### **COVID Committee Meeting Notes – 23 February 2021**

The acting Chair, Cheryl Steff, provided an acknowledgement of country and welcomed all attendees. A total of 62 staff members attended today’s meeting.

### **UPDATES**

No major updates. CIT continues to monitor the situation and to take our lead from the [ACT Health COVID website](https://www.covid19.act.gov.au/) and the ACT Public Service.

In terms of roll out of the vaccinations, CIT contributed to a whole of government submission regarding identifying functions of staff to assist in determining distribution priorities. There is no specific information about the process related to the vaccine for CIT staff at present, but staff will be kept informed as more information becomes available.

Flu vaccines will be available in June/July.

### **HEALTH & SAFETY**

With the increase in class sizes resulting from the reconfiguring of classrooms, teachers are reminded to create a heightened awareness about the need for students to continue practice COVID-safe behaviour, namely: practice social distancing, maintain hygiene, stay home if unwell and use the Check In CBR app. Teachers are asked to remind students at every lesson. The COVID Induction video for students is a useful tool. This topic will be raised at the HoD network and an update will be provided at the next meeting.

When going on excursions, staff are encouraged to use the COVID safe principles and to adopt a context specific approach. The WHS team are available for advice and assistance.

### **SYSTEMS CAPABILITY**

There have been issues with the I-drive which are due to be resolved tonight.

There was a recent outage of TRIM which was resolved quickly.

Roll out of O365 to students is continuing well with fewer issues being reported.

There is a planned outage of Equella; possibly Friday. Staff will be notified in advance.

### **STUDENT SUPPORT**

The Library workshops and seminars for study skills are starting up again soon.

A reminder to staff that the CITSA Student Forum commences on 1 March.

Following the suggestion at last week’s meeting, a recorded message promoting the use of the Check In CBR app has been put on the Information line. An additional reminder about the app has been placed in the automated responses that go through CRM.

### **WORKFORCE**

Staff are encouraged to contact HR if they have any work or COVID-related issues.

### **COMMUNICATIONS**

The Communications team will look into obtaining stats on the uptake of the Check In CBR app.

Reminder to staff to use the CITcovidenquiry@cit.edu.au inbox for all CIT COVID related matters.

### **COVID Committee Meeting Notes – 16 February 2021**

The Chair, Carolyn O’Neill, provided an acknowledgement of country and welcomed all attendees. A total of 70 staff members attended today’s meeting.

### **UPDATES**

Staff were reminded of evolving COVID-19 exposure information related to Victoria and the need to stay informed of travel restrictions, exposure sites and health directions related to testing and quarantine via the [Victorian DHHS website](https://www.dhhs.vic.gov.au/case-locations-and-outbreaks-covid-19#case-alerts--public-exposure-sites) and the [Victoria travel page on the ACT COVID-19 website](https://www.covid19.act.gov.au/community/travel/victoria2).

Particular notice was drawn to the directions issued by ACT Health in relation to ACT residents who:

* were at Melbourne Airport, Terminal 4 (Jetstar) from 4:45am – 2pm on 9 February
* attended any terminal at Melbourne Airport on 7 and 8 February 2020 or
* have been in New Zealand on or after 6 February 2021.

The Chair reiterated the role of the ACT COVID information ‘hotline’ and associated contract tracing teams in providing clear advice to staff or students who may need to isolate and get tested, including identification of any risks posed to close contacts on a case by case basis. The Chair spoke to CIT’s ongoing engagement with ACT Health and our ability to seek any clarification advice should staff have questions or concerns.

Staff were encouraged to continue to direct students to the [ACT Health COVID website](https://www.covid19.act.gov.au/) if they have any questions or concerns. Any staff who may need to quarantine were again encouraged to contact HR regarding the types of leave and support available to them.

The Chair highlighted the joint media release by the ACT Chief Minister and Rachel Stephenson-Smith MLA, announcing the plans for the roll out of the COVID-19 vaccine in the ACT. Healthcare workers in the ACT and surrounding region who, through their work, are most at risk from COVID-19 will be the first people to receive the vaccine. It is expected all Canberrans will have access to the vaccine by the end of the year in accordance with a national roll-out strategy. Staff were encouraged to read the release, available through the [ACT Health COVID website](https://www.covid19.act.gov.au/).

