Enterprise COVID-19 Contingency Planning

Purpose

The purpose of this document is to outline how ECU will quickly and safely respond to the impacts of COVID-19 and changes to WA State Government restrictions.

Contingency planning and business continuity

The Enterprise COVID-19 Contingency Plan is supported by local COVID-19 Contingency Plans and Business Continuity Plans (BCPs). The University also has an Enterprise-wide BCP which records the strategies and actions to maintain and recover normal services in the event of a major disruption, as outlined in the Critical Incident Management framework.

Each School and Centre has a local BCP which outlines how that particular area will manage short to medium term disruptions to service delivery. This is complemented where required by a local COVID-19 Contingency Plan which documents the key actions the area will take to prepare and respond to a range of COVID-19 scenarios; and documents any requirements that are unique or specific to the School or Centre. More information can be found here.

Response management

ECU has established a COVID-19 Management Group (CMG) as the senior leadership body which oversees the University's response to COVID-19.

Responses to specific impacts or changes to State Government restrictions are assessed by the CMG and communicated University-wide and/or to the relevant business area. There are also specific response protocols in place for how the University responds to positive COVID-19 cases on campus.

The CMG is responsible for determining at which restriction level the University is and deciding when to escalate or de-escalate restriction levels as appropriate.

Restriction levels

ECU's response to impacts and State Government restrictions is guided by the inherent severity of the restrictions, as outlined in the table below:

Restriction level		
1	Open with COVID Safe practices	Campus[1] open and all activities permitted with ECU COVID-19 Safety Plan protocols in place.
2	Open with additional COVID-19 restrictions in place	Campus open and activities permitted in line with additional restrictions.
3	Limited access	Only essential services and approved activities permitted on campus.
4	Restricted access	Only activities necessary for the security and integrity of assets and infrastructure permitted on campus.
5	No access: Lock down	Only government-approved activities permitted on campus.

The table overleaf provides *a guide* to what action the University will take for each level of restriction imposed, including access to campus and provision of services to staff and students.

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[1] In this context, "campus" refers to any ECU operated facility or site.

Nr	Restriction level	Campus access	Staff	Teaching	Learning	Research	Student support	Events	Campus operations	Third parties and tenants
1	Open with COVID Safe practices	Campus open and all activities permitted with ECU COVID-19 Safety Plan protocols in place. Comply with State Government public health directions (e.g. mask wearing, contact tracing, proof of vaccination).	On campus – normal operations where practicable, with ECU COVID-19 Safety Plan protocols relevant to office spaces, including meeting rooms. Travel allowed subject to FBSC travel rules and State Government restrictions.	On campus – normal operations as per current timetable, with ECU COVID-19 Safety Plan protocols relevant to teaching spaces.	On campus – normal operations as per current timetable. Travel allowed subject to FBSC travel rules and State Government restrictions.	On campus – normal operations where practicable and with ECU COVID-19 Safety Plan protocols relevant to laboratory and research areas.	On campus – normal face-to-face operations where practicable, with ECU COVID-19 Safety Plan protocols relevant to public and student-facing areas.	Events permitted in line with State Government requirements regarding COVID-19 Event Plans and Checklists.	On campus – normal operations where practicable, with additional cleaning and ventilation as per ECU COVID-19 Safety Plan protocols.	Open, subject to State Government directions regarding ECU COVID-19 Safety Plans.
2	Open with restrictions	Campus open and activities permitted ECU COVID-19 Safety Plan protocols in place; and with additional restrictions as imposed by the State Government, such as capacity limits, increased physical distancing requirements and limits on indoor/outdoor gatherings. Comply with State Government public health directions.	Reduce staff density. Manage work plans for staff at increased risk. Business areas to direct work from home measures to enable reduced staff density, while maintaining campus presence. Travel allowed subject to FBSC travel rules and State Government restrictions.	On campus teaching continues with timetable adjusted for capacity limits. Smaller group tutorials and labs may continue. Larger lectures to move to online; or split to accommodate capacity restrictions. On campus assessment continues, subject to capacity restrictions.	On campus – subject to venue capacity restrictions. WIL placements to continue subject to restrictions imposed by industry partners. Travel allowed subject to FBSC travel rules and State Government restrictions.	On campus – subject to capacity and physical distancing requirements.	Mixed on campus/online. Student Hub remain on campus with additional physical distancing protocols. Counselling, Student Health Services move to telehealth. Library and e-Labs remain open.	Outdoor events permitted in line with State Government requirements regarding COVID-19 Event Plans and Checklists. Larger events and indoor events discouraged and subject to State Government restrictions.	On campus – normal operations where practicable, with additional cleaning and ventilation as per ECU COVID-19 Safety Plan protocols.	Open, subject to State Government directions regarding ECU COVID-19 Safety Plans; and venue restrictions for certain industries (e.g. food outlets).
3	Limited access	Open, but only essential services/activities permitted on campus. Comply with State Government public health directions.	Staff work from home where possible. Access to campus for those staff unable to work from home limited to essential services. Access to campus for non-essential services staff requires SDVC approval. No travel allowed.	Online teaching as per the Teaching & Learning Plan. Laboratory, practical and performance classes moved to online, unless considered essential to remain on campus, which requires DVC(E) approval. Assessments moved to online, rescheduled, or alternative assessment approaches adopted as relevant.	Online learning, except where on campus presence required as determined in teaching plan. WIL placements may continue subject to restrictions imposed by industry partners. No travel allowed.	On campus presence minimised. Access restricted to staff and HDR students performing activities approved by relevant ADR. Essential research activity including trials and laboratory experiments may continue, subject to COVID-19 safety protocols and State Government restrictions.	All student services provided online. Essential student services (e.g. Student Hub) permitted a limited on-campus presence. Library Services available online. E-labs remain open.	In person events not permitted.	Remote work where practicable. Security & Traffic Services maintains on campus presence. Other campus operations unable to work remotely may work on campus (e.g. Grounds, Maintenance), subject to relevant State Government restrictions.	Open, subject to State Government directions and restrictions for certain industries (e.g. food outlets).

