / Business Manager.
30 June	Senior Management Team Meeting	COVID Safe Plan - Cromwell College to be discussed and any changes suggested.	Finalisation of COVID Safe Plan - Cromwell College.	Senior Management Team
6 July	COVID Safe Plan - Cromwell College published to Cromwell College community.	COVID Safe Plan - Cromwell College published to Cromwell College community	Cromwell College community is aware of the COVID Safe Plan - Cromwell College in place for the students' return.	Principal / Registrar
6 July	COVID Safe Plan - Cromwell College specify operational changes to be implemented.	<ul style="list-style-type: none"> ○ Cleaning ○ Signage ○ Catering changes etc 	Provides 13 days to set Semester 2 procedures throughout the College before the first wave of students return on 19 July.	Senior and Middle Management Teams
	Finance Committee to Meet.	Develop revised forecasts taking into account the COVID-19 impact to the College.	Finance Committee to recommend the new budget.	Principal / Business Manager / Finance Committee
12 July	CON + Griffith University students return from 4pm.		Students to sign off their understanding and compliance with COVID Safe Plan - Cromwell College at check in.	Dean of Students
12 July	COVID Safe Plan - Cromwell College Presentation	CON and GU students are briefed regarding the COVID Safe Plan - Cromwell College at their dinner sitting.		Principal
19 July	QUT students return from 4pm. Student Leadership Team (SLT) returns.	.	Students to sign off their understanding and compliance with COVID Safe Plan - Cromwell College at check in.	Dean of Students.

19 July	COVID Safe Plan - Cromwell College Presentation	QUT and SLT students are briefed regarding the COVID Safe Plan - Cromwell College at their dinner sittings		Principal.
31 July	UQ students return from 4pm		Students to sign off their understanding and compliance with COVID Safe Plan - Cromwell College at check in.	Dean of Students
31 July	COVID Safe Plan - Cromwell College Presentation	UQ students are briefed regarding the COVID Safe Plan - Cromwell College at their dinner sittings		Principal
31 July	Students' Association Event	EMP approved event adhering to the COVID Safe Plan - Cromwell College	Event occurs	Dean of Students

PROCEDURAL CHANGES

GENERAL HEALTH PRACTICES

Principle

The College community recognizes the importance of practicing personal and respiratory hygiene measures to ensure the health, safety and wellbeing of all students and staff.

Rationale

For the prevention of the spread of COVID-19.

Expectations

- The continuation of the development and implementation of a routine and habit of exercising the highest level of personal hygiene measures including the use of hand sanitizers when entering and exiting all spaces in the College.
- A very strong encouragement to download the COVID Safe app prior to returning to Cromwell for second semester. The app on student phones if downloaded should always be active. This will be the primary means of contact tracing by Queensland Health should an issue occur.
- Frequent hand washing with soap and water is the preferred method of hand hygiene.
- Frequency of cleaning increased in particular of communal areas and surfaces.
- Students and staff to regularly wipe surfaces after usage with supplied disinfectant wipes
- Consent to temperature checks if asked.
- Notification of senior staff (via an RA) immediately if a student or staff member is feeling unwell or has COVID-19 symptoms.
- Refer to flow chart for procedure if a person is unwell.

CHALLENGES WITHIN THE CORRIDORS

Principle

Each of the 17 corridors are a subset of Cromwell College and provide the accommodation rooms and natural social interaction for students. Each corridor along with its RA, is the main pastoral environment for each student.

Rationale

Because of the configuration within the different corridors, along with some small common room spaces, it may be more challenging to achieve the mandated social distancing requirements in these areas, but it is acknowledged that these requirements must still be met, and extra vigilance will be required.

Expectations

- All students must adhere to personal hygiene measures including the use of hand sanitizer when entering and exiting their (and other) corridors.
- Students to minimize entering other corridors and opt more for interaction in larger communal spaces.
- Students to have their own hand sanitizer for personal use, supplemented with Cromwell College provided materials in communal areas.
- All corridors' floor areas are marked with measured indicators to assist students with social distancing requirements.
- To maintain social distancing, the area of a standard room allows for two people per room at any one time.
- In corridors with shared toilet and shower facilities, one person could simultaneously occupy each shower or toilet cubicle given the partitions, but social distancing would be required in the general bathroom area, especially around basins.
- Kitchenettes within corridors require normal social distancing rules to be followed.

CROMWELL COLLEGE COMMUNAL AREAS

Principles

- Students to be provided access to all indoor and outdoor communal areas.
- Density requirements to be observed in all Cromwell College campus spaces.

Rationale

Students need spaces to socially engage with others, and a range of social spaces are needed to accommodate a larger requirement for smaller events, with respect to density requirements.

Expectations

- All communal spaces have been identified and measured to determine the permitted density for each area.
- Each area has the maximum person capacity visibly signed in that area.
- Adherence to social distancing guidelines of no more than one person for every 4m² of space with 1.5m distance between each other, and a maximum of 100 persons in any one space applies at all times for areas greater than 200 square metres throughout Cromwell College.
- Adherence to social distancing guidelines of no more than one person for every 2m² of space with 1.5m distance between each other, and a maximum of 50 persons in any one space applies at all times for areas less than 200 square metres throughout Cromwell College.

Scenarios in practice

Social events in a small density space

In smaller shared spaces, for example, corridor common rooms, density restrictions and social isolation must be strictly observed. This may render many small corridor common rooms as inappropriate for social gatherings.

Social events / drinks in a communal space

Maximum person capacity per communal areas will be applied across Cromwell College to ensure government mandated health restrictions are adhered to.

To allow a greater number of students to socialize in one communal area (up to the current maximum of 100 in any one large area), the Volleyball Court area will take on the same rules that apply for the use of the Lion's Den. The exception will be that noise levels on the Volleyball Court area must be minimal and significantly less than what would be acceptable in the enclosed Lions' Den, given the openness and proximity of the Volleyball Court to the student rooms, especially in Begbie and Cock.

To assist with social distancing and to promote longer social interaction in the Lions' Den and Volleyball Court areas, the College's grey stackable chairs will be stacked in one row against the external wall of the Lions' Den (in the corridor towards the Computer Room) for students to use in the Lions' Den and Volleyball Court areas. Students are free to use these chairs, and they would be required to return them to the stack immediately following use.