### **HEALTH & SAFETY**

The smaller-sized desks purchased by Facilities will be arriving today, to be used primarily at Bruce campus. Additional classroom space has been created at Bruce campus through the use of room B04, which can accommodate 40 students and will be ready for use by the middle of next week.

HoDs are encouraged to contact the Head of Facilities for assistance with increasing classroom capacities. The Head of Facilities and his team were thanked for their efforts in supporting staff with configuring classrooms to increase capacity.

Staff were again reminded to contact facilities if they notice that cleaning products and hand sanitiser are running low.

HoDs at Bruce campus met to discuss room capacity issues, advising during meeting that the past few weeks have been busy with staff on occasion having to split classes when more students than anticipated arrived for classes. The importance of communication around future booking of rooms was emphasised.

Staff and students who are self-isolating are reminded to complete the [COVID-19 Self Isolation Form](https://cit.edu.au/news/covid-19_reporting_form). If staff and students experience any issues when completing the form, could they please submit their details to [HumanResources@cit.edu.au](file:///C%3A%5CUsers%5CWendy%20Naude%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CGM5NS9VN%5CHumanResources%40cit.edu.au).

Staff were reminded that they can register to receive sms messages by visiting <https://citeduau.sharepoint.com/sites/corporate/SitePages/News-Register-your-mobile-number-with-the-CITSMS-System.aspx>

The Chair again reiterated the importance of all staff, students and visitors using the Check In CBR app when entering a building and when moving between buildings. Promotion of the app message when students call the student info line is to be investigated.

### **SYSTEMS CAPABILITY**

Whole of government comms are due to be released regarding the Windows 10 upgrade which may impact user access for up to an hour.

Roll out of O365 to students is continuing well. ICT, library and some student support staff are supporting students and teachers with activating the students’ O365 accounts and with accessing eLearn.

### **STUDENT SUPPORT**

The Student Support Working Group will meet today. As another point of access for the Check In CBR for students, the app has been added to the Ellucian Go app. Ellucian app users were sent a message advising them of this new feature.

### **COMMUNICATIONS**

Additional T-Shirts promoting the use of Check In CBR app are available from Marketing.

To date the COVID Induction video has been viewed 635 times. Staff are encouraged to continue promoting its use and advise marketing if they would like to access some of the promotional T-shirts to do so.

Due to rapidly changing COVID information, CIT does not duplicate information from the [ACT Health COVID website](https://www.covid19.act.gov.au/) but rather directs readers to their website.

Reminder to staff to use the CITcovidenquiry@cit.edu.au inbox for all CIT COVID related matters.

### **COVID Committee Meeting Notes – 9 February 2021**

The Chair, Carolyn O’Neill, provided an acknowledgement of country and welcomed all attendees. A total of 62 staff members attended today’s meeting.

### **UPDATES**

New travel restrictions linked to exposure sites in areas of Victoria are in place. People currently in the ACT who have recently been in Victoria, must check the [Victorian DHHS website](https://www.dhhs.vic.gov.au/case-locations-and-outbreaks-covid-19#case-alerts--public-exposure-sites) to see if they have visited any of identified exposure sites and follow health directions related to testing and quarantine.

New exposure sites in Wollongong and surrounding areas have also been declared. ACT Health is advising anyone in the ACT who may have recently visited these areas to check the listed exposure sites and dates on the [NSW Health website](https://www.nsw.gov.au/covid-19/latest-news-and-updates) and follow the health directions related to testing and quarantine.

Staff can refer to the [ACT Health website](https://www.covid19.act.gov.au/) for up to date advice on travel restrictions. Any staff who may need to quarantine are encouraged to contact HR regarding the types of leave available to them.

### **HEALTH & SAFETY**

The Chair reiterated the importance of all staff, students and visitors using the Check In CBR app when entering a building and when moving between buildings. A paper check in form has been developed for anyone who is unable to use the app. These records will be stored securely and disposed of under the appropriate Territory Records Disposal schedule.

