

# COVID-19 Awareness for the UWA Community

July 2020

Version 3

At the end of this induction you should have an understanding of:

## **Section 1:** Information About COVID-19

- The signs and symptoms of COVID-19 and how it is spread
- COVID-19 case definitions and testing criteria

## **Section 2:** University Principles & Procedures

- The University's core principles for a safe return to campus
- How to report and manage COVID-19 hazards and possible cases
- Key considerations for returning to campus

## **Section 3:** How to Stop the Spread of COVID-19

- How to protect our campus and stop the spread of COVID-19
- Resources and supports available

# SECTION 1: INFORMATION ABOUT COVID-19



# 1.1 What is Coronavirus (COVID-19)?

- Coronaviruses are a large family of viruses that cause respiratory infections. These can range from the common cold to more serious diseases
- COVID-19 is a disease caused by a new form of coronavirus. It was declared a pandemic by the World Health Organisation on 12 March 2020
- People with coronavirus may experience **symptoms** such as:
  - Fever
  - Fatigue
  - Coughing
  - Sore throat
  - Shortness of breath
- Other reported symptoms may include: loss of smell, loss of taste, runny nose, muscle pain, joint pain, diarrhoea, nausea/vomiting and loss of appetite

## 1.2 Who is at risk?

Some people are at greater risk of developing serious illness from COVID-19 including:

- People aged 70 years or over
- People aged 65 years or over and have a chronic medical condition
- Aboriginal and Torres Strait Islander people aged 50 years and over who have chronic medical conditions
- People with compromised immune systems

Refer to slide 2.5 'Supporting Vulnerable Populations' for more information

## 1.3 How is the virus spread?

- COVID-19 is most likely to spread from person-to-person through:
  - **Close contact** with an infectious person
  - **Contact with droplets** from an infected person's cough or sneeze
  - **Touching objects** or surfaces (like doorknobs or tables) that have droplets from an infected person, and then touching your mouth or face
- Most infections are only transmitted by people when they have symptoms. However, cases are considered to be infectious from **48 hours** prior to onset of symptoms
- Close contact is defined as:
  - Greater than **15 minutes face-to-face** contact in any setting or;
  - Greater than **2 hours in a closed space**With a confirmed or probable case in the period extending from 48 hours before onset of symptoms

# 1.4 Case definitions for COVID-19

## Confirmed Case

- A person who tests positive to specific SARS-CoV-2 nucleic acid test
- **OR**
- undergoes a seroconversion to or has a significant rise in SARS-CoV-2 neutralising
- **OR**
- IgG antibody level (e.g. four-fold or greater rise in titre).
- has the virus identified by electron microscopy or viral culture

## Probable Case

- A person who has detection of SARS-CoV-2 neutralising or IgG antibody
- **AND**
- has had a compatible clinical illness
- **AND**
- meets one or more of the epidemiological criteria outlined in the suspect case definition (see across).

## Suspect Case

- A person who meets the clinical **AND** epidemiological criteria:
- Clinical Criteria:
- Fever ( $\geq 38^{\circ}\text{C}$ ) or history of fever **OR** acute respiratory infection (cough, shortness of breath, sore throat)
- **OR** loss of smell / taste
- Epidemiological Criteria - in the 14 days prior to illness onset:
- had close contact with a confirmed case
- international / interstate travel
- work in health, aged or residential care
- live or travelled through a geographically localised area with elevated risk of community transmission
- hospitalised patients with no other explanation for the patient's illness

## 1.5 Testing Criteria for COVID-19

- Testing criteria will change over time and will be based on a variety of factors, including current epidemiology and testing capacity
- Persons currently meeting the **suspect case** definition should be tested for COVID-19
- Persons currently meeting the enhanced testing criteria should also be tested for COVID-19. **Enhanced testing criteria:**
  - fever ( $\geq 38^{\circ}\text{C}$ ) or history of fever (night sweats, chills) or loss of smell or taste where no other clinical focus of infection or alternate explanation of the patient's illness is evident **OR**
  - acute respiratory infection (cough, shortness of breath, sore throat)
- It is recognised that without any other epidemiological risk factors, the risk of persons having COVID-19 is low. Any symptomatic persons should stay home until their symptoms have resolved