The intent with this change is to allow more people to socialize socially distanced, and if they wish, to have a drink as they would in the Lion's Den, following the established Alcohol Policy, but in a larger area. After dinner (pre's) before heading out from the College at the set time would be the best example of the intended use of this expanded social area.

All other communal areas will retain the same rules in place previously in those areas whilst adhering to mandated social distancing requirements.

CROMWELL COLLEGE DINING

Principles

- Hygiene is paramount, especially surrounding the provision and consumption of meals.
- A bottle of sanitizer will be available on all dining tables, and it is not to be removed from those tables.
- All meals must be eaten in the designated dining areas and cannot be taken elsewhere, primarily for hygiene reasons.
- The Dining Hall (stage area included) along with the Dining Room Deck are large communal spaces, and social distancing guidelines must be followed at all times.
- The provision of 21 meals each week will continue as part of the College's service offering.
- Students to dine together in two staggered sessions (approximately 116 students per session) for lunch and dinner. One longer session will continue as normal for breakfast.
- Sufficient time will be allowed to eat and converse.
- A commitment to continue offering the same quality, quantity and variety of food as previously, **with the understanding that the variety of a minority of offerings may be compromised subject to COVID Safe practicalities regarding that item.**
- Self-service will no longer be an option and students will be served everything by catering staff.
- All catering staff **have completed** the "COVID Safe Work Training for Dining in Micro Credential" course through TAFE before Sunday 19 July.

Rationale

- To facilitate social interaction over meals and connect daily with a variety of students while maintaining social distancing requirements.
- Communal dining will continue within the maximum person capacity, socially distanced, allowed in the Dining Room (including the stage) and on the Dining Room Deck.

Expectations

- Maintain mandated social distancing requirements in the Dining Room (including the stage) and on the Dining Room Deck.
- A maximum of 4 students per table in the Dining Room (16 tables), Dining Room Stage (3 tables), and at tables that will be permanently set in one area of the Dining Room Deck (10 tables).
- Students eating on the Dining Room Deck must use the set dining tables and not the lounge furniture area for eating meals.
- Phones and other personal belongings (which may regularly come into contact with many communal surfaces both within and outside the College) to be left in pockets, not placed on furniture.

Practicalities

- Breakfast sitting will continue as normal, but with a maximum of 116 people in the combined spaces of the Dining Room, Dining Room Stage, and Dining Room Deck (set tables area) at any one time.
- Students are therefore required to be flexible with breakfast, and to monitor the timing of their arrival alongside others, so that there is not for example more than 116 people seeking to get / already eating breakfast when the service concludes at 9.30am.
- There will be two staggered mealtimes (Lunch and Dinner) set by a roster of corridors.
 - First Lunch 11.45am – 12.45pm
 - Cleaning of the three dining areas by staff 12.45pm – 1.00pm
 - Second lunch 1.00pm – 2.00pm
 - First Dinner 5.00pm – 6.00pm
 - Cleaning of the three dining areas by staff 6.00pm – 6.15pm
 - Second Dinner 6.15pm – 7.15pm
- Corridor Allocations for Lunch and Dinner:
 - First Lunch and First Dinner - TN, BN, TT, BT, BD, MD, TD, BH, BC.
 - Second Lunch and Second Dinner – MH, MC, TH, TC, LH, BB, MB, TB.
- Flexibility, in liaison in advance with the Dean of Students, will exist for any students whose university or employment program prohibits them for attending their sitting at the rostered time.
- Flexibility will be built into situations through liaison with the Dean of Students / Executive Chef where there is ICC Sport / Cultural events across meal times, and these changed arrangements will be published closer to the time.
- Students will need to be present at the starting time of their lunch and dinner meal sitting as the Dining Room doors will close during the sitting. During the sitting, students can exit when they have finished eating if it is before the end of the sitting, but students cannot enter once a sitting has started and the doors are closed. Following the exit time of each sitting, the doors will remain closed until the cleaning has occurred. The doors then will reopen for the next sitting.
- There will be one entry and one exit point to and from the Dining Room.
- Entry to the Dining Room will be only through the doors facing North Lawn.
- When the doors open, all students for that sitting **have two options. The first is to** enter the dining room and sit at the tables (no lining up needed – like they do in O Week). Students can then self-monitor when to get up and head to the servery. **The other option is to form a socially distanced line from the servery entrance back along the wall of the dining room, and through the JCR and hallway.** To assist students, there will be social distancing markers on the floor of the Dining Room leading into the servery area. **Students will need to self-regulate the 1.5m requirement when lined up through the JCR and hallway.**

- A maximum of 4 students per table in the Dining Room (16 tables / 64 students), Dining Room Stage (3 tables / 12 students), and at tables that will be permanently set in one area of the Dining Room Deck (10 tables / 40 students).
- Once inside the Dining Room, there will be **the normal two servery areas with one entry point and one exit point for both. These are clearly marked with signs, bollards and red ribbon.**
- Furniture will be cleaned between meal sittings, hence the need for students to enter at the start of their sitting so that they have time to eat and converse before their sitting ends, and the dining areas are then emptied, allowing the cleaning to occur before the next sitting.
- Crockery, and cutlery (wrapped) will be distributed by catering staff.
- Meals (hot and cold mains and desserts) will be served by catering staff, with no self-service options available.
- The self-serve mixed salad bar will be replaced with similar salads, but pre-plated and served by catering staff.
- Wraps and sandwiches will still be available but will be made in advance and served by catering staff. **To reduce unnecessary queueing when you may not seek the hot food, sealed wraps and sealed premade salads will be available at a separate service point in the main dining room.**
- Bread, and toasties (premade) will be served by catering staff for students to toast themselves.
- Students then request what condiments they would like (for all meals) and these will be either served by catering staff or will be in individual packages.
- Breakfast food items in the Drinks Room (cereals etc) will either be in individual packets or served by catering staff.
- Milk (full cream and lite) will be in the large drink dispensers and not in communal bottles.
- Smaller quantity products for those with dietary concerns will either be served by catering staff or will be in individual packages.
- **For students who dine in the designated area on the dining room deck, there is a mobile station for them to place used cutlery, crockery etc to prevent the need for those students to re-enter the dining room through the exit doors to access the main washing up and rubbish room.**
- The late meals process will continue as normal, with social distancing requirements in the late meals dining area.
- The Late Meals area for snacking will contain individual products and premade options.
- Large whole college gatherings in the Dining Room / Dining Room Deck such as Formal Dinners, Academic / Valedictory Dinner, and Students' Association Dinners are currently not possible given government regulations. This will continue to be monitored.
- The Students' Association Shop will only be able to sell items in unopened sealed packaging that has not been opened by the Shop Team before delivery to the consumer.
- Corridor Dinners with Ross and Jenny will be held in a format that adheres to mandated social distancing requirements.

