



COVID-19 Policy

Topic	COVID-19 Policy
Approval Authority	Director
Last Approval Date	2020
Review Date	Annual
Related Documents	<ul style="list-style-type: none">• Resident Code of Conduct• Resident Handbook• Staff – Manual Policies & Procedures• Room & Board Contract Terms and Conditions• Privacy Policy

1. Purpose and Objectives

International House (IH) is committed to ensuring that the IH environment, in which we live and work, is safe for all staff and residents. This policy outlines the overarching principles governing IH's approach to preventing, addressing and responding to COVID-19. This policy is to be read in conjunction with any IH procedures and plans adopted as well as other related documents.

2. Principles

International House has developed a *COVID Safe Work Plan* for the college, which includes risk management plans for our facilities, staff, contractors and visitors, cleaning, dining, and activities and events. The key principles for all plans are:

- Personal and shared responsibility for our health, well-being and safety,
- An understanding that in a COVID-19 world our lives and behaviour will be different,
- That we are and remain well informed,
- That our situation is ever-changing and we must remain agile, and
- That together we can enjoy our community life at IH.



3. Requirements

There are 4 key requirements which underpins all plans to ensure International House remains a safe and healthy place. These requirements are to be implemented and communicated to all members of our IH community.

a. Maintain Good Hygiene and Cleaning

All members of our community will be required to maintain high standards of personal hygiene which includes but is not limited to frequent hand washing, cough etiquette, and the use of hand sanitisers. IH will ensure that appropriate hygiene equipment with instructions is provided around the college. A Room allocation program, ratio of resident to bathroom, will be implemented. There will be additional cleaning of shared spaces and touch points as required.

b. Stay Socially Distant

Single room occupancy is the basis for room allocation at IH. Signage around the college will indicate the number of people allowed to operate and socialise in all of the college shared spaces. We encourage residents in a Tower to become a 'family unit' for the use of their common room. All members of the college must ensure they follow all social distancing rules within the college at all times.

c. Follow advice specific to our community and site

All residents, staff and visitors will receive an induction of the specific practices implemented within the college. Each member of our community is encouraged to download the COVID Safe App as well as have the current Flu Vaccination. A copy of the policy will be communicated to all IH community members and will be placed on the IH Website.

d. Respond to a COVID-19 infection

The college has a plan in place for residents and staff who become ill with a non-COVID-19 illness as well as with COVID-19. IH will follow all public health and government advice. At this point self-isolation for individuals affected, as well as their contacts, will be implemented. Temperature testing may be implemented if required.

4. Policy Statement and Additional Information

1. All members of the IH Community are responsible for implementing the aspects of this policy and all related document.
2. This Policy complements existing IH Policies and Procedures.
3. All residents and staff have a responsibility to be ethical bystanders and support one another in adhering to these requirements.
4. IH encourages all residents and staff to follow sensible and safe behaviours within as well as outside the college environment.
5. Serious breaches of this policy will be dealt with as part of the existing Resident Code of Conduct.
6. A COVID-19 Safe Plan will need to be developed for all IH, IH Student Club and ICC activities and events held within college.



7. All Contractors and Visitors must sign the register (name, address, email and mobile) stating their purpose for entering college grounds and facilities, as part of contact tracing.
8. Residents will have access to most common spaces within college unless otherwise stated.
9. Changes to some operations within the college have been implemented to ensure we meet the requirements stated above. These include but are not limited to extended or changed dining room operations, cleaning routines and regimes, access to parts of the college. All changes will be communicated to our IH Community.

5. Supporting Documents

- a. Communications and plans received from Federal Government, Public Health, Queensland Health and University of Queensland;
- b. UniMutual Ltd Checklist;
- c. IH Risk Management Strategy
- d. IH COVID-19 Safe Plans and specific documents e.g signage plans, ill residents, sign in register
- e. Communications to IH Community;
- f. Website and social media updates;
- g. Chartwells COVID-19 Safe Work Plan;
- h. Academy Services COVID-19 Safe Work Plan.

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