Facilities have purchased smaller-sized desks to allow for increased capacity in classrooms at Reid and Bruce. The desks are due to arrive on 16 February and have been impacted by shortfalls in the supply chain. The CIT COVID Safe Transition team (the Transition Team) will continue to work with facilities, College Directors, HODs and local area teachers to distribute new furniture as it is available. All staff are encouraged to support this work and ensure provision of information to the Centralised CRN team as it becomes available.

The Bruce College Director member identified the need for extra assistance in determining room capacities at Bruce and encouraged the HoDs to assist, calling for volunteers to contact him directly following the meeting.

The Facilities Committee member confirmed that campuses are being cleaned a minimum of twice a day, with increased sanitisation of door handles and corridors. Facilities are maintaining a stock of hand sanitiser and surface disinfectant. Staff are reminded to contact facilities if they notice that cleaning products and hand sanitiser are running low, including through common passageways and corridors.

Some areas, specifically HCS, are running short of teaching space and are looking at the use of masks to increase density capacity. The Chair advised that any changes with regards to the use of masks on campus would be communicated via the COVID Committee.

### **SYSTEMS CAPABILITY**

There was an issue with Banner yesterday which was resolved within a short space of time. Roll out of O365 to students is progressing well – ICT has been supporting students with eLearn support hours for students also extended.

### **STUDENT SUPPORT**

The Student Support Working Group met last week. During its meeting, the Working Group Chair reiterated the use of the CITSMS System to communicate with staff and students via sms, noting messaging has been programmed to continue to promote the use of the Check In CBR app.

More broadly, it was noted that:

* CITSA have produced a welcome pack for JobTrainer students which can either be provide in hardcopy or electronically.
* Student Orientation is happening at Reid today from 11am to 1pm and then at Bruce on Thursday from 11am to 1pm, with international students enrolling last week.
* Students have 24-hour access to the libraries and elearn support for students is available in person from staff or over the phone.
* The schedule for Student News is available on SharePoint.

Staff can register to receive sms messages with the by visiting <https://citeduau.sharepoint.com/sites/corporate/SitePages/News-Register-your-mobile-number-with-the-CITSMS-System.aspx>

### **WORKFORCE**

Reminder that the HR team, including our work health and safety specialists, are on site and available to support all staff.

### **COMMUNICATIONS**

The T-shirts promoting the use of the Check In CBR app have arrived and are being distributed to student facing service and support teams, facilities members and teaching areas who have already contacted the Communications team. Any areas wishing to obtain T-shirts are to communicate directly with the Communications team outside of the meeting.

Regular messaging will continue via the website, intranet and newsfeed to keep staff informed. Use of the Check In CBR app is being promoted using the COVID Induction video, banners and posters. Reminder to staff to use the CITcovidenquiry@cit.edu.au inbox for all CIT COVID related matters.

### **OTHER BUSINESS**

Minor changes have been made to the COVID Committee Terms of Reference (TOR) and the revised version has been circulated to members. The changes were endorsed at the meeting and will be put forward for CEO approval.

In terms of the format and regularity of meetings, the Chair advised that she is open to any feedback. It was agreed that meetings would continue on a weekly basis until the end of March and be re-assessed at that time.

### **COVID Committee Meeting Notes – 2 February 2021**

The new Chair, Carolyn O’Neill, provided an acknowledgement of country, introduced herself and welcomed all attendees. A total of 68 staff members attended today’s meeting.

### **UPDATES**

There are new travel restrictions for people who have visited Western Australia (WA), specifically Perth metropolitan area, the Peel and South West regions of WA. Anyone who has been in these areas since 25 January 2021 must immediately quarantine and get tested for COVID-19. Staff are to refer to the [ACT Health website](https://www.covid19.act.gov.au/) for up to date advice on these restrictions. Any staff who may need to quarantine are encouraged to contact HR regarding the types of leave available to them.

### **HEALTH & SAFETY**

CIT continues to work towards transitioning the campuses to 1 person per 2 square metres through compulsory use of the Check In CBR app. Current initiatives to support the transition include:

* Creation of a short induction video for students, which promotes the use of the app as well as reinforcing key COVID-safe behaviours
* Provision and display of additional QR code posters around the campuses and via <https://citeduau.sharepoint.com/sites/intranet/SitePages/News-COVID-Check-In-CBR-Signage.aspx>
* Provision of iPads for check in purposes at Student Services locations (catering to students and visitors)
* Development of a standardised paper check in form for those staff, students or visitors who are unable to check in using the app.