SOCIAL ACTIVITIES

Principles

- Together, the Students' Association Executive, RA's and staff teams recognize that whilst government restrictions and regulations are in place, all student led social activities must fully comply, but that activities and events should occur safely where possible.
- While there are restrictions on pubs and clubs, these restrictions are in place for a reason. Cromwell College therefore cannot be considered as an alternative venue where rules can be modified to get around the government restrictions in pubs and clubs.
- Where nightclubs are open, OLGR (Office of Liquor, Gaming and Racing – Queensland Government / Liquor Licensing) has advised Cromwell College (3/7/20) that restrictions are still in place (for example, no dancing), and that significant risk is being undertaken by those nightclubs in opening. This would be a high level risk that Cromwell College on site would not have an appetite for regarding social events that mirrored nightclub activities.
- When off campus, all students and staff must be mindful of and model COVID Safe behaviour as mandated by the Queensland Government. Should an external venue or other situation you find yourself in be not COVID Safe, then you must remove yourself from that situation immediately.

Rationale

- Promotion of social cohesion and new social activities within government restrictions led by the Students' Association Executive, RA's and staff teams.

Expectations

- Maintain social distancing requirements at all times.

Practicalities

- All Cromwell College requirements regarding events and event management approvals continue, with the additional requirement that all proposed events must be planned, approved and implemented using the COVID Safe Plan - Cromwell College, complying with all government regulations.

CLEANING

Principle

Cromwell College supports and recognizes the need for students to have a College that is clean. The Cleaning Contractor will increase services. Students in addition, must also take responsibility for their own rooms and communal areas at all times to ensure that they are clean.

Rationale

- To recognize that the safety of all students and staff is paramount and every effort must be made by everyone to protect each other.
- The risk of COVID-19 infection increases with greater touching of surfaces and items.

Expectations

- Students are required to keep all rooms and communal areas tidy at all times.
- Cleaners will increase the frequency of cleaning.

- **Practicalities**

- Cleaners will increase the frequency of cleaning of all bathrooms to twice daily.
- Cleaners will increase the frequency of cleaning of all common rooms, kitchenettes, hard surfaces and communal areas to twice daily.
- RA's as employees are to ensure that all students' rooms and communal areas in their corridor are tidy at all times.

LEAVING CROMWELL COLLEGE AND RETURNING, AND VISITORS TO CROMWELL COLLEGE

Principle

Cromwell College supports and recognizes the need for students to leave and return to the Cromwell campus for a variety of reasons, and to have visitors.

From 31 July, there is a strong chance of a spike in COVID-19 cases in Queensland. Cromwell College will therefore review its policy here relating to visitors as further development unfold.

Rationale

- To recognize that the safety of all students and staff is paramount and every effort must be made by everyone to protect each other.
- The risk of COVID-19 infection increases with greater movement of people off and then returning to the Cromwell College campus.
- Visitors to Cromwell College also increases the risk.
- A very strong encouragement to download the COVID Safe app prior to returning to Cromwell for second semester. The app on student phones if downloaded should always be active. This will be the primary means of contact tracing by Queensland Health should an issue occur.
- All visitors to Cromwell College will be required to complete the “Visitor COVID Checklist” when they first arrive at the College and before they enter.

Expectations

- Adherence to mandated social distancing guidelines applies at all times when outside the Cromwell College campus.
- The COVID Safe App if downloaded, should be operating at all times to facilitate tracking by Queensland Health should an issue arise.
- Visitors must complete the “Visitor COVID Checklist”, and if admitted, must adhere to the same mandated restrictions and requirement as Cromwell College students.
- Visitors are restricted to larger communal areas and cannot be in the residential corridors or corridor common rooms.
- It is the responsibility of the host to inform and monitor their visitor regarding these expectations.

Practicalities

- The “Visitor COVID Checklist” can be accessed by:
 - Student Visitors – in office hours from the Reception Counter.

- Student Visitors – after hours from the RA on Duty by calling them on the wall phone in the Office Portico.
 - Academic Tutors - in office hours from the Reception Counter.
 - Academic Tutors – after hours from the Staff Support Person (Dom or Callum) via the wall phone in the Office Portico.
 - Trades People / Contractors (including Cleaners) - in office hours from the Reception Counter.
 - Trades People / Contractors (including Cleaners) - after hours from the Staff Support Person (Dom or Callum) by calling them on the wall phone in the Office Portico.
- The ability to return to Cromwell College following intra-Queensland and inter-state travel may change suddenly in response to any changes to the current performance of the COVID response throughout Australia. Students therefore must be careful when planning to travel away from Brisbane, as returning may become problematic.

ACADEMIC SUPPORT

Principle

- Cromwell College recognizes the importance of the provision of academic support both through the tutorial system and peer-to-peer academic support (study groups). College tutorials will be delivered both face to face and on-line to augment and complement university teaching, and spaces for study groups will be available subject to the mandated social distancing requirements.

Rationale

- Tutorials are an essential part of the Cromwell College offering. Cromwell College is in an enviable position to be able to offer face to face tutoring and discussion groups following on line lectures and tutorials which will extend a student's learning, ensuring breadth and depth of knowledge.

Expectations

- Tutorials will be held either on line, or face to face in the normal locations around the College.
- Social distancing rules apply at all times in internal and external tutorial spaces.
- Increased frequency of cleaning of tutorial spaces.
- Sanitizer will be available in tutorial spaces.
- Manikins, skeletons, bones and anatomy and physiology aids must be sanitized after each use.

Practicalities

The Deputy Principal will continue to work with the Senior Tutor and each Academic Mentor in the coordination of face to face and online tutorials.

PASTORAL SUPPORT

Principle

- Pastoral support is integral to the success of the students' experience at Cromwell College.