Nr	Restriction level	Campus access	Staff	Teaching	Learning	Research	Student support	Events	Campus operations	Third parties and tenants
4	Restricted access	Restricted access. Only activities necessary for the security and integrity of assets and infrastructure permitted. Comply with State Government public health directions.	Staff work from home to the maximum extent possible. Implement alternative work arrangements from School/Centre plan for staff unable to work from home, refer to the COVID-19 Information and resources site for additional information. Approval to work on campus requires approval by SDVC. No travel allowed.	Online teaching as per the Teaching & Learning Plan. Alternative approaches adopted for laboratory, practical and performance classes, including online where possible. Assessments moved to online, rescheduled, or alternative assessment approaches adopted as relevant.	Online learning. WIL placements suspended, except for specific exceptions (e.g. clinical placements) which are permitted to continue under State Government guidance. No travel allowed.	Only staff and HDR students required to ensure continuity of research permitted on campus, to be registered with relevant ADR. All other on campus research activity suspended. Approved maintenance of equipment for trials and laboratory experiments may continue, subject to State Government restrictions at the time.	All student services provided online. E-labs closed.	In person events not permitted.	Restricted access. Security & Traffic, Maintenance and other services necessary to ensure security and integrity of assets permitted, subject to State Government restrictions at the time.	Closed, unless exempt under State Government restrictions at the time.
5	No access	No access to campus, e.g. lockdown scenario. Only State Government approved activities permitted on campus. Comply with State Government public health directions.	Staff work from home. Implement alternative work arrangements from School/Centre plan for staff unable to work from home, refer to the COVID-19 Information and resources site for additional information. No access to campus. No travel allowed.	Online teaching as per the Teaching & Learning Plan. Alternative approaches adopted for laboratory, practical and performance classes, including online where possible. Assessments moved to online, rescheduled, or alternative assessment approaches adopted as relevant.	Online learning. WIL placements suspended, except for specific exceptions (e.g. clinical placements) which are permitted to continue under State Government guidance. No travel allowed.	All on campus research activity suspended, unless specifically exempt under State Government restrictions (e.g. trials). Approved maintenance of equipment may continue, subject to approval from ADR and State Government restrictions at the time. No access to campus.	All student services provided online. E-labs closed.	In person events not permitted.	No access to campus. Security & Traffic maintain limited on campus presence, subject to nature of State Government restrictions at the time. Implement alternative work arrangements from Centre plan for staff unable to work from home, refer to the COVID-19 Information and resources site for additional information.	Closed, unless exempt under State Government restrictions at the time.