

<b>COVID-19 Emergency Procedures</b>		
Policy Owner: EMG	Area: Non-Academic E	
Policy Developer/Reviewer: QAM	Version #: 1.3	Date: 24 Jul 2020

#### VERSION HISTORY

Version	Updated by	Approval Date	Details
1.0	EMG	5 Mar 2020	New document.
1.1	EMG	16 Mar 2020	Section 3 (no face-to-face teaching) added.
1.2	PRG	25 Mar 2020	Section 3.1 (campus closure) added.
1.3	EMG	24 Jul 2020	Section 3.2 (campus reopening) added.

#### PURPOSE AND SCOPE

The aim of these procedures is to:

- Outline the Sydney Institute of Traditional Chinese Medicine (SITCM)'s current response to COVID-19.
- Outline the steps SITCM will take if the situation deteriorates.

This policy applies to all staff and students at SITCM.

### 1 PREVENTION MEASURES AT SITCM

SITCM is taking several steps to monitor and mitigate against the spread of COVID-19.

- 1) SITCM's Executive Management Group monitors the developing situation by:
  - a. Reviewing Australian news sites on a daily basis.
  - b. Reviewing all emails provided by relevant government authorities.
  - c. Holding regular meetings to discuss the evolving situation and consider the necessity of any additional actions.
  - d. The CEO's attendance of a COVID-19 seminar for medical and healthcare practitioners on 7 February 2020. This seminar, which was hosted by the Australian Chinese Medical Association and led by the NSW Chief Health Officer, provided an overview of the current epidemic situation in Australia.
- 2) The SITCM Campus contains the following factsheets and posters relating to Coronavirus:
  - a. The Department of Health's "Information for universities, higher education and vocational education facilities, their students and staff" webpage in both English and Chinese (updated regularly).
  - b. The World Health Organisation's *How to Handrub?* and *How to Handwash?* [posters](#).
  - c. General information on how to prevent the spread of COVID-19.
- 3) The SITCM website contains a [COVID-19](#) page which is updated with the latest information.
- 4) SITCM provides hand sanitiser and signs encouraging its use on every floor of the SITCM Campus, as follows:

- a. The Campus reception desk on Level 5.
  - b. The Teaching Clinic reception desk on Level 5.
  - c. The Student Lounge on Level 6.
  - d. Classroom 710 on Level 7.
- 5) The Office Manager wipes all key surfaces on the SITCM Campus, including door handles and elevator buttons, twice per day with an alcohol-based solution.
  - 6) All reception staff in the SITCM Teaching Clinic are provided with surgical masks by the Clinic Manager.
  - 7) A workshop that had been scheduled to be held on 4 February 2020 on the SITCM Campus was cancelled because the presenter had been in China within the last 14 days.
  - 8) A free seminar will be held by the CEO on 6 March 2020 on the SITCM Campus. All staff and students are welcome to attend. The seminar will inform attendees on the developing COVID-19 situation from a Traditional Chinese Medicine perspective.

### 1.1 SELF-IDENTIFICATION

- 1) The symptoms of COVID-19 include fever, cough, shortness of breath, rapid breathing, sore throat and runny nose.
- 2) All SITCM students and staff are expected to self-monitor for symptoms of COVID-19.
- 3) Any SITCM students or staff who suspect or know that they have COVID-19 must notify SITCM and not come to the SITCM Campus until permission is provided by SITCM.
- 4) For more information on COVID-19, refer to NSW Health's [COVID-19](#) page and the Department of Health's [Information for universities, higher education and vocational education facilities, their students and staff](#) page.

### 1.2 SCREENING OF PATIENTS

SITCM Teaching Clinic patients are screened for COVID-19.

- 1) The screening applies to:
  - a. Any patient who has returned from a country or region identified as high risk on NSW Health's [COVID-19](#) page – they are asked to postpone their appointment until the 14 days have passed.
  - b. Any patient who has been in contact with a known or suspected COVID-19 case in the last 14 days – they are asked to postpone their appointment until the 14 days have passed.
  - c. Any patient who has symptoms of COVID-19 (fever, cough, shortness of breath, rapid breathing, sore throat or runny nose) – they are asked to postpone their appointment and to visit their local GP (call ahead first) or Emergency Department, and to call 1800 022 080 (the Coronavirus Information Line) if they need assistance.
- 2) Teaching Clinic reception staff ask screening questions while taking phone appointments (and are reminded to do so by a prominent COVID-19 Screening Sign that has been placed beside the phone).
- 3) The SITCM website's "[Make an Appointment](#)" page also includes this screening.
- 4) Immediately upon arrival at the SITCM Teaching Clinic, patients must complete the *COVID-19 Survey Form*, which also includes the screening questions, and receive a temperature check from Clinic reception staff.