Rationale

- Cromwell College recognizes the importance of the provision of pastoral support through formal and informal interaction with students and support staff. Ongoing pastoral support will continue with its delivery complying with the mandated social distancing requirements.
- Pastoral support is integral to the success of the students' experience at Cromwell College.

Expectations

- Pastoral support will be held either on line, or face to face in the normal locations around the College.
- Social distancing rules apply at all times in internal and external spaces.

Practicalities

The Dean of Students will continue to work with the RA's and support staff in the coordination of face to face and online pastoral support.

ENSURING COMPLIANCE

Cromwell College is committed to being fair and reasonable in its expectations of students returning to the College and operating in a COVID safe manner.

All Students will take part in a mandatory **“Orientation to a COVID Safe Cromwell College”** led by the Principal, in the Dining Room at the students’ rostered dinner sittings on Sunday 19 July (non UQ students and Student Leadership Team) and Friday 31 July (UQ students)..

A formal communication strategy was established in March through letters from the Principal to ensure the College community is regularly updated. These and other forms of communication will continue.

All students have a responsibility to act as ethical bystanders and to call out behaviour that contravenes the legislative requirements and restrictions. Staff will support students in their day to day life to ensure that each student’s safety is prioritized.

Given the strong community here at Cromwell, it is envisaged that students will accept that these changes are largely imposed by external authorities, and abide by them.

Given that people’s health and safety is at stake, and we are all navigating through a global pandemic, Cromwell College will act decisively should any student act in defiance of the mandated rules in place. **Significant breaches would result in a written warning, with further significant breaches leading to suspension or exclusion from the College.**

FLOW CHART FOR A POTENTIAL INFECTION AT CROMWELL COLLEGE

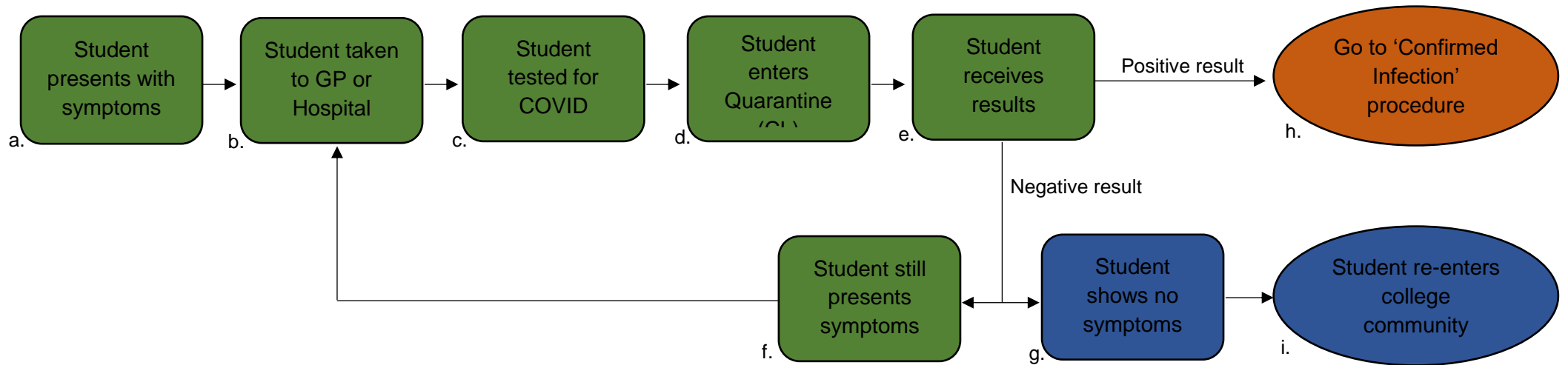
The below procedure to be enacted should a student present with one common symptom, or two or more less-common symptoms:

Common Symptom

- A temperature over 38 degrees
- Dry cough
- Tiredness
- Difficulty breathing or shortness of breath
- Chest pain or pressure
- Loss of speech or movement

Less Common Symptoms

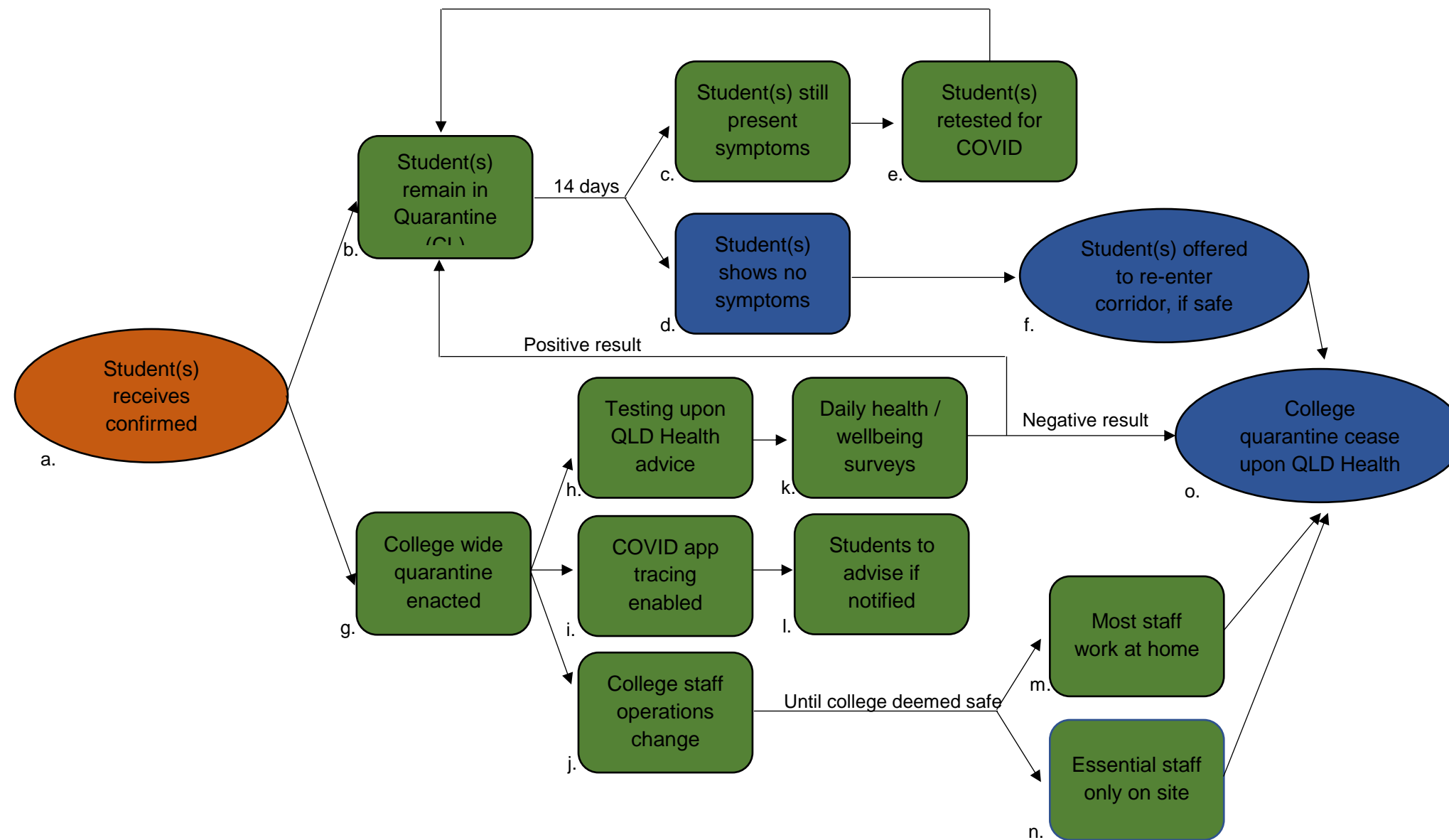
- Aches and pains
- Sore throat
- Diarrhoea
- Conjunctivitis
- Headache
- Loss of taste or smell
- Rash
- Discolouration of fingers or toes



