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| The **Centre COVID-19 Contingency Plan** is intended to document the key actions the Centre will take to prepare and respond to a range of COVID-19 scenarios and impacts, to enable continuity of service delivery. It supplements the Centre’s Business Continuity Plan which is aimed at managing short to medium term disruptions to service delivery. The purpose of this plan is to document any requirements that are unique or specific to the Centre; applying the protocols contained in the COVID-19 Safety Plan to the Centre’s context. |

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| **Centre** | **Prepared by** | **Approved by** | **Date** |
| *<Name of Centre >* |  | *Director* |  |

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| **Scenario planning** |

*The purpose of this section is to document the specific, detailed steps that will be taken if the scenarios listed below occur.*

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| **Contacts and helpful links** |
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| [ECU COVID-19 webpage & FAQs](https://www.ecu.edu.au/covid-19/overview)  [ECU COVID-19 Notification Form](https://www.ecu.edu.au/covid-19/overview)  [ECU COVID-19 Safety Plan](https://intranet.ecu.edu.au/staff/centres/human-resources-service/our-services/information-regarding-covid-19)  Teaching Delivery Plan – 2022  [ECU HR COVID-19 webpage](https://intranet.ecu.edu.au/staff/centres/human-resources-service/our-services/information-regarding-covid-19)  [HR Support (incl. HR Business Partners)](https://intranet.ecu.edu.au/staff/centres/human-resources-service/contact)  [Managing COVID-19 (WA Govt)](https://www.wa.gov.au/government/covid-19-coronavirus/covid-19-coronavirus-managing-covid-19)  [Covid19enquiries@ecu.edu.au](mailto:Covid19enquiries@ecu.edu.au)  **For assistance in completing this plan, please contact** [**enterpriserisk@ecu.edu.au**](mailto:enterpriserisk@ecu.edu.au) |

| **Scenario** | **Action steps** | | **When and where to escalate** |
| --- | --- | --- | --- |
| **Actions** | **Responsibility** |
| Individual staff member must isolate | *<For example:*  *1. Line manager contacts staff and confirms remote working arrangement>* |  |  |
| Critical mass of staff unwell or required to isolate | *<For example:*  *1. For isolating staff, activate remote working arrangements (refer General planning below).*  *2. For unwell staff, Line Managers to contact and discuss leave options.*  *3. Arrange casual back-fill as required.>* |  |  |
| Critical mass of students required to isolate and cannot attend campus  *Where relevant to Centre activities/functions.* |  |  |  |
| ECU building is listed as an exposure site  *ECU COVID-19 Management Group will coordinate response through the Directors.* | *<For example:*  *1. Arrange alternative teaching venues for next 7 days.*  *2. Executive Dean/Director to notify all staff members to work from home.>* |  |  |

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| **Key person dependencies** |

*The purpose of this section is to identify roles where there is a key person dependency – i.e. where the person has critical responsibilities which need to be reallocated if that person is unavailable for an extended period.*

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|  | **Professional services** | **Contractor / external stakeholder management** | **Specialist assets / facilities / events** |
| Identify key person dependency for a critical role or activity | *<E.g. approval of timesheets>* |  |  |
| Contingency planning / fall back plan for critical activities | *<E.g. identify alternative staff and ensure HR/Finance delegation is in place>* |  |  |

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| **General preparation** |

*COVID-19 safety protocols are articulated in the* [ECU COVID-19 Safety Plan](https://intranet.ecu.edu.au/staff/centres/human-resources-service/our-services/information-regarding-covid-19)*. The purpose of this section is to document any requirements that are unique or specific to the Centre; and how the Centre will implement the protocols set out in the COVID-19 Safety Plan.*

|  | **Professional services** | **Contractor management** | **Specialist facilities/assets** | **External stakeholders** | **Events** |
| --- | --- | --- | --- | --- | --- |
| Targeted communications planned |  |  |  |  |  |
| Remote working readiness |  | *<E.g. key contractors/suppliers delivering on campus>* |  |  |  |
| Physical distancing plans | *<E.g. open plan office spaces; meeting rooms – leverage Safety Plan>* |  |  |  | *<E.g. Open Day, Orientation, school visits etc.>* |
| Hygiene and cleaning protocols | *<As per COVID-19 Safety Plan>* |  |  | *<E.g. leased premises>* |  |
| Mask-wearing application | *<Specific advice for staff on mask wearing when presenting to large meetings etc.>* |  |  |  |  |
| Other requirements |  |  |  |  |  |