



UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA

## COVID SAFE PLAN – OFFICE AREAS

Where additional Covid Safe measures are needed these should be outlined in a SafetyNet risk assessment for the office area.

### PHYSICAL DISTANCING

- Where reasonably practicable, enable staff to maintain 1.5m physical distancing at all times (including meal breaks) via desk allocation, configuration or other barriers.
- Where possible doors are opened to avoid touch points.
- Floor markers outline where visitors need to stand if queueing is likely to occur.
- Physical distancing continues in emergency assembly areas.

### HYGIENE

- Occupants are reminded periodically of the need to stay home if unwell, physical distance and importance of cough/sneeze etiquette and hand washing.
- Hand sanitiser is available for building occupants if hand washing facilities are not available.
- Disinfectant wipes are available for sanitising surfaces e.g photocopiers, shared desks.
- Sharing of equipment is avoided wherever possible. If equipment is shared it is disinfected before and after use by the person using the equipment.
- Facilities Management Division (or equivalent) will arrange for the cleaning of hard surface common touch points such as railings and doors unless otherwise instructed. Users are to wipe down their own desk and equipment with disinfectant wipes or spray.
- If naturally ventilated, windows are to be open to allow for air movement. If mechanically ventilated, system is left on.

### CONTACT TRACING

- A roster which includes staff attendance shall be maintained in the event of contact tracing.
- Visitors greater than 15 minutes shall have their attendance recorded in the event of contact tracing via a QR code reader – refer to IMTS to establish a code for the area.

### SIGNAGE

- The University's [Covid Safe posters](#) and/or electronic signage are displayed in prominent locations.
- Capacity limit signs are no longer required.