

Return to on-campus face-to-face classes Semester 2, 2020

Keeping Morling COVIDsafe

Due to frequent updates please do not print but always refer to the provided link for the most updated version of this plan.

We are grateful to Trinity College QLD for sharing their Return to Campus document which greatly helped us create this document for the Morling context.

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We are committed to creating and maintaining a safe and welcoming College campus. This document aims to cover the important processes and actions you need to be aware of if you are working, studying, or visiting the Morling campus.

KEEPING THE MORLING CAMPUS COVID SAFE

Each member of the Morling community is responsible for taking steps to help stop the spread of COVID19 and keep the Morling community safe.

Everyone should continue keeping their distance from other people whenever possible (1.5m apart) and practice good hygiene. Please also consider downloading the COVIDSafe app, which works alongside physical distancing, good hygiene and enhanced testing to stop the spread of coronavirus.

Morling College will continue to monitor and adhere to federal and state government guidelines and restrictions and also the various requirements of those we partner with, including the Australian College of Theology, the University of Divinity and the Baptist Association of NSW & ACT.

STUDENTS AND STAFF ACCESS ONSITE

Students and staff are permitted to return to Morling's Macquarie Park campus for Semester 2 unless:

- **They are awaiting a COVID19 test result or residing with a person awaiting a test result**
- **They are displaying symptoms of COVID19 – flu like symptoms, cough, runny nose, sore throat, or a temperature/fever**
- **They have been a resident or visiting in a recognised 'hot spot' in the past 14 days.**

COMUNICATION - @MORLING

All students and staff must read the weekly @Morling to keep up to date with Morling's COVID19safe plan. In the case of emergencies or last-minute changes, students may receive notifications via email or SMS.

COVID-19 affects different people in different ways. Most infected people will develop mild to moderate illness and recover without hospitalisation.

Most common symptoms:

- fever
- dry cough
- unexplained tiredness

Less common symptoms:

- aches and pains
- sore throat
- diarrhoea
- conjunctivitis
- headache
- loss of taste or smell
- a rash on skin, or discolouration of fingers or toes

Serious symptoms:

- difficulty breathing or shortness of breath
- chest pain or pressure
- loss of speech or movement

Seek immediate medical attention if you have serious symptoms. Always call before visiting your doctor or health facility. People with mild symptoms who are otherwise healthy should manage their symptoms at home.

On average it takes 5–6 days from when someone is infected with the virus for symptoms to show, however it can take up to 14 days.

From [who.int](https://www.who.int)

WHO'S ON LOCATION – SIGN IN/SIGN OUT SYSTEM

Every person who accesses the MALC or CCSC building is required to sign in and sign out using the “Who’s on Location” management system. This will allow us to follow government and Australian College of Theology requirements regarding monitoring those in the building and will be the basis of any contact tracing that might be necessary.

The Who’s on Location system can also be used to manage evacuations, giving us an accurate list of who is on campus. All staff, students, residents, contractors, and visitors are required to sign in and out. It is not designed to track you on campus (unless we need to evacuate) and data is securely managed for these purposes only.

By signing into Morling Campus you are acknowledging that you are, to the best of your knowledge, healthy and will not place others at risk. Please note if you are unwell you should not come on campus and should not enter any College buildings.

Features

- Staff, students, and residents can sign in and out quickly by tapping their Morling ID card or by scanning the QR code.
- Staff, students, and residents can automatically sign in and out with the mobile phone app
- Frequent visitors can be registered faster.
- Groups can be pre-registered in advance to make event registrations and attendance records more accurate
- Safely manage emergency evacuation of all people

Process

To simplify this process, there are multiple ways to sign in and out:

Staff, students, and residents

- Swipe your Morling access card using the touch screen kiosk on Level 1 or scan the QR code on Level 1 or 2. (note that more kiosks will be available throughout the campus in due time)
- Manually sign in and out using the touch screen kiosk on Level 1 or sign out on your phone.
- Use the mobile app* to:
 - manually sign in and out
 - automatically sign in and out using Bluetooth
 - automatically sign in and out using geo-location
- *For casual staff, the Deputy app: starting/ending a shift will automatically sign you in/out at the start and end of a shift.*
- * NOTE: To activate the WOLmobile app you will need a code. Linda Corner, our MALC Concierge, should send you this code. If you have not received it, please get in contact with her (concierge@morling.edu.au).