As there are different QR codes for each building (on the three main campuses and an individual campus code at both Tuggeranong and Gungahlin campuses), students, staff and visitors are required to check in each time they enter a building and as they move between buildings. The Chair acknowledged that this may this will impact those staff who are engaged in high transit work but is essential to support possible contact tracing.

The Chair reiterated that in common spaces such as the courtyard and open areas, staff, students and visitors will be required to self-manage the 1.5 metre social distancing, noting that there will not be time limits imposed on use of furniture in these areas.

The CIT COVID Safe (Transition) team continue working with local areas to maximise their room capacities through possible reconfiguring of furniture in rooms. We need to ensure all students and staff have the ability to maintain 1.5 metre social distancing when in classrooms or staff rooms.

The Committee noted challenges with the availability of replacement furniture, such as smaller desks to allow for different seating options. Facilities are in the process of purchasing smaller-sized desks to allow for increased capacity in classrooms. The Transition team is also working with Shared Services ICT on improving capacity in the computer labs. More volunteers are needed to complete the work around reconfiguring classrooms.

Staff were asked to consider alternative venue options. For example, the 3 large rooms at Tuggeranong campus can be used as one large room with a capacity of 45. Also, the halls can be used as classrooms (Reid Hall can be used as 2 classrooms) as well as spaces in the two libraries. Teachers were also encouraged to consider different delivery options too.

Floor signage around direction will be removed as will room capacity signage. Staff were asked to write down the room number when removing room capacity signage and to retain it should we need to revert to the 1 person per 4 square metre capacity ruling. When available, the new room capacities will be sent to the Centralised CRN team for them to update their records.

Students will continue to be provided with sanitiser in order to clean/sanitise shared equipment before and after personal use. This cleaning is in addition to that undertaken by CIT. Similarly, those students who work in close proximity to each other (e.g., Hair & Beauty students) will be required to wear masks. Teachers are to contact Facilities should they require a refill of sanitising products.

### **STUDENT SUPPORT**

A sms message was sent to all staff and students at the start of the week advising on the use of the Check In CBR app at CIT campuses. Another message will be sent on Monday next week. Staff can register to receive sms messages with the CITSMS System by visiting <https://citeduau.sharepoint.com/sites/corporate/SitePages/News-Register-your-mobile-number-with-the-CITSMS-System.aspx>

From the start of this year, the Student Support Work Group (the Working Group) meetings have been opened to all CIT staff members. Staff also have the opportunity to raise agenda items. Those staff members wishing to attend the meetings are to contact Maria Dealy, Chair of the Working Group.

Directors have been sent a WHS checklist, including a COVID checklist.

The Chair of the Working Group reported that there were 100 new international students starting in this semester with online orientation happening this week. Enrolment session for all students will take place this week and next.

### **COMMUNICATIONS**

The Comms team will continue to provide regular messaging on the website and via the newsfeed to keep staff informed. Reminder to staff to use the CITcovidenquiry@cit.edu.au inbox for all CIT COVID related matters.

### **COVID Committee Meeting Notes – 19 January 2021**

The Chair provided an acknowledgement of country, welcomed Committee members and CIT staff. Carolyn O’Neill was welcomed and introduced to the Committee in her capacity as acting Executive Director, Corporate Services. Carolyn has joined CIT from the ACT’s Environment, Planning and Sustainable Development Directorate, bringing across her experience in leading the Directorate’s response to COVID-19 as its Business Continuity Manager. She will be taking the lead in the COVID Committee and will be chairing future committee meetings.

A total of 74 staff members attended today’s meeting, the first in 2021.

### **UPDATES**

Travel restrictions remain in place for a number of affected areas in Sydney. ACT residents who have visited these areas are required to enter quarantine for 14 days. Staff can refer to the [ACT Health website](https://www.covid19.act.gov.au/) for up to date advice on restrictions.

### **HEALTH & SAFETY**

While the situation in the ACT is stable at present, CIT can re-activate our Business Continuity Plan should the need arise.

