



Emergency Control Procedures For COVID19 for New College and New College Postgraduate Village

| Responsible Officer | | Master | |
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| Associated Documents | | | |
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| 1.3 | The Master | 11 March 2020 | 20 March 2020 |

Scope

There has been an outbreak of Novel Coronavirus in the region of Wuhan, Hubei Province China. The virus has reached Australia.

The likelihood of anyone in our colleges or on campus at UNSW has significantly increased over the past week with infections now having been reported across Australia.

This bulletin is to advise regarding the processes that we have in place to protect each and every member of our communities.

Our advice is to be read in the context of bulletins from:

The World Health Organisation <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/>

The Australian Federal Government <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

NSW Health <https://www.health.nsw.gov.au/Infectious/diseases/Pages/coronavirus.aspx>

UNSW <https://www.unsw.edu.au/advice-on-unsw-response-to-the-coronavirus>

UNSW Global <https://www.unswglobal.unsw.edu.au/coronavirus-response/>

General Background

There are three aspects to minimising risks as follows.

1. Prevention

a. NSW Health advice is that conventional personal hygiene principles apply:

- Regular washing of hands.
- Use of hand sanitisers maintained at the principal entry points to our colleges and our meal facilities is mandatory.
- Disposal of all tissues carefully. Waste bins are emptied each day in the public areas of our colleges. Resident room bins are emptied each week.

- Coughing or sneezing into a handkerchief or tissue.
https://www.youtube.com/watch?v=cQOSh6GLa_w. Coughing or sneezing into the elbow not onto hands is recommended by some for pragmatic reasons.
- Use of mobile devices during meals is not recommended as they can be a principal means of infection transfer.
- Cleaning up after meals. Our catering facilities wash all dishes immediately after use. Hands should be sanitised after meals.
- When exiting shared bathroom facilities, paper waste should be used to open the door and deposited in the bin outside.
- Resident advisers and senior residents have been asked to report any poor hygiene to the college Dean.

b. Masks

- Continuous wearing of masks is not recommended by NSW Health. Our colleges maintain a limited supply of masks for residents who may wish to access these. See also https://www.who.int/docs/default-source/coronaviruse/2020-01-29-advice-on-the-use-of-masks.pdf?sfvrsn=dff15f8b_0&download=true
- Masks are recommended for those exhibiting flu-like symptoms. Anyone experiencing such symptoms will be isolated until an isolation period of 14 days is complete or a medical practitioner has certified that the illness is not COVID19.

c. Background of incoming personnel

- All incoming personnel (visitors, contractors, incoming residents and university guests) will only be admitted during conventional office hours.
- All incoming personnel will be required by reception to disclose their COVID19 history and their contact details in case of emergency.
- Compliance with this procedure is mandatory.

2. Diagnosis

- a. Any resident who is unwell is required to call our college receptions (monitored 24 hours) on 9381 1999 (New College) and 8344 4500 (NCV).
- b. The instruction of health authorities is that anyone experiencing flu-like symptoms should present to a medical practitioner. Our colleges will assist any resident to access such health support.
- c. Consistent with the advice of NSW Health, incoming residents travelling from COVID19 countries will be given isolated accommodation until a medical consultation, arranged by the college, has been completed.
- d. Resident advisers and senior residents will be monitoring all residents and actively reporting resident condition to the Dean.

3. Isolation

- a. Consistent with the advice of NSW Health, any admitted incoming residents travelling from countries at higher risk for COVID-19 (<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert#travellers-and-visitors>) or experiencing flu-like symptoms will be given isolated accommodation until medical clearance, arranged by the college, has been completed.
- b. Our colleges have the ability and responsibility to isolate anyone exhibiting flu-like symptoms for the recommended period of 14 days. This includes all residents, staff and visitors.
- c. Meals and laundering will be provided to any resident or official guest in college who has been isolated, at their cost.
- d. There is no ventilation cross connection between adjacent college bedrooms. This includes the college air conditioning systems.