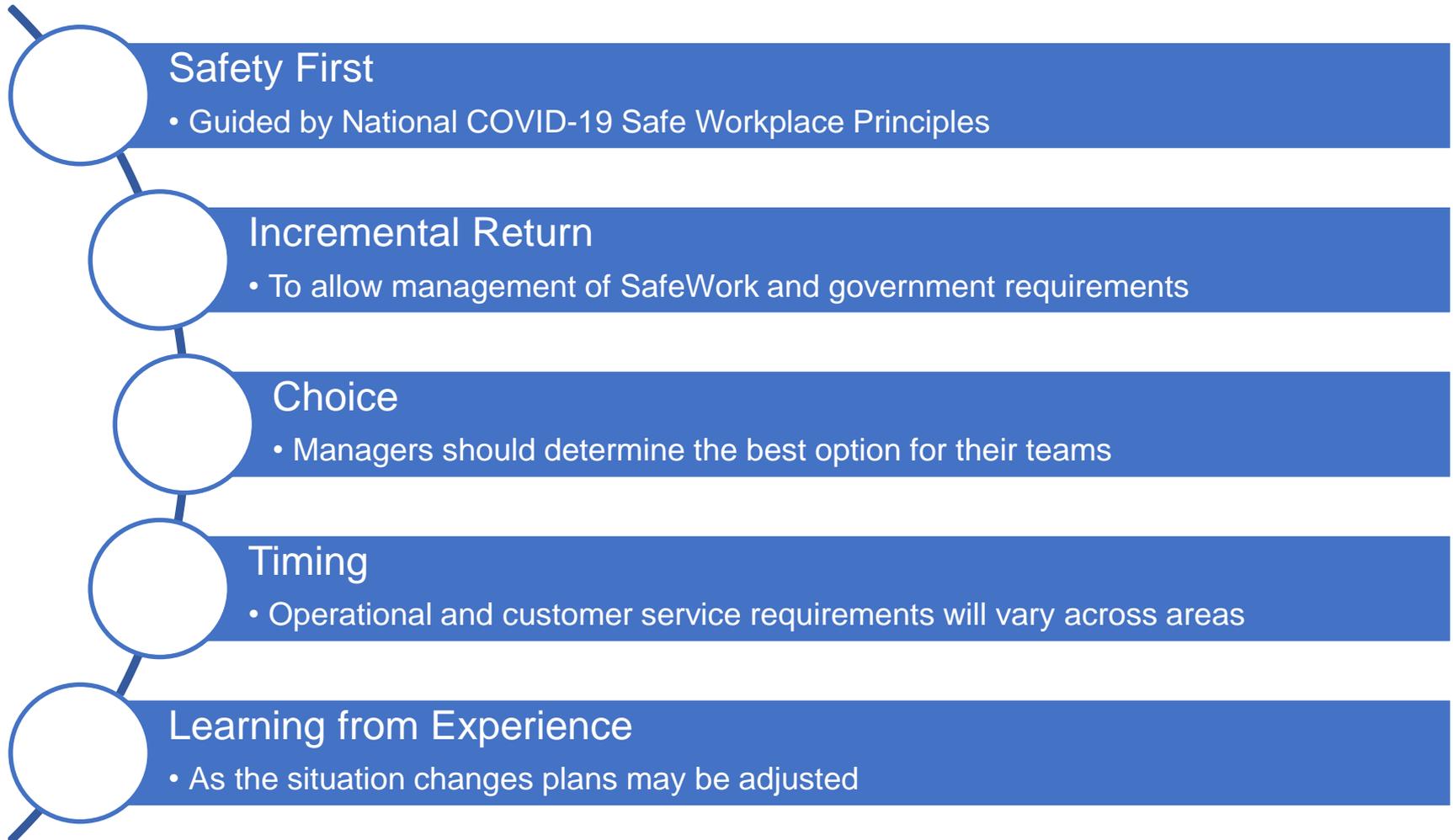
# SECTION 2: UNIVERSITY PRINCIPLES AND PROCEDURES



## 2.1 Health and Safety on Campus

- The University has a responsibility to provide a healthy and safe working and learning environment, protecting workers and the wider UWA community from the risk of exposure to COVID-19
- Following the WA State Government advice for people to return to work, the University has established a Recovery Management Team to:
  - Control and coordinate return to safe operations on campus in line with the [National COVID-19 Safe Workplace Principles](#)
  - Determine under what circumstances various groups can return to UWA sites
  - Provide a senior forum to raise and resolve issues
  - Ensure consistent messaging in the return to safe operations
- Members of the UWA community must also take **reasonable care** for the health and safety of themselves and others, complying with reasonable instructions, policies and procedures that the University has in place
- There is a **collective responsibility** to adhere (and encourage others to adhere) to COVID-19 practises and University procedures

