

COVID-19 Safe Operational Plan

This document outlines the health and safety measures implemented by the University of Wollongong Industry 4.0 Hub to provide a COVID Safe environment, in accordance with the NSW Government Public Health Orders and University of Wollongong safe work protocols.

COVID-19 Safe Operational Plan is endorsed by the UOW WHS for public access.

Staff refers to the staff of the Industry 4.0 Hub.

Visitors refer to UOW staff and students, Makerspace members and others.

Under the current information provided by the NSW Government and the University of Wollongong, the UOW Industry 4.0 Hub can operate with the following maximum capacities:

- Makerspace Laboratory: 20 people
- VR Room: 3 people
- Office: 4 people

The above capacities are based on 1 person per 4 square metres as per the NSW Government Public Health Orders. The capacity may be reduced to account for area covered by furniture and equipment. The capacity will be reviewed as additional restrictions are eased further.

CONDITIONS OF ENTRY

- Staff and Visitors must check-in using the NSW Government QR Code. Staff will confirm the Visitor has checked-in and is double vaccinated, unless medically exempt, before permitted entry.
- Staff and Visitors must sanitise their hands upon arrival and departure.
- Staff and Visitors to wear face masks indoors, or if physical distancing cannot be maintained. Face masks may not be required following further easing of restrictions by the NSW Government. Unvaccinated people must continue wearing face masks indoors.
- If Visitors are feeling unwell or showing the mildest of COVID-19 symptoms (fever, cough, sore throat or shortness of breath), they must:
 - Not visit the premise,
 - Isolate at home,
 - Get a COVID-19 test immediately, and
 - Contact the Industry 4.0 Hub if unable to attend scheduled visit
- Visitors are encouraged to download and use the ServiceNSW to check-in and assist with contact tracing. A tablet and physical check-in sheet are available if unable to use the app.



VISITOR AND MAKERSPACE ACCESS

- Visitors must register a time to attend general visits, workshops and Makerspace sessions before coming to the Industry 4.0 Hub.
- General visits to attend technology demonstrations can be requested via [email](#).
- Workshop attendance must be registered in advance. Information to register will be made available on the website. The event page will indicate the available participation numbers.
- Requests to access the Makerspace and equipment must be submitted and approved prior to arrival. Staff of the Industry 4.0 Hub will assess and approve the requests, with the requestor notified to enter the premise. Requests can be submitted via the [website](#) under the Makerspace Tab: <http://uow.info/industry-4-hub>

PHYSICAL DISTANCING MEASURES

- Signage is placed at key points in all shared areas to remind Staff and Visitors to maintain 1.5 m physical distancing.
- Seating and standing arrangements will be configured depending on the activity to ensure physical distancing and occupancy limits are maintained.
- Occupancy limits of each room are indicated on the doors.
- If attending a group activity, Staff will usher Visitors through entry points and narrow areas, and within each room.
- Staff and Visitors are to be mindful and respectful of other's space and maintain 1.5 m physical distancing when entering or passing through narrow areas.
- Staff will monitor and remind Visitors as needed.

HYGIENE MEASURES

- Cleaning supplies such as sanitisers, disinfectant wipes and sprays are provided in all areas. The Makerspace laboratory has a wash basin, with hand soap and paper towels provided.
- PPE such as face masks and gloves are available to Staff and Visitors. Visitors will be informed of correct procedure to wear and remove PPE.
- Signage is placed at several key points in the premise to remind Staff and Visitors to sanitise or wash their hands regularly.
- Visitors attending a technology demonstration or facility tour will have minimal interaction with equipment to minimise unnecessary touching.
- Visitors attending workshops will be provided with a set of tools for the activity.
- Visitors attending Makerspace sessions will plan and collect the necessary tools in a tray before returning to assigned workspace.
- Tools must be cleaned before and after use, or at conclusion of activity.



- Staff will wipe touchpoints of shared benches and equipment at the end of the day. The equipment includes 3D printers, laser cutter and robots.
- If using keyboards, mice and/or tablets, the user must clean before and after, or at conclusion of activity.
- Visitors wishing to use Augmented Reality or Virtual Reality headsets must book in advance and are given training for proper cleaning procedure. Disposable eye masks must be worn to use the Virtual Reality headsets.
- All Staff and Visitors must sanitise or wash their hands at the conclusion of activity.
- Visitors can inform Staff if cleaning and PPE supplies are running low or empty for restocking.

SUSPECTED OR CONFIRMED CASE OF COVID-19

The University of Wollongong has developed a 6-step process to report any suspected or confirmed cases of COVID-19:

- If an infected or suspected infected is on the premise, the individual must notify staff and be isolated from others immediately as a precaution.
- The individual will be asked to wear a face mask. Staff assisting the individual should also wear appropriate PPE.
- Staff to identify and document where the individual has been and who they have been in contact with on the premise and campus in the past 48 hours since being symptomatic.
- Staff to contact the Work Health and Safety Manager at cmt-mailbox@uow.edu.au or 0417 266 779. WHSM will liaise with NSW Health and update on required actions.
- Staff to arrange cleaning and disinfecting areas of contact through Facilities Management Division at fm-service-centre@uow.edu.au or x 3217.
- Staff may review COVID Safe Plans and risk controls to ensure occupants can return to their activities safely.
- Staff and Visitors who were present will be informed of actions undertaken, such as completion of cleaning and disinfecting.

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