Timeframe		Who	Action	Impact	Responsible
a.	Immediate	Student	Student advises of ill health	Potential COVID-19 infection	Student / RA / Dean
b.	Immediate	Student	Testing at a health practice or hospital (UQ Health)		Dean of Students
d.	Same day	Student	Moves to quarantine room (CL)	Isolation (CL) until results	Student / Dean
d.	Meal Times	Catering Team	Meals to be left outside student's door		Catering Team / Dean of Students
d.	Daily	Dean of Students	Health and wellbeing check	Determine how student is travelling and support	Dean of Students
e.	Following results	Student	Rechecked for symptoms	Determine if COVID infection is still a possibility	Dean of Students
f.	Immediate	Student	Moved back into quarantine (CL)	Isolation (CL) until results known	Student / Dean
h.	Following results	Doctor	Positive result	Go to Confirmed Infection Procedure (below)	Principal

FLOW CHART FOR A CONFIRMED INFECTION AT CROMWELL COLLEGE

If there is a confirmed COVID-19 infection within the Cromwell College community, the below procedure should be enacted in close liaison with Queensland Health who would direct and manage the Principal with the situation:



Timeframe		Who	Action	Impact	Responsible
a.	Immediate	Student	Informs staff	Activates process	Student / Dean
a.	Immediate	Student	Remain in quarantine (Campus Lodge Unit)	Decreased potential infection	Dean of Students
m.	Immediate	Non Essential Staff	Resuming working from home	Decreased potential infection	Principal
g.	Immediate	Students	Lockdown	All students to remain in rooms	Dean of Students
j.	Immediate	QLD Health	Contact tracing enacted		QLD Health
n.	Same day	Executive Chef / Catering Team	Food to be packaged up and delivered to corridors	Students able to remain in isolation	Dean of Students
j.	Business Hours	All Senior Staff	Ensuring that students are remaining in their corridors	Control spread and enforce temporary quarantine	Dean of Students
j.	Out of Hours	Resident Staff and Security	Ensuring that students are remaining in their corridors	Control spread and enforce temporary quarantine	Dean of Students
l.	Same day	Dean of Students	Ongoing monitoring	Continue to monitor students wellbeing and health without increasing anyone's potential exposure	Dean of Students
a.	Same day	QLD Health	Informed of confirmed infection and potential infection(s) in high risk environment		Principal
k.	Daily	Dean of Students	Wellbeing check to ensure positive mental and physical health and to track any potential symptoms	Support contact tracing. Create systems of pastoral care through distance and continuously monitor health and COVID diagnosis.	Dean of Students
a.	Immediate	Student	Toilet and showers allocated to particular students to use	Control potential infection points	Dean of Students
c.	Following Results	Student	Rechecked for symptoms	Determine if COVID infection is still a possibility	Dean of Students
e.	Immediate	Student	Moved back into quarantine	Isolation until results	Student / Dean
d.	As soon as safe	Student	Returned home or back into corridor		Dean of Students
o.	Upon advice	QLD Health	Advise Principal when it is safe to resume normal operations	Ensures compliance and protects the health of all individuals, and the wider community	Principal

AREA MEASUREMENTS AND MAXIMUM PERSON CAPACITY WITHIN CROMWELL COLLEGE

In determining the maximum number of people in a specific venue within Cromwell College, consideration has been given to the area size, the mandated square metres per person allowed for that size, and importantly the specific day to day logistics / usage for that precise venue at the College. This information will be updated as government regulations / logistics / usage change.

Location	Maximum Attendees
Administration Carpark	80
Administration Reception Area	3
Showers Communal Space (Excluding Cubicles) BC	2
Showers Communal Space (Excluding Cubicles) BD	2
Showers Communal Space (Excluding Cubicles) BH	2
Showers Communal Space (Excluding Cubicles) BN	2
Showers Communal Space (Excluding Cubicles) BT	2
Showers Communal Space (Excluding Cubicles) MC	2
Showers Communal Space (Excluding Cubicles) MD	2
Showers Communal Space (Excluding Cubicles) MH	2
Showers Communal Space (Excluding Cubicles) TC	2
Showers Communal Space (Excluding Cubicles) TD	2
Showers Communal Space (Excluding Cubicles) TH	2
Showers Communal Space (Excluding Cubicles) TN	2
Showers Communal Space (Excluding Cubicles) TT	2
BB Common Room	6
BC / BH Common Room	4
BD Common Room	6
Begbie Hill Grassed Area	100
BN Common Room	4
BT / MD Common Room	4
Begbie Showers (BB, MB, TB)	1
Begbie Toilets (BB, MB, TB)	1
Bunker	25
Chapel (Lower Area)	25
Chapel to Walcott Street to Exit Boom Gate Grassed Area	100
COCA Courtyard (lawn and pathways)	55
Computer Room	10
Computer Room Bathroom (Excluding Cubicle)	2
Computer Room Office	2
Corridor Kitchenette TT	2
Corridor Kitchenette BN	2
Corridor Kitchenette TN	2