Visitors & contractors

- Manually sign in and out using the touch screen kiosk on Level 1 or other kiosks available on campus (e.g. MALC Level 4).
- Pre-register and receive an email with a QR code to scan at the kiosk on Level 1

See Linda Corner, the MALC Concierge, if you have questions about how to use the system.

STUDENTS AND STAFF IN THE 'AT RISK' (Vulnerable) CATEGORY

For students and staff that fall in the 'at risk' (vulnerable) category and wish to attend on site lectures, work or other activities, Morling College can prepare an individual risk assessment plan to ensure a safe return to campus. This may involve having a reserved parking space, separate study space set aside etc. These plans will follow the *ACT's Advice on vulnerable students* and the *SafeWork Australia guidelines* and be closely monitored and reviewed.

USE OF MASKS

In response to the NSW Governments recommendation on August 2, 2020, Morling College also encourages the greater use of face masks in high-risk public settings to help prevent the spread of COVID-19. This particularly includes indoor settings where physical distancing is hard to maintain. While, at this moment, wearing a mask is not mandatory, please consider how this can be an additional way that we protect and care for others.

For the sake of the health and wellbeing of all in our college community and to set a good example to our neighbours, churches and broader community, we are asking all students, staff and visitors to:

- **Wear a mask for larger indoor meetings, including the Tuesday Gathering**
- Consider and feel free to wear a mask during lectures and other learning activities
- Wear a mask if you are coming to the Morling campus via public transport.

Remember that a face mask is not a substitute for other precautions and may provide a false sense of security. Please ensure you are following other precautions as outlined in this document and other directives.

If you do not have a mask, or leave yours at home, you can ask the Concierge for a disposable mask.

You can find out more information on <https://www.nsw.gov.au/covid-19/face-masks>

PARKING

Free parking is available onsite by entering the site from the main entrance at the end of Saunders Close and parking in the marked areas. A Morling access card is necessary to gain access through the boom gate, although visitors can also call through at the boom gate for access during business hours. There is free, but time limited, parking in the surrounding streets. Macquarie Centre has free parking for 3 hours and is only a short walk from campus.



Simple steps to help stop the spread.



Wash your hands regularly with soap and water.



Practise physical distancing. Where possible, stay 1.5m apart.



Stay at home and self-isolate if you are unwell.



Download the **COVIDSafe** app.

BE COVIDSAFE

For more information about Coronavirus (COVID-19), please visit [health.gov.au](https://www.health.gov.au)



ENTRY TO MALC BUILDING

Enter the Ministry and Learning Centre building through the main doors using your Staff or Student ID card. Please note that the swipe access door to the Level 1 Library study space is restricted. A Staff card can also be used to access the elevators from the basement. Elevator capacity is 2 people as per the Government 1.5m physical distancing rules.

Please use the hand sanitisers available on each Level when you enter and before using any internal stairs.

Please note the fire exits, as well as doors on level 1, can still be used for emergencies.

ENTRY TO CCSC BUILDING

Enter the Counselling, Chaplaincy and Spiritual Care building through the main door accessed via the side gate. Please observe entry and exit points and traffic directions in the building. Please use the hand sanitiser available when you enter and exit.

ENTRY TO THE MRC BUILDING

Until advised, the MRC building is only accessible to residents and MRC staff. No visitors are allowed.

ENTRY TO THE DINING ROOM

Please note entry and exit points for the Dining Room and observe any directions from the Chartwells team. Note that there is limited seating available to ensure capacity requirements.

CLEANING

We have increased our cleaning of all high use areas and ask users of rooms and other spaces to use the provided disinfectant fluid to clean spaces before and after use. The MALC Concierge can provide disinfectant spray and paper towel if there are none in a space you are wishing to use. Bins will be lined and emptied daily.

LECTURES

Most lectures will be delivered as optional face-to-face classes on campus in Lecture spaces on Level 1 and 2, as well as live streamed via ZOOM for those students who are either at risk or choose not to attend Morling College onsite. Please check your Unit Guides for more detail.

If a student or lecturer has cold or flu like symptoms they will be asked to stay at home and join the live stream until the symptoms have ceased or they have a negative COVID result. Please let your lecturer know.

MORLING COLLEGE LECTURE ROOMS

All seating in the lecture rooms is set up to ensure appropriate room limits and physical distancing requirements of 1.5m. Please do not shift the tables and chairs. Spray bottles and paper towel is in each of the spaces for students and staff to use before and after using the space. Please use the hand sanitisers provided on each Level before you enter these rooms.

It is our joint responsibility to ensure that we follow these guidelines and do not put others at risk. Failure to follow guidelines could also jeopardise Morling's ability to have any face-to-face classes.