## 2.2 The University's Core Principles for Return to Campus



## 2.3 Reporting COVID-19 Hazards

- Hazards relating to COVID-19 may include cleaning, signage or physical distancing issues
- If you are unable to safely apply control measures you should seek assistance from the affected area Manager/Supervisor and / or the [Health and Safety Representative](#). Control of hazards is the responsibility of the affected area Manager/Supervisor
- Campus Management are responsible for buildings (including cleaning), maintenance and grounds. The affected area Manager/Supervisor can submit a [maintenance request](#) to resolve hazards of this nature
- If a local resolution still cannot be achieved, you can log into the University's online reporting tool, [RiskWare](#) and complete the online notification
- When completing a RiskWare notification for COVID-19 please select Biological Factors (Mechanism) and Respiratory System (Nature of illness)

## 2.4 Managing Possible Cases of COVID-19

If a UWA staff member or student is unwell and you reasonably suspect they may have COVID-19, there are some important measures you should take:

1. **Isolate** – Isolate the person to a single room, provide a face mask if available and maintain physical distancing
2. **Seek advice** – Phone the National Coronavirus Helpline 1800 020 080 (24/7), the UWA Medical Centre 6488 2118 or their treating GP
3. **Transport** – Advise the person to travel home or to a medical facility using their personal vehicle if possible
4. **Notify** - Safety, Health and Wellbeing via [RiskWare](#)

If a UWA staff member or student has been referred for COVID-19 testing and recently been on campus you should:

1. **Advise** – Remind the person to self-isolate at home and that you will notify Safety, Health and Wellbeing
2. **Notify** - Safety, Health and Wellbeing via [RiskWare](#)

## 2.4 Managing Possible Cases of COVID-19 (cont.)

### What happens next?

1. **Identify and Inform** - Health and Wellbeing will identify close contacts and communicate with relevant people impacted
1. **Clean and Disinfect** - Campus Management will arrange a deep clean of the affected areas
2. **Manage** - If UWA has a confirmed case, Health and Wellbeing will liaise with Department of Health on next steps

# MANAGING POSSIBLE COVID-19 CASES ON CAMPUS

If a staff member or student is unwell while on campus and you **reasonably** suspect they may have COVID-19, there are some important measures you should take:

- 1. ISOLATE**  
Isolate the person to a single room, provide a face mask if available and maintain physical distancing
- 2. SEEK ADVICE**  
Phone the National Coronavirus Helpline on 1800 020 080 (24/7) or the person's treating GP
- 3. TRANSPORT**  
Advise the person to go home or visit a medical facility using their personal vehicle if possible
- 4. NOTIFY**  
Inform Safety, Health and Wellbeing via RiskWare ([uwa.edu.au/riskware](http://uwa.edu.au/riskware))

If a staff member or student has been referred for COVID-19 testing and has recently been on campus, you should:

- 1. ADVISE**  
Remind the person to self-isolate at home and that you will notify Safety, Health and Wellbeing
- 2. NOTIFY**  
Alert Safety, Health and Wellbeing via RiskWare ([uwa.edu.au/riskware](http://uwa.edu.au/riskware))

What happens next?

- 1. IDENTIFY AND INFORM**  
Safety, Health and Wellbeing will identify close contacts and communicate with relevant people
- 2. CLEAN AND DISINFECT**  
Campus Management will arrange a deep clean of the affected areas
- 3. MANAGE**  
If UWA has a confirmed case, Safety, Health and Wellbeing will liaise with WA Department of Health on next steps

For more information, visit the Staff Intranet [intranet.uwa.edu.au](http://intranet.uwa.edu.au) or email [safety@uwa.edu.au](mailto:safety@uwa.edu.au)

## 2.5 Supporting Vulnerable Populations

*Western Australians are encouraged to return to work, unless they are unwell or vulnerable*

- If you or a family member in your care are at greater risk of serious infection you may require adjustment to your work or study arrangements to minimise the risk of contracting COVID-19
- Accommodations can be made for vulnerable populations such as remote working / learning
- You should liaise with your manager/supervisor in regards to your individual circumstances and suitable risk controls
- If suitable risk controls cannot be implemented or doubt remains about your safety on campus you should liaise with your treating medical practitioner