Corridor Kitchenette BT	2
Dean of Students Office	4
Deluxe Rooms in Corridors (LH)	3
Deputy Principal Office	4
Dining Room (excluding stage)	63
Dining Room Deck	40
Dining Room Stage	12
Drinks Room	8
Drying Area under Begbie	80
Executive Chef Office	2
JCR	25
JCR Bathroom Front Area (Excluding cubicles)	1
JCR Bathroom Back Area (Excluding Cubicles)	1
Kitchen	15
Kitchen Served	6
Late Meals Dining Area	4
Late Meals Kitchen	4
Laundry	8
LH Common Room (Including Kitchenette)	10
Lions' Den	20
Long Grassed Area between Thatcher, Dowling, North and Hood Street	100
MB Common Room	6
MC / MH Common Room	4
Multi-Purpose Sports Court	100
North Lawn Area (lawn and pathways)	100
Other Administration Building Offices – Heather	2
Other Administration Building Offices – Jason	2
Other Administration Building Offices – Robyn	2
Other Administration Building Offices – Tania	2
Prayer Room	2
Principal's Office	4
Principal's Residence – Combined Lounge, Dining, Kitchen	20
Principal's Deck and Ollie's fenced yard	20
Raised Chapel Courtyard and Seating Area	20
Shop	3
Staff Carpark	80
Standard Rooms in Corridors	2
Student's Carpark (including the 'slums')	100

Students' Association Executive Room	3
Toilets Communal Space (Excluding Cubicles) TH	2
Toilets Communal Space (Excluding Cubicles) BD	2
Toilets Communal Space (Excluding Cubicles) MC	2
Toilets Communal Space (Excluding Cubicles) MH	2
Toilets Communal Space (Excluding Cubicles) TC	2
Toilets Communal Space (Excluding Cubicles) BH	2
Toilets Communal Space (Excluding Cubicles) BN	1
Toilets Communal Space (Excluding Cubicles) TN	1
Toilets Communal Space (Excluding Cubicles) MD	2
Toilets Communal Space (Excluding Cubicles) TD	2
Toilets Communal Space (Excluding Cubicles) BC	2
Toilets Communal Space (Excluding Cubicles) TT	1
Toilets Communal Space (Excluding Cubicles) BT	1
TB Common Room	6
TC / TH Common Room	4
TN Common Room	4
TT / TD Common Room	4
Tutorial Room 1	6
Tutorial Room 2	5
Volleyball Court Area (whole grass and path space between Cock and Begbie)	100

Photocopy Room in Office 1

Synthetic grass area outside lower "House" Rooms 10

COVID-19 RISK REGISTER – CROMWELL COLLEGE

Hazard	What is the consequence that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by	Date Due	Date Complete	Maintenance and review
COVID-19 infection of Cromwell College students	Major, due to Impact upon students' health, wellbeing and safety Cromwell College would require all students to quarantine a/c Queensland Health guidelines	Unlikely due to low numbers of cases in Queensland and Brisbane area	Low due to current numbers. Young adults are less likely to have severe health complications due to COVID infection excluding those with pre-existing medical conditions	Cleaning and disinfecting in accordance with Safe Work Australia and Queensland Health Regular and frequent cleaning of surfaces that are regularly touched including chairs and desks, handrails, doors, coffee machine, Dining hall tables and chairs cleaned after each sitting. Queues within the dining room. Have markings for students to maintain social distancing. All internal and external areas signed appropriately with maximum numbers, distancing. Hand sanitiser dispensers in all buildings and other areas where regular contact occurs. Posters on hand washing are prominent around Cromwell College and in communal bathrooms.	Disciplinary framework Annexure to Student Handbook 2020 Formalised cleaning program with contract cleaners. Formalised new Dining Room operating procedures. Education session run by the Principal for students returning to Cromwell College including information regarding personal hygiene and College conduct requirements Formal check in and check out procedure for students. Audit of dispensers	Senior Staff	19/07/2020		Consultation with stakeholders.
COVID-19 infection of resident staff	Severe Impact upon students' health Cromwell College would require all students to	Unlikely due to low numbers of cases in Queensland and Brisbane area	Low due to low numbers of infections in the local community.	Cleaning and disinfecting according to Queensland Health and Safe Work Australia Daily temperature checks. Frequently touched surfaces cleaned regularly. Dining Room tables and chairs cleaned after each sitting.	Replacement / outsourcing of staff	Senior Staff			

Hazard	What is the consequence that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by	Date Due	Date Complete	Maintenance and review
	<p>quarantine a/c Queensland Health guidelines.</p> <p>Loss of resident staff</p>			<p>Queues to enter the Dining Hall marked to ensure social distancing.</p> <p>Common areas signed appropriately with maximum numbers, distancing.</p> <p>Hand sanitiser dispensers in all buildings and other areas where regular contact occurs.</p> <p>Prominent placement of educational posters on COVID prevention (ie handwashing, coughing sneezing etc)</p>					
COVID-19 infection of non-residential staff	<p>Minor. Impact upon students' health</p> <p>Cromwell College would require all students to quarantine a/c Queensland Health guidelines</p>	Rare, there have been few cases locally. Non-residential staff will not be in regular contact with students.	Low, there are only a few local cases. There are no non-residential staff identified as vulnerable to COVID-19.	<p>Cleaning and disinfecting according to Queensland Health and Safe Work Australia.</p> <p>Frequently touched surfaces cleaned regularly.</p> <p>Common areas signed appropriately with maximum numbers, distancing.</p> <p>Hand sanitiser dispensers in all buildings and other areas where regular contact occurs</p> <p>Prominent placement of educational posters on COVID prevention</p>	<p>Disciplinary framework.</p> <p>Formalised cleaning program with contract cleaners.</p> <p>Education session on new rules for non-residential staff including information regarding personal hygiene and College conduct requirements.</p>	Deputy Principal / Business manager	19/07/2020	Ongoing	Consultation with Staff.
COVID-19 infection of contractors/other external parties.	<p>Minor. Impact upon students' health</p> <p>Cromwell College would</p>	Rare, there have been few cases locally.	Low, there are only a few local cases. External parties will be restricted in their contact of	<p>Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority.</p> <p>Confirm locations that contractors are working and ensure no contact with students and staff.</p>	<p>Develop register collecting names, organisation, mobile phone number and address.</p> <p>Acknowledgement form for activities at College.</p>	Deputy Principal / Business Manager	19/07/2020		