As of the start of January, CIT is transitioning the campuses to enable 1 person per 2 square metres by establishing QR codes for each building on the three main campuses and an individual campus code at both Tuggeranong and Gungahlin campuses. Students, staff and visitors are required to check in, using the Check-In-CBR app, as they enter a building and as they move between buildings. Promotion and awareness of the app is a priority to make checking-in a habit by all who access the campus. A number of initiatives are being explored at present.

Where staff, students or visitors are unable to check in using the app, there are several alternative options available:

* The ability to be checked-in as an additional person on the app of another staff member, student or visitor.
* The use of iPads at Student Services to check in.
* A paper check in form. Retentions, storage and destruction of these paper documents will need to be considered and carefully managed.
* CITSA are using a box system to allow their paper check-in forms to be stored more securely.

At the beginning of every class, teachers will be asked to reinforce COVID-safe behaviour by reminding students about the main messages of maintaining good hand hygiene, observing social distancing, staying home if unwell and getting tested where necessary, and checking in to allow for contact tracing.

With the move to 1 person per 2 square metres on campuses, the CIT COVID Safe (Transition) team will work with and support local areas to maximise their room capacities through possible reconfiguring of furniture in rooms. We need to ensure all students and staff have the ability to maintain 1.5 metre social distancing when in classrooms or staff rooms. The capacity signage on rooms will be removed but will need to be stored should we need to revert to the 1 per 4 square metre capacity arrangement. New room capacities must be sent to the Centralised CRN team for them to update their records. A meeting has been arranged immediately after this one to continue this discussion.

### **STUDENT SUPPORT**

The Student Support Working Group will be meeting today. The meetings have been opened to all CIT staff members, as of today. Staff also have the opportunity to raise agenda items. Those staff members wishing to attend the meetings are to contact Maria Dealy, chair of the working group.

Thirty minutes have been set aside in the working group meetings to discuss JobTrainer.

### **WORKFORCE**

The situation has not changed since last year. While the move to 2 square metres per person (if using the Check In CBR app) will allow for the transitioning of non-teaching staff to campus, the focus is currently on planning for their return and on preparing the campus for the return of students.

### **COMMUNICATIONS**

There will be regular messaging on the website and via the newsfeed to keep staff informed.

1.5 metre posters have been put up around the campuses to raise awareness around social distancing.

Reminder to staff to use the CITcovidenquiry@cit.edu.au inbox for all CIT COVID related matters.

 **COVID Committee Meeting Notes – 22 December 2020**

The Chair provided an acknowledgement of country, welcomed Committee members and CIT staff. Despite many staff being on their holiday break, over 50 staff members attended the meeting.

**UPDATES**

Following the recent outbreak in the Sydney Northern Beaches, the ACT has responded by introducing new restrictions. Staff are very actively encouraged to keep checking the ACT Health website for up to date advice, and to follow all advice and restrictions. CIT has updated and refreshed the COVID content on its website, however the ACT Health website remains the single source of truth for ACT COVID-related advice and information.

**HEALTH & SAFETY**

CIT is ready to respond to changed directions from the ACT Chief Health Officer and can re-activate our Business Continuity Plan and/or revise these arrangements if needed over shutdown.

Based on the current situation and advice, as of the start of January, CIT is transitioning the campuses to enable 1 person per 2 square metres by establishing QR codes for each building on the three main campuses, and one each at Tuggeranong and Gungahlin. Posters with the CBR Check-In codes will be placed in numerous locations in each building and **must be used, in line with ACT Health directions by all staff, students and visitors** when they return after the shutdown break.

Given the current situation in NSW, existing capacity restrictions for all rooms will remain (which is based on 1 person per 4 square metres) and be reviewed after shutdown.

When CIT moves to 1 person per 2 square metres, we need to ensure all students and staff have the ability to maintain 1.5 metre social distancing when at their desks or benches. In most spaces this will be achievable without any modification to the rooms and spaces (as per pre COVID), however in some areas and rooms some changes/restrictions may need to be implemented. Our CIT COVID Safe (Transition) team will be available after shutdown to assist in the planning by teams and local areas to enable this.