## 2.6 Steps for Safely Returning to the Campus

### COVID-19 Restrictions

- You are currently well and do not have self-isolation requirements

### Vulnerable Populations

- If you are at greater risk of infection from COVID-19 you should discuss this with your supervisor and/or treating medical practitioner

### Transport

- You have planned how you will safely travel to and from campus

### Health and Safety

- You understand COVID-19 health and hygiene practices, your health and safety responsibilities and University procedures around COVID-19

### Approval

- The University has communicated with you about returning to or visiting campus and made necessary arrangements for physical distancing, hygiene and cleaning

# SECTION 3: STOP THE SPREAD OF COVID-19



# How Can We Look After Our UWA Community?

Transport to  
Campus

Hand and  
Respiratory Hygiene

Physical Distancing

Cleaning and  
Disinfecting

Self Isolation

## STOP THE SPREAD OF COVID-19



STAY  
**HOME**  
IF YOU ARE  
FEELING UNWELL



PHYSICAL  
**DISTANCING**  
1.5 METRES  
BETWEEN OTHERS



GOOD  
**HYGIENE**  
WASH HANDS  
AND COVER  
COUGH



REGULAR  
**CLEANING**  
HIGH TOUCH  
SURFACES AND DEVICES



MENTAL  
**HEALTH**  
STAY CONNECTED,  
EAT WELL,  
KEEP ACTIVE

## 3.1 Transport and Parking on Campus

- Parking conditions across all UWA campuses will revert to standard operating arrangements on Monday, 25 May 2020. This means that you will need to have a valid parking permit or parking voucher displayed.
- If using public transport to attend campus try to avoid peak times and follow the information on the [Transperth](#) website about boarding, physical distancing and hygiene practises
- It is not recommended that people car pool to and from campus at this stage but if necessary maximum separation should be maintained by sitting in the rear opposite of the driver.
- For active commuters, end of trip facilities are available with risk controls in place. You should enquire with the local area manager(s) who may have a registration system in place for use of shower and change room facilities
- You should follow physical distancing and hygiene practises when using end of trip facilities

## 3.2 Hand Hygiene

- The most important thing you can do to protect yourself is to wash your hands regularly with soap and water or use an alcohol based hand sanitizer
- This is important as washing your hands kills viruses that may be on your hands
- You should wash your hands after blowing your nose, using the bathroom, before and after eating. You should also perform hand hygiene when entering and exiting buildings and common areas such as libraries and lecture theatres
- Avoid touching your face as droplets containing the virus on your hands can be transferred to your eyes, mouth or nose where they infect you.
- Hand wash and sanitiser is widely available in University buildings and prominent areas on campus

# HELP US ALL STAY HEALTHY

## WASH YOUR HANDS



Wet hands with warm water



Apply soap



For at least 20 seconds, make sure to wash...



Rinse hands under running water



Dry hands well with paper towel



Turn off tap using paper towel



palm and back of each hand



between fingers



under nails



thumbs



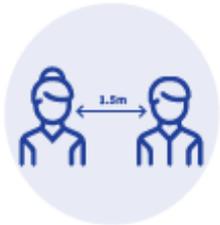
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## 3.3 Respiratory Hygiene

- By following good respiratory hygiene you can ‘catch’ the droplets produced when you cough or sneeze and protect the people around you.
- You should follow good respiratory hygiene practises:
  - Cover your mouth/nose when you cough/sneeze with your elbow or a tissue
  - Dispose of used tissues
  - Wash your hands with soap and water or alcohol based sanitiser
- Wearing a face mask in public won’t protect you from infection
- You should only wear a face mask if you have respiratory symptoms or may have been exposed to COVID-19 (i.e. travel or close contact)

# HELP US ALL STAY HEALTHY

## SIX SIMPLE TIPS



Maintain 1.5 metres distance between yourself and others at all times



Cough and sneeze into your elbow or a tissue (not your hands)



Avoid shaking hands



Put used tissues in the bin



Wash hands with soap and warm water or use an alcohol-based hand sanitiser after you cough or sneeze



Do not touch your face

### IF YOU ARE UNWELL AND WORRIED ABOUT COVID-19:

- Call the National Coronavirus Helpline: 1800 020 080
- Call your usual GP for advice
- Call the UWA Medical Centre for advice: 6488 2118

UWA FAQs:

[uwa.edu.au/coronavirus](http://uwa.edu.au/coronavirus)

Report COVID-19 hazards and suspected/confirmed cases via RiskWare:  
[uwa.edu.au/riskware](http://uwa.edu.au/riskware)

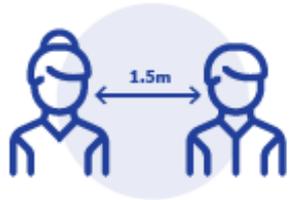


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## 3.4 Physical Distancing

- Physical distancing means maintaining **1.5 metres** distance between yourself and others and allowing **2sqm per person** in enclosed spaces where possible to do so. This is important because if you are too close you might breathe in droplets that other people cough or sneeze
- Physical distancing should be maintained wherever possible, including during lunch breaks, in shared spaces and when travelling to and from work
- Measures to manage physical distancing include holding online meetings, avoiding physical greetings (shaking hands) and limiting attendees / participants
- If staff or students are not following physical distancing you have a responsibility to **respectfully** address this with them

# STAY SAFE WITH PHYSICAL DISTANCING



## MAINTAIN 1.5 METRES BETWEEN YOURSELF AND OTHERS AT ALL TIMES

- Avoid physical contact and don't shake hands
- Hold online meetings or minimise group size
- Follow physical distancing markers and occupancy signage
- Avoid food sharing and stagger lunch times
- Clean and disinfect high-touch surfaces and shared equipment
- Avoid using lifts where not required



Report COVID-19 hazards and suspected/confirmed cases via RiskWare: [uwa.edu.au/riskware](https://uwa.edu.au/riskware)



## 3.5 Cleaning and Disinfecting

- Regular cleaning of frequently touched surfaces is essential. This is because droplets from an infected person can land on a surface and be transferred to other people who touch that surface
- Frequently touched surfaces include doorknobs, hand rails, elevator buttons, tables, desktops, mobile devices and computer accessories
- Routine daily cleaning is performed by Campus Management's appointed cleaning provider, along with additional touch point cleaning in high traffic areas throughout the day
- Disinfectant wipes and face masks will be provided by Safety, Health and Wellbeing for high traffic and student facing areas. These supplies are managed by safety / administration personnel in each space
- Shared equipment or workspaces should be cleaned when:
  - The user is exhibiting respiratory systems
  - The equipment appears visibly dirty
  - There have been multiple users

## 3.6 Dish Washing

- Dishes and cutlery are to be cleaned in a commercial or domestic dishwasher using appropriate dishwasher detergent. If a dishwasher is not available, dishes must be cleaned using hot water and appropriate dishwashing detergent
- Dishes and cutlery should be stored clean and dry in a cupboard or covered to prevent potential contamination from sneezes or coughs
- Prior to and after handling dishes staff are to ensure they practice good hand hygiene
- People should not be sharing food, dishes or cutlery and should stagger lunch times to meet physical distancing requirements in kitchen spaces
- Areas should have dishwashing rosters and clear guidance related to COVID-19 procedures. If this guidance cannot be met then dishes, cutlery and utensils should not be made available

## 3.7 Self-Isolation & Staying Home when Unwell



- [Self-isolation](#) means staying at home or in your hotel room for 14 days. This is to prevent the possible spread of the virus to other people
- You must self-isolate if any of the following applies to you:
  - You have COVID-19 or are being tested for COVID-19
  - You have been in close contact with a confirmed case of COVID-19
  - You have arrived in Western Australia from interstate
  - You have returned to Australia from overseas
- If you are diagnosed with COVID-19 do not attend campus until you have fully recovered. You must provide written approval from the Department of Health to cease isolation and return to work
- If you are unwell **for any reason** even with **mild symptoms** you must stay home and seek medical advice. Do not attend campus until you have recovered

## 3.8 Resources and Related Documents

Your manager or supervisor should be the first point of contact in relation to any queries you have around COVID-19.

Further information and support is available at:

### Internal Resources and Related Documents

- [UWA COVID-19 FAQ](#)
- [UWA Students – COVID-19](#)
  - Financial Support
  - Wellbeing
  - SOS
  - Library and IT Support
- [UWA - Safety, Health and Wellbeing](#)
- [UWA - Campus Management](#)

### External Resources

- [Australian Government – Department of Health](#)
- [WA Government – Department of Health](#)
- [SafeWork Australia](#)

# END OF INDUCTION