Hazard	What is the consequence that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by	Date Due	Date Complete	Maintenance and review
	require all students to quarantine a/c Queensland Health guidelines		students and staff.	<p>Frequently touched surfaces including chairs and desks, handrails, doors are regularly cleaned.</p> <p>Hand sanitiser dispensers in all buildings and other areas where regular contact occurs</p> <p>Prominent placement of educational posters on COVID prevention</p>					
Complacency of students from living under COVID-19 restrictions and legislative requirements	Insignificant	Almost certain regular routine and time, mental exhaustion can create complacency.	Moderate. Can expect peaks and troughs, for example, at the start of the semester when students are understanding and accepting new conditions.	<p>Providing reminders to ensure fatigue does not affect their knowledge and awareness.</p> <p>Increased pastoral care responsibilities of the resident assistants (RAs). Ensure breaks are provided.</p> <p>Greater staff involvement in pastoral care issues.</p> <p>Commence well-being and academic check-ins.</p> <p>Increasing the number of social activities.</p>	Regular reporting of complacency incidents to determine trends and implement preventative measures.	Dean of Students	19/07/2020	Ongoing	
Exhaustion of residential staff from working longer hours managing student matters.	Moderate, injury to staff or others from fatigue related accidents or illness resulting from fatigue.	Likely, students demand, increased pastoral care requirements and increased monitoring of new processes and procedures, continuous	High, particularly the continuous nature of the new legislative requirements and constantly changing conditions.	<p>Flexible hour systems.</p> <p>Access to free counselling services.</p> <p>Staff reporting feeling tired are sent home.</p>	Utilise support staff where possible.	Principal	19/07/2020	Ongoing	

Hazard	What is the consequence that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by	Date Due	Date Complete	Maintenance and review
		review of the business and legislative requirements.							
Fatigue for non-residential staff dealing with changing legislative and emotional environment.	Minor, to staff as they are able to leave and take personal time to remove themselves from the issues and to have outlets outside of Cromwell College.	Unlikely, staff are able to work regular hours and will have minimal contact with students.	Low, non-residential staff will not be in direct contact with students.	Ensuring staff continue to work regular hours. Minimise contact with students. Access to free counselling services.		Principal	19/07/2020	19/07/2020	Ongoing
Student and parent frustration resulting from financial and other pressures – eg not understanding requirements for Cromwell College	Minor increased stress levels for staff.	Possible parents and students are affected by various community and economic factors that may result in misplaced communications (ie parents upset/angry)	High, while the number of concerns expressed by families may be low, staff may feel the pressure and resultant stress	Providing regular communications to students and parents Communication, check ins and debriefs UQ Health and Counselling service Cromwell Counsellor		Senior Staff	19/07/2020	19/07/2020	Ongoing
UQ Staff and general member of public walking through Cromwell College	Unlikely due to under 15 minute exposure limitation	Rare, there have been a few cases locally. UQ staff move through the Cromwell College grounds and do not stop	Low, there are only a few local cases. There is minimal interaction between UQ staff and students.	Nil	Include in student education sessions, awareness of UQ staff moving through Cromwell College and maintaining social distance requirements.	Dean of Students	19/07/2020		

Hazard	What is the consequence that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by	Date Due	Date Complete	Maintenance and review
		and talk to students.							
Universities returning to face to face learning	Minor, other staff or students catching COVID-19 (could result in illness in this age group).	Unlikely, there have been few cases locally.	Low, there are only a few local cases. Young adults are less likely to have severe health complications due to COVID infection excluding those with pre-existing medical conditions		Include in education session to students a reminder of social distancing protocols while attending university.	Dean of Students	19/07/2020		
Social Media and Other Media Channels	Extreme, negative publicity about Cromwell College activities.	Likely, it is very difficult to monitor students' use of social media.	Extreme, COVID 19 is a sensitive issue and Colleges have been referenced in Government communications.	Policies on use of social media in Student Handbook. Development of strategies to counter any negative social media attention.	Incorporate the use of social media in the education sessions proposed for students' return.	Principal	19/07/2020		
College Events	Severe Breach of social distancing and density requirements could result in a \$70k fine	Moderate. Event management framework and process in place and expectations clearly communicated to students	Moderate. This risk control is managed in day to day operations (Dean of Students)	Clear expectations and communications with students. Event management plans focusing on activities for a COVID-19 safe environment	Consultation with Students' Association Executive about expectations on returning to Cromwell College. Development of EMP's that are COVID Safe.	Dean of Students	19/07/2020		
Students engagement with the wider community (ie university, retail,	Minor Community transmission rate is low	Unlikely, there have been few cases locally.	Low, there are only a few local cases. Young adults are less likely to have severe health	Sign in/sign out procedure for students and visitors	Development of a sign-in/out procedure	Dean of Students	19/07/2020		

Hazard	What is the consequence that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by	Date Due	Date Complete	Maintenance and review
gyms, restaurants etc)			complications due to COVID infection excluding those with pre-existing medical conditions						
Increase in local community / state infection rates	Major Will require review of Cromwell College operations	Moderate. If there are clusters of hotspots	High. An increase in cases locally increases the likelihood of infection		Develop framework for responding to increased infection and therefore restrictions.	Senior Management Team			
Students not complying with Cromwell College expectations and legislative requirements	Severe. Cromwell College may be liable for fine of up to \$70,000. Cromwell College reputation at risk.	Moderate. Young people generally more risk averse and some have not developed same level of maturity	Moderate. Increased social media presence and likelihood of students sharing social media posts of Cromwell College life	Clear expectations and communications with students.	Student Handbook	Dean of Students	19/07/2020		
Non-residential staff not complying with Cromwell College expectations and legislative requirements	Severe. Cromwell College may be liable for fine of up to \$70,000. College reputation at risk. Staff must model appropriate behaviour.	Unlikely. Staff have an obligation under their employment contracts and understand consequences	Medium. Greater impact for staff, for example disciplinary procedure that affects employment	Clear expectations and communication with staff.	Staff Handbook. .	Deputy Principal	19/07/2020		