Moving to 1 person per 2 square metres will also allow non-teaching staff to commence transitioning back to campus. This will be done team by team with the support of the Transition team, if required, and after each team member has been consulted. **This transition is however on hold while we monitor the situation in NSW. This will be reviewed again after shutdown**.

Guidelines for flexible work arrangements will be available in the new year. Any staff member who wishes to have flexible working arrangements can discuss them with their manager/supervisor or with HR pending the guidelines being made available.

Any questions, including assistance from the COVID Safe team should be sent to the CIT COVID Enquiry email address at CITcovidenquiry@cit.edu.au.

**SYSTEMS CAPABILITY**

No password extensions will be made for the shutdown period. Comms will be released to alert staff to how they can change their passwords if required.

Staff are to check their out of office message on their phones as this may have been wiped following software updates.

**COMMUNICATIONS**

CIT has responded to the recent outbreak in the Sydney Northern Beaches by putting out comms through the newsfeed, website and SMS messaging.

Staff would have received a SMS message earlier this week. Those staff who did not receive a SMS message and would like to do so in future, can simply register for the CITSMS System at https://citsms.cit.edu.au/login.aspx. Comms will be developed to notify staff about this service.

Reminder to use the CITcovidenquiry@cit.edu.au inbox for all CIT COVID related matters.

**OTHER BUSINESS**

### The first meeting next year will be held on Tuesday 12 January. Meeting requests to be sent to all staff members for meetings in January and February.

### **COVID Committee Meeting Notes – 15 December 2020**

The Chair provided an acknowledgement of country, welcomed Committee members and CIT staff joining following the open invitation – since the meeting was opened to all staff 3 weeks ago, attendance has been consistently over 60.

### **UPDATES**

Staff were reminded about the changes in the ACT to the density ruling as of 2 December - 1 person per 2 square metres is permitted provided the Check In CBR app is used.

### **HEALTH & SAFETY**

As of the start of January, CIT campuses will transition to enable 1 person per 2 square metres. On the three main campuses, each building will have a separate Check In CBR QR code, staff and students will be encouraged to check-in each time they move to a different building. The more staff and students check-in on the app, the better ACT Health’s records will be for possible contact tracing. However, the use of the Check In CBR app cannot be mandated so we need to promote and educate staff and students about the app by providing clear and ongoing messaging.

QR codes posters for each building on the three main campuses are being printed and will be placed in buildings across the three campuses over the course of the coming weeks.

The Check In CBR app will replace all other digital check-in systems currently in place. People without mobile phones can check-in on another person’s phone as an additional attendee or make use of paper forms.

In most areas, capacity restrictions will be removed in classrooms and workshops but teachers must ensure the classroom/workshop layout is such that students have the ability to maintain social distancing. The onus will be on staff and students to self-manage their behaviour by maintaining 1.5 metre physical distancing in classroom/workshop and staff rooms, continuing to practice good hygiene and refraining from coming to campus if feeling unwell.

These changes will allow non-teaching staff to commence transitioning back to campus from January 2021. Currently the default arrangements are that teaching and student support staff are primarily on campus and non-teaching staff are working remotely when possible. Over January and into February following consultation with teams and staff, all staff are able to transition back onto campus. Any staff member who wishes to have flexible working arrangements can discuss them with their manager and have those arrangements considered in line with the flexible work arrangements in the EBAs.

Café Yala has its own QR code to be used by staff, students and visitors. The tables immediately outside Café Yala form part of their outdoor dining and anyone sitting at these tables will be required to check-in using Café Yala’s QR code. Tables in the quad at Reid and on the grass approaching the main entrance at Bruce are considered similar to park areas so checking-in is not required.

At any time, CIT may need to respond to changed directions from the ACT Chief Health officer and possibly re-activate the Business Continuity Plan and/or revise these arrangements.

### **STUDENT SUPPORT**

As of next year, an open invitation will be issued to all staff to attend the fortnightly Student Support Working Group. Staff from all areas are encouraged to attend to contribute to discussions around student related matters. The working group reports to the COVID Committee.

### **WORKFORCE**

Additional guidelines for managers around flexible work arrangements are being finalised in consultation with the unions. Staff who have questions around working remotely can contact HR.