### 1.3 SCREENING OF STUDENTS AND STAFF

SITCM students and staff are screened for COVID-19.

- 1) The Administration Office sent an email to all students and staff on 28 January 2020 that:
  - a. Provided general advice on how to prevent and react to COVID-19.
  - b. Directed students and staff to NSW Health for more information.
  - c. Requested that no students visit the SITCM Campus within 14 days of being in China.
  - d. Requested that students and staff who have COVID-19 symptoms contact NSW Health, notify SITCM and not enter the SITCM Campus until they receive permission from SITCM.
- 2) The Administration Office emails all students and staff with information when relevant government advice is updated.

### 1.4 AFFECTED STUDENTS AND STAFF

- 1) A person is affected by COVID-19 if they are suspected or confirmed to have COVID-19, or if they are absent due to a COVID-19-related travel ban or self-isolation required by these procedures.
- 2) Administration staff discuss impact minimisation options with any affected student, including the student:
  - a. Contacting their lecturer and/or the Academic Support Officer (ph: 9212 1968, email: [julie.phung@sitcm.edu.au](mailto:julie.phung@sitcm.edu.au)) to discuss any additional support that they may require under the *Student Academic Support Policy and Procedure*.
  - b. Watching lecture and tutorial recordings to minimise any academic disadvantage caused by their absence.
  - c. Requesting special consideration for assessment in accordance with the *Special Consideration Policy and Procedure*.
  - d. Deferring their studies in accordance with the *Deferral and Withdrawal Policy and Procedure*.
  - e. Booking an appointment with an SITCM Student Support Officer (ph: 9212 1968, email: [administration@sitcm.edu.au](mailto:administration@sitcm.edu.au)).
  - f. Seeking [external support services](#).
- 3) The Dean discusses rostering arrangements with all affected academic staff.
- 4) The CEO discusses rostering arrangements with all affected non-academic staff.

## 2 RESPONSE TO CASES ON CAMPUS

- 1) If a person is suspected to have COVID-19 while the person is on the SITCM Campus:
  - a. Both the person and the SITCM staff member who interacts with them are immediately asked to wear surgical masks.
  - b. The person is immediately put into an isolated room (a vacant Clinic consultation room is the first choice of isolated room).
  - c. All parts of the campus that the person was in are immediately closed until disinfection occurs.
  - d. SITCM immediately contacts the Coronavirus Information Line (1800 020 080) for instructions based on the specifics of the case.
  - e. The SITCM Administration Office contacts the student to discuss the support options available in Section 1.4.
- 2) If a confirmed COVID-19 case is found to have been present on the SITCM Campus, SITCM will notify the Australian Government's Department of Health, and

Department of Education, Skills and Employment and follow their instructions. In the absence of instructions, SITCM will take the following measures:

- a. If the case was in any SITCM classroom:
    - i. The entire SITCM Campus (including the Teaching Clinic) will close for at least 48 hours for complete disinfection.
    - ii. All staff and students who were present in the affected classroom from when the case entered the classroom until disinfection occurred must complete two weeks of self-isolation, during which they may not come to the SITCM Campus (refer to Section 1.4 for information on support options).
    - iii. All SITCM students and staff will receive an email notifying them of these arrangements and available support services within one business day.
  - b. If the case was in the SITCM Teaching Clinic:
    - i. The entire SITCM Campus (including the Teaching Clinic) will close for at least 48 hours for complete disinfection.
    - ii. All students and staff who were present at the Teaching Clinic from when the case entered the clinic until disinfection occurred must complete two weeks of self-isolation, during which they may not come to the SITCM Campus (refer to Section 1.4 for information on support options).
    - iii. All students and staff will receive an email notifying them of these arrangements and available support services within one business day.
  - c. If the case was in another part of the SITCM Campus only:
    - i. That part of the SITCM Campus will immediately close for at least 48 hours for complete disinfection.
    - ii. The Executive Management Group must meet within one business day to determine further action as appropriate, including the possibility of temporarily closing the SITCM Campus.
    - iii. All students and staff will receive an email notifying them of the decision made by the Executive Management Group and available support services within one business day.
- 3) If a suspected COVID-19 case is found to have been present on the SITCM Campus, SITCM will notify the Australian Government's Department of Health, and Department of Education, Skills and Employment and follow their instructions.
- a. In the absence of instructions, the Executive Management Group will meet within one business day to determine appropriate action, including the possibility of temporarily closing the SITCM Campus.
- 4) The CEO will determine on a case by case basis whether staff can work from home during any period of campus closure caused by COVID-19, having regard to how effectively the staff member would be able to fulfil their job duties from home.