CHAPEL

We will not have a usual chapel service until we are able to under government guidelines. We will meet in the Auditorium at the usual chapel time for prayer and some Bible teaching or reflection. Note that we will not have community singing. Bible teaching will be recorded so students can watch this later if they cannot be on-campus. This gathering will also be livestreamed (as a zoom webinar).

MORLING COLLEGE LIBRARY

Please refer to the College Moodle page and Catalogue page for up-to-date information about opening times and COVIDsafe procedures.

Entry

The main entry to the Library is on Level 2. Until further notice, the internal stairs from Library Level 1-2 are not to be used. Please use the hand sanitiser as you enter and exit. Please remember to physically distance using the 1.5m between each person and using the allocated study spaces only.

Handling Books while in the Library

While in the library if you remove/handle a book regardless of how long please return it to the designated trolley. These books will then be quarantined and/or cleaned before returning to the main collection.

Study Spaces in the Library

Before sitting in one of the allocated study spaces please use the disinfectant spray and paper towel provided to wipe down your area and again when you leave the area. Because of limited spaces **no personal belongings are to be left in spaces when you are no longer using them.**

LIBRARY LEVEL 1 STUDY SPACE

In the Library Level 1 study space, a 1-person limit has been established for study rooms and booths. Please maintain 1.5m physical distancing guidelines when using other tables. Spray and paper towel are provided for students and staff to wipe down areas before and after using them. Hand sanitisers are available throughout the area.

MALC LEVEL 1 KITCHEN

Please use hand sanitisers provided before and after when making use of this common kitchen. Remember that this is a shared space and please clean up after yourself. Please bring your own cup/bottle to use. Communal coffee, tea and milk will still be available to use at your own risk. If you decide to bring your own supplies, please keep them with you or clearly label them if left in the fridge.

ROOM BOOKINGS

We have established maximum room numbers in meeting and teaching spaces. Please also use disinfectant or wipes (available at reception desks if not in the room) to clean down surfaces after use. So we have a record of rooms being used, use the [booking request form](#) and note room usage limits when booking.

MEALS

Giselle and her team have been working very hard to ensure that the Dining Room will be able to function in Semester 2 when students return to campus. There will be limited seating in the Dining Room and meals will need to be ordered in advance (at least 5 days before) using the mymonitor system. All meals will be individually packed.

Morning teas and suppers will not be provided for Week 1 and 2 until there is clarity about catering requirements and numbers on campus. When provided, any food will be individually portioned. Please use the provided hand sanitiser and wash fruit before eating.

Further instructions:

1. Entry to the dining room will be from the deck side only, no exit is permitted from this door.
2. Exit from the dining room is through the door facing the common room only, no entry is permitted through this door.
3. Please do not forget to order your meals.
4. Meal times have been divided into 2 sittings, 12:30 pm & 1 pm.
5. Giselle Tan is the hygiene warden and will organize the cleaning & sanitizing for the dining room between the 12:30 & 1 pm sittings
6. Please sanitise your hands upon entry & exit from the dining room.
7. Meal service will be conducted by the Chartwells' staff, no self-service is permitted. Upon entry to the dining room, staff will hand out a cutlery pack, a cup for your drink & the packed meal of your choice.
8. Packed salad & sandwich options will be available in the cold bar & be served by staff
9. Packed hot options will be available in the hot bays which will also be served by staff
10. The drinks machine will still be in operation, but no cups will be placed on the trolley for risk of double handling.
11. The seating area in the dining room permits 36 people at one given time, you are welcome to pick up your lunch & sit in the dining room or take away your meal. The seating outside on the deck or the undercover area, facing the car park, will not be permitted to ensure effective cleaning processes.

Online meal orders

Easy steps to ordering meals online:

- Using your Morling ID card number, log into to <https://websubmit.morling.edu.au/MonitorOnline>
- Follow the on-screen prompt to view the current menu.
- Select a date to order a meal (it must be 5-15 days in advance)
- Make your meal option selection
- Select another date and repeat.....
- Click on "Summary and Checkout" to review your orders.
- When ready, scroll to the bottom and click "Pay"
- You pay either by using the available balance on your Morling ID card or you can choose Credit Card.

You can watch a short "How To" video [here](#).

RESPONSE TO A SUSPECTED OR CONFIRMED COVID CASE

Any suspected or confirmed case of COVID19 on campus will be treated as a critical incident and be processed according to its policy and procedure.