### **COMMUNICATIONS**

Clear comms to staff and students are needed in the light of changes to restrictions. The key messages are download the Check In CBR app, use it to check-in when moving between buildings, maintain 1.5 metres social distancing, practice good hygiene and don’t come onto campus if feeling unwell. External messaging including updates to the website and associated supplementary material as well as social media will also be prioritised.

Reminder to use the CITcovidenquiry@cit.edu.au inbox for all CIT COVID related matters.

### **OTHER BUSINESS**

Next Tuesday’s COVID Committee meeting on 22 December will go ahead as scheduled. The first meeting next year will be held on Tuesday 12 January. Meeting requests will be sent to all staff members for January and February at present.

### **COVID Committee Meeting Notes – 8 December 2020**

The Chair provided an acknowledgement of country, welcomed Committee members and CIT staff joining following the open invitation – over 60 people logged on to the meeting.

### **UPDATES**

As of last Wednesday 2 December, the ACT moved to Stage 4 of [Canberra’s Recovery Plan](https://www.covid19.act.gov.au/community/canberra-recovery). The primary impact to CIT relates to changes to the density ruling - 1 person per 2 square metres is permitted provided the Check in CBR app is used (the current restriction is 1 person per four square metres).

### **HEALTH & SAFETY**

Based on advice from ACT Health, CIT campuses will move to 1 person per 2 square metres from 1 January 2021. On the three main campuses, Check in CBR QR codes will be in place in each building/block such that each building will have a separate check-in code, as well as cafés and hospitality venues. There will be one campus check-in code for Gungahlin and Tuggeranong.

To assist with possible contact tracing, it is an ACT government requirement that **all staff, students and visitors will be required to check-in using the Check in CBR app** each time they enter a building. The Check in CBR app will replace all other digital check-in systems currently in place. The alternate check-in options for people without mobile phones are for them to check-in on another person’s phone as an additional attendee or to make use of paper forms.

The use of the Check in CBR app will allow us to use the campuses close to the way they were being used pre-COVID. Room capacity limits will be removed and restrictions to areas such as toilets and hallway furniture will no longer be in place.

The onus and responsibility will be on individuals to maintain 1.5 metre physical distancing where possible, continue to practice good hygiene and refrain from coming to campus if feeling unwell. CIT will continue to actively promote, educate and encourage all staff, students and visitors to adhere to these requirements. Comms around the changes will be developed too.

In classrooms and workshops capacity restrictions will be removed but teachers must ensure students have the ability to maintain social distancing when seated or undertaking class activity. For example, a bench with stools allows students to maintain 1.5 metre physical distancing as they can move the stools or choose not to sit on one. However, a workbench that requires two students to work at the same time, and due to seating or space they cannot maintain 1.5 metres while working, will need to be reconfigured. Large venues such as A022 at Bruce with tiered seating will still require number restrictions.

The same will apply in staff work areas. Staff must have the ability to maintain social distancing when working.

Movement around the campus will still be assisted with arrows and some changes to entrance and exit points to help individuals manage the requirement to maintain social distancing. Hygiene facilities will still be made available, including hand sanitisers and sanitisers to wipe down work areas or common touch points. Campus cleaning will continue to be maintained at COVID levels.

From 1 January 2021 these changes will allow non-teaching staff to commence transition back to campus. Currently the default arrangements are that teaching and student support staff are primarily on campus and non-teaching staff are working remotely when possible. As of January 1, the default arrangement is that all staff will work from campus, complying with the Check-in CBR requirements. Any staff member who wishes to have flexible working arrangements will need to discuss them with their manager and have those arrangements formally approved.

At the start of term 1, “COVID helpers” will be on campus to assist with the downloading of the app and to remind people of the need to check in.

The shower facilities will remain unchanged for the moment – one shower block per campus was opened for use last week. HR are waiting on a consultant’s report regarding the use of the staff gym at Reid.

Restrictions on indoor and outdoor seating arrangements will be clarified with ACT Health.

QR codes for each building on the three main campuses are being arranged. Placement of the QR code posters around the buildings will be worked through with teams local to those areas. The COVID Safe team and CIT Facilities are available for advice and support too.