### **3 RESPONSE TO DANGEROUS EXTERNAL ENVIRONMENT**

- 1) The EMG monitors the evolving situation in accordance with Section 1(1) and takes any necessary steps to ensure campus safety in the face of this ongoing external threat.
- 2) Any COVID-19-related decisions that involve significant changes to SITCM's operations or learning environment are reported on SITCM's [COVID-19](#) webpage.

### 3.1 CAMPUS CLOSURE

- 1) At a special EMG meeting held on 16 March 2020, the EMG made the following decisions regarding SITCM's Bachelor of Traditional Chinese Medicine course:
  - a. All face-to-face classes would only be taught online starting 23 March.
  - b. There would be no timetable changes other than for subjects with practical components that cannot be taught online (e.g. acupuncture tutorials).
    - i. In these cases, the practical components will be postponed until after the COVID-19 situation improves.
  - c. From 23 March 2020, all in-class assessments would be changed to online assessments except final exams (which will be postponed closer to the date if necessary).
  - d. The Teaching Clinic would be closed from 17 March 2020 until further notice.
  - e. All general staff could continue working on the SITCM campus until further notice.
- 2) Relevant EMG members took the necessary actions to ensure that the decisions outlined in 3(1) were implemented.
- 3) On 25 March 2020, it was decided that the SITCM campus would be closed from 26 March 2020 until further notice, with online classes continuing as scheduled and staff continuing to work from home.
  - a. By 25 March 2020, the IT Officer had ensured all general staff have the necessary software (Outlook, Dropbox, Zoom, etc) available for home access.
  - b. On 25 March 2020, the IT Officer transferred all relevant files on SITCM's internal server to Dropbox for home access.
  - c. All staff and students received an email on 25 March 2020 notifying them of these updates and emphasising that all administration and support staff can still be contacted using the same pathways as usual.
- 4) On 20 April 2020, SITCM published on its [COVID-19](#) webpage a document called "Changes to Assessment Due to COVID-19", which outlines changes to the *Student Assessment Policy* which will have immediate effect and last for the remainder of 2020 (unless decided otherwise by the Academic Board).

### 3.2 CAMPUS REOPENING

- 1) On 27 April 2020, the EMG decided that the SITCM campus would re-open to on weekdays effective immediately, so that students could access on-campus learning resources as needed.
  - a. Specifically, the Admin Office would be staffed from 9am to 5pm and the Library from 10am to 5:30pm.
  - b. However, classes would continue to be taught online and the Teaching Clinic would remain closed.
  - c. Anyone who entered the SITCM campus would be required to follow social distancing requirements (at least 4m<sup>2</sup> of space per person).
- 2) On 6 May 2020, the EMG decided that the SITCM Teaching Clinic would reopen for two days per week, starting 11 May 2020, with stringent safety measures in place.
- 3) On 20 May 2020, the EMG decided that the SITCM Teaching Clinic would extend its opening hours to five days per week, starting 25 May 2020, with stringent safety measures in place.
- 4) On 2 June 2020, the Academic Board approved a mixed delivery mode for Semester 2 2020 units, with all units to be delivered either remotely or online, unless there was a clear need for face-to-face learning to achieve learning objectives.

- 5) If, during Semester 2 2020, a relevant government authority advises or requires that organisations such as SITCM should temporarily close for community safety, SITCM will follow such instructions.
  - a. In the event of a second campus closure (be it partial or total):
    - i. Insofar as reasonably practical, SITCM will follow the same process as occurred in the first campus closure;
    - ii. Campus safety and timely communication with relevant stakeholders will be the priorities; and
    - iii. Any learning that must occur face-to-face to achieve learning objectives will be postponed until the face-to-face learning can occur safely, having regard to relevant government advice.