Initial response – health care

1. If a student, member of staff or volunteer reports or presents with symptoms that may be related to a life-threatening contagious or infectious disease, such as by the novel coronavirus (COVID-19), or if they report the emergence of such symptoms within 24 hours of their having been present at Morling College, they will be immediately directed to health services for care and for testing. They will be directed to a local testing centre, the local hospital emergency department, or a GP service. The health service is to be contacted in advance to notify them that the person will be attending and is concerned about novel coronavirus infection.
2. While the person presenting with symptoms is being supported in accessing health services, they will be asked to leave the campus (if safe to do so) to go directly to health care or can be placed in a designated isolation room on campus with minimal interaction with others. They will be given a face mask and those interacting with the person will exercise appropriate physical distancing.
3. The potentially infected person will be asked to not return to the Morling College campus until it is confirmed by a health authority that they are not contagious and are in good health. Morling College will then notify the site Manager to organise immediate cleaning of potentially contaminated areas.

Notifications and control measures

4. The Morling College Principal, or his representative, will contact the ACT Dean to notify them of the suspected case. As soon as practicable after the immediate responses have been enacted, the college Principal or a person delegated the responsibility will submit a Critical Incident Form to the ACT.
5. As necessary, Morling College will notify students and staff that there is a possible case of infection under investigation. The college will refer students to publicly available information on the virus and on hygiene practices that may prevent infection.
6. Contact tracing information may be released to Public Health officers if requested at this time.
7. Where identified, persons associated with the College who had exposure to the infected person (i.e. face-to-face contact of 15mins or more or sharing a common space for 2 hours or more) will be asked to not attend the site for a period of at least 14 days and follow public health advice. Live Streamed classes will be available to them for this period.
8. The college may decide for classes, work, and other events on campus to revert to online/off-campus delivery of lectures and tutorials until the site has been deep cleaned and it is deemed safe to return.

Student and staff wellbeing

Students and staff will be informed about wellbeing support services available if the incident is causing distress. The college registrar and ACT Registrar will inform students about arrangements to ensure they are not unduly disadvantaged academically due to the incident.

Media engagement

If a member of staff or a student is approached by the media with regards to a confirmed or suspected case of infection, they will refrain from making any comment and will direct them to the Morling Principal or ACT Dean, or another person designated to engage with the media. A statement will be prepared in advance of engagement with the media, following consultation and advice.

PRIVACY

Please be assured all information gathered at Morling College is held with the utmost care and confidentiality. To read our Privacy Policy please refer to the Morling College website.

MONITORING AND REVIEWING BEST PRACTICE

COVIDsafe plans have also been created in more detail for main department or services of Morling College.

The Leadership Team and Heads of Department will monitor that all COVID Guidelines are followed but staff and students are encouraged to notify the Chief Operations Manager, Peter McCrindle (peterm@morling.edu.au) if they identify any issues.

OTHER USERS OF MORLING COLLEGE CAMPUS

All other users of Morling College Campus (MRC, Ezra Clinic, Macquarie Baptist Church, Macquarie Korean Baptist Church, Baptist Ministry Centre, Baptist Financial Services) have their own COVIDsafe plans and are to be consulted where required.

WELLBEING AND ACCESSING HELP

Morling College's Dean of Students, Peter Friend (peterf@morling.edu.au), Lecturers & Staff are available to students to talk to. Extensions are available to those students struggling during COVID and can be applied for via Moodle. Counselling is available through the Ezra Clinic.

External Support

In an emergency, call 000.

Lifeline: Contact Lifeline for support if you are experiencing a personal crisis or have suicidal thoughts. You can call them 24 hours a day, 7 days a week from anywhere in Australia. Lifeline 24-hour crisis line 131 114, <http://lifeline.org/>

Kids Helpline contact: Kids Helpline provides a free, private, and confidential phone and online counselling service for young people aged 5 to 25. The service is available 24 hours a day from anywhere in Australia. **1800 551 800**, <https://kidshelpline.com.au/>

1800 RESPECT: Provides support for those impacted by sexual assault, domestic or family violence and abuse. tel:1800 737 732 <https://www.1800respect.org.au/>

Suicide Call Back Service: Call the Suicide Call Back Service for immediate, professional 24/7 telephone and online counselling to people who are affected by suicide. **1300 659 467**

Beyond Blue Coronavirus Mental Wellbeing Support Service: Beyond Blue are providing information, advice and strategies to help you manage your wellbeing and mental health during the COVID-19 pandemic, Hotline **1800 512 348**, <https://coronavirus.beyondblue.org.au/>