- e. Isolated residents will be permitted to contact the college receptions 9am to 5pm weekdays with personal requests. College will endeavour to accommodate any reasonable request.
- f. Precautionary principles will apply. If the Deans or Master are uncertain regarding the health status of any resident, they will be isolated until medical clearance is granted. Any resident not co-operating with an instruction from the Deans or Master will be asked to leave college immediately.

Infection Stage

There are two stages for a potentially infectious virus. The strategies for avoiding infection spread differ according to the stage. These are summarised in the table below.

| Stage | Infection Route | Health strategy |
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| Pre-symptomatic (the person does not know that they are infected) | Contamination by contact with people, food or surfaces | <ol style="list-style-type: none"> 1. Minimising contact between the infected and the uninfected 2. Personal hygiene of both the infected and uninfected person 3. Immediate disclosure of the onset of any potential symptoms. 4. Monitoring to detect people who may have become infected. |
| Post-symptomatic (the person shows obvious symptoms) | Contamination by contact Generation of infected droplets by sneezing or coughing | <ol style="list-style-type: none"> 1. Isolation 2. Personal hygiene 3. Medical attention |

Procedure

The procedures applicable require careful consideration of our community members. Consequently, the procedures have been broken down accordingly in the table below.

| <i>Community Member</i> | <i>Potential Infection Route</i> | <i>Infection Prevention Strategy</i> | <i>Specific Actions</i> |
|--|----------------------------------|--------------------------------------|--|
| Resident members and official university visitor residents | Building access | Minimal physical contact | <ol style="list-style-type: none"> 1. Access to building only via actuated doors <ol style="list-style-type: none"> a. Exterior access doors are only to be used by waste contractors b. External access to NCV will only be via the Day Street entrance and the basement roller shutter. 2. Internal access doors to remain open except in case of fire. 3. Minimal contact with lift actuators and exit buttons. 4. Resident room door handles will be wiped down daily by cleaning staff as part of corridor cleaning. 5. Paper hand towels to be used to exit shared bathroom facilities and deposited in the bin outside. |
| | Accommodation | Individual accommodation | <ol style="list-style-type: none"> 1. All accommodation is single occupancy only. 2. Official university visitor residents may only be accommodated with their immediate family. 3. Casual guests of residents in individual rooms will be comply with these procedures. |
| | Ablutions | Minimal sharing of facilities. | Ensuite rooms will operate as normal unless the resident is suspected of |

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| | | Where bathrooms are shared, provision of appropriate disinfection facilities. | <p>infection. In the case of suspected infection, room cleaning will be suspended for the 14 day isolation period.</p> <p>At NCV, all rooms are ensuite.</p> <p>To those not in ensuite at NC, the following actions apply:</p> <ol style="list-style-type: none"> 1. Soap and paper towel hand-drying will be provided in shared bathrooms. 2. Handwashing facilities will be provided at each group area sink. 3. Use of disposable hand towels when exiting bathroom facilities. 4. Those suspected of infection will be have their room isolated and will be accommodated for the isolation period in an ensuite room. |
| | Food | Food contamination | <ol style="list-style-type: none"> 1. No sharing of utensils 2. Use of hats, goggles, masks and gloves by all involved in food and utensil preparation. |
| | Study | Minimal physical contact. | Common study areas to be cleaned daily. |
| | Recreation | Minimal physical contact. | Personal hygiene |
| | Interactions with others | Minimal physical contact. | Personal hygiene |
| Staff | Building access | As for residents | As for residents |
| | Ablutions | Minimal physical contact. | Use of disposable hand towels when exiting bathroom facilities. |
| | Interactions with others | Minimal physical contact. | Use of hats, goggles, masks and gloves by all involved in cleaning and maintenance processes. |

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| | | | Regular hand washing by those handling shared materials. |
| Contractors | Building access | As for residents | As for residents |
| | Ablutions | As for staff | As for staff |
| | Interactions with others | As for staff | As for staff |
| Casual visitors | Building access | No access of post-symptomatic visitors Limited access – subject to review. | Casual visitors are subject to this procedure. This procedure will remain under continual review. |
| | Ablutions | As for staff | As for staff |
| | Interactions with others | As for staff | As for staff |

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