Hazard	What is the consequence that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by	Date Due	Date Complete	Maintenance and review
Mental Health of students	Moderate. Will require staff intervention, ongoing oversight and potential medical treatment	Major. Young people are vulnerable and an 'at risk' group. Minorities and those with pre-existing mental health issues are particularly vulnerable. Increase stress of level and representation in the media.	High. Greater risk due to new normal. College operations different than previous arrangements	<p>Increased pastoral care for students</p> <p>Social events and other activities centred around physical and psychological wellbeing to alleviate stress and anxiety</p> <p>Day to day benefits of College life (academic support, pastoral care, meals, UQ gym, socialisation taken care of for students)</p> <p>Referral to UQ Health and Counselling service</p> <p>Cromwell Counsellor (Vicky Dawes)</p>	Debriefs	Dean of Students			
Mental health of staff	Moderate. Will require staff intervention, ongoing oversight and potential medical treatment	Major. Staff are at risk, because of the changes in managing their own lifestyle so that they can still come to work. Increase stress because they are coming to work in a high risk business	High. Greater risk due to new normal. College operations different than previous arrangements. Staffing levels different.	Communication, check ins and debriefs	Updates	Principal			

SAFE WORK CHECKLIST – CROMWELL COLLEGE

Documentation				
Items to check	Yes	No	In Progress	N/A
Have you developed a COVID-19 safe work plan which addresses general safety requirements and compliance with College policies and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you developed a COVID-19 Safe Policy as part of the workplan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the policy been communicated to staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a copy of the policy posted throughout the college and on the website?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have other relevant policies been updated to reflect COVID-19 safe measures and behaviours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you developed procedures that supplement your WHS system and procedures? (which include but are not limited to)				
(1) Temperature testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Positive tests and self-isolation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) General hygiene practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) Social distancing measures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5) Cleaning and disinfection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6) Catering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travelling to and from the College	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Documentation				
Items to check	Yes	No	In Progress	N/A
Have you developed a COVID-19 safe work plan which addresses general safety requirements and compliance with College policies and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notification of health authorities and the University	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you developed a risk management plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Communications				
Items to check	Yes	No	In Progress	N/A
Have you developed a college communications COVID-19 plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all stakeholders identified in the communication plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the plan address the nature of communication?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the plan address the frequency of communication?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the plan address implemented health practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the plan address communication of latest health advice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the plan address standards of expected behaviour?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the college code of conduct been updated to incorporate COVID-19 related issues and behaviours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the updated code of conduct been communicated to all stakeholders and posted on the website?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Staff Training and Wellbeing				
Items to check	Yes	No	In Progress	N/A

Have staff, including resident staff, been trained in appropriate hygiene protocols?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you provided hand sanitiser stations in all work locations and shared spaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have staff been trained how to temperature test (if required)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you staggered work attendance and starting times of staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you adjusted workspaces to facilitate adequate social distancing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you erected signage and marked distances on floors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an Employee Assistance Program or other support program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are COVID-19 safe measures incorporated into induction of staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors and Visitors				
Items to check	Yes	No	In Progress	N/A
Does your induction for contractors and visitors include COVID-19 safe practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ensured that all contractors have been trained in COVID-19 safe practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you erected signage to inform all visitors and contractors that they must sign in before entering the college?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you provided hand sanitiser stations in visitor reception areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are seats in waiting areas adequately spaced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has directional signage and floor markings been installed in reception areas to manage the flow of visitors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have major contractors provided their COVID-19 safe plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Management of Shared Spaces				
Includes areas such as dining halls, group study areas, bathrooms, toilets, showers, laundry facilities and auditoriums				
Items to check	Yes	No	In Progress	N/A
Is social distancing signage erected in all shared spaces including floor markings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have tables and seats in dining halls been adequately spaced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have sanitiser stations been provided in all shared spaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are dining tables, seating, and other high touch areas (including serving stations) disinfected on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a procedure for the use of shared serving utensils?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you staggered dining times to ensure that social distancing is maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you developed contactless dining options for residents in lockdown or unable/unwilling to attend the dining hall?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you developed a procedure and schedule for sanitising and cleaning, bathrooms, showers, toilets, and laundries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have contractors (catering and cleaning) provided their COVID-19 safe plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your contractors' COVID-19 safe plan include contact and positive test reporting protocols?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Contact Tracing				
Items to check	Yes	No	In Progress	N/A
Do you have a process for recording the contact details of visitors to the college?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a process for recording and managing resident movements to and from the college?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you have a process for notifying visitors, staff, the university, and state health authorities of positive tests?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you encourage the use of the COVID-19 safe app, recognising it is an individual choice to do so?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you encourage flu vaccination, recognising it is an individual choice to do so?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you erected signage to advise visitors to sign in and record their contact details?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you provide a counselling service for residents who have been in contact with a person who tested positive or a resident who has tested positive?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you provide a “general” counselling or pastoral care service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cleaning				
Items to check	Yes	No	In Progress	N/A
Have you developed a detailed cleaning and disinfection program for public and shared spaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the program include “high touch” areas such as handrails, door handles, taps and other surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the program include shared office equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the program include bathrooms, toilets, and showers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the program include any outdoor exercise or other equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have hand sanitiser and disinfectant wipes stationed in high traffic areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are staff provided with bathroom facilities which are separate to residents and visitors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Facilities and Grounds

Items to check	Yes	No	In Progress	N/A
Are hand sanitiser and disinfectant wipes available in workshops and equipment stores?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you developed a procedure for disinfecting shared tools and equipment such as mowers, hand tools and the like?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you developed a procedure for conducting minor maintenance in residential rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you developed a process for supervising the COVID-19 safe conduct of contractors when on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

College Events and Activities				
Items to check	Yes	No	In Progress	N/A
Do you prepare a risk management plan for all college events and activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you understand and implement COVID-19 safe measures for all events and activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a process for recording and managing resident movements to and from the college?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>