At any time, CIT may need to respond to changed directions from the ACT Chief Health officer. If that occurs all CIT COVID arrangements will be reviewed in line with those directions.

### **SYSTEMS CAPABILITY**

Learning systems will be operational in early January for any teachers returning early to work.

In the December/January period, student devices on campus will be upgraded to Windows 10.

### **STUDENT SUPPORT**

The next Student Support Working Group meeting will be next year; a standing agenda item will be JobTrainer. The meetings next year will be open to all staff.

### **WORKFORCE**

Guidelines for managers around flexible work arrangements are being finalised in consultation with the unions. Staff can refer to the sections in the Enterprise Agreement on *Request for* *Flexible Work Arrangements* and *Home Based Work*, or they can contact HR with their questions.

### **COMMUNICATIONS**

Consistent comms will be developed to support CIT’s move to the next stage of restrictions and published via the usual channels, namely the Newsfeed, CIT website and the CEO message.

Fashion students have been making protective masks as part of their training. The article can be found at <https://cit.edu.au/news/from_style_to_safety>

Reminder to use the CITcovidenquiry@cit.edu.au inbox for all CIT COVID related matters.

### **COVID Committee Meeting Notes – 1 December 2020**

The Chair provided an acknowledgement of country, welcomed Committee members and acknowledged apologies. A special welcome was issued to staff attending our first open invitation meeting – 70 people logged on to the meeting.

### **UPDATES**

As of tomorrow 2 December, the ACT will move to Stage 4 of [Canberra’s Recovery Plan](https://www.covid19.act.gov.au/community/canberra-recovery). The impact to CIT relates to changes to the density ruling – 1 person per 2 square metres is permitted provided the Check In CBR app is used.

CIT is seeking further advice from Health as to how we need to apply the Check-In app across our campuses in order to enable the 1 person per 2sqm. This will impact staff and student areas. Once we are confident, we can comply then all staff should be able to return to campus. We are aiming to have this in place in the new year it will change the default for non-teaching staff to be on campus rather than working remotely – consistent with how teaching and student support areas have been operating for the past 3-4 months.

Staff will be consulted over the coming weeks. Guidelines for managers to manage and complement the flexible work arrangements in the EBA are being finalised in consultation with the unions.

The Check In CBR app will replace all other digital check-in systems currently in place. To support ACT Health’s efforts at possible contact tracing, all staff and students are encouraged to download and use the app where possible.

### **HEALTH & SAFETY**

Following further consultation with ACT Health and WorkSafe, CIT has opened one shower block on each campus as of the start of this week. Showers will be cleaned twice daily and disinfectant wipes will be provided for staff to wipe down touch points. The squash court at CIT Reid have also been re-opened.

The Reid staff gym will remain closed as we seek further advice from Worksafe and ACT Health on the risks and ensuring required safety standards.

Staff are to contact the COVID Safe Team for assistance with any end of year events and celebrations. Requirements include the completion of a COVID plan or checklist and the use of the Check In CBR app to assist with any possible contact tracing.

An earlier Newsfeed providing advice from the ACT government to staff around end of year celebrations, including guidance material and a WHS risk register, will be recirculated.

### **STUDENT SUPPORT**

The Chair of the Student Support Working Group explained the role of the working group as a subcommittee of the COVID Committee and provided a brief summary of current activities including: the international students who were employed through Jobs for Canberrans, Red Cross funding for international students who lost their employment as a result of COVID-19, and the efforts of the teaching staff who continue to work hard in supporting students to complete their studies this year.

A COVID check-in discussion has been introduced as a standing agenda item at all working group meetings to provide the opportunity for ongoing dialog regarding COVID safety matters.

### **WORKFORCE**

Staff were reminded about the upcoming Staff Achievement Awards on 16 December and encouraged to spend time with their teams watching the awards.

### **COMMUNICATIONS**

CIT Newsfeed and the CIT website are the main means of communicating COVID related meeting discussions and decisions made by CIT.

The Senior Manager, CIT Strategic Communications encouraged staff to contact her if anyone has any questions relating to comms.

Reminder to use the CITcovidenquiry@cit.edu.au inbox for all CIT COVID related matters.

### **COVID Committee Meeting Notes – 24 November 2020**

The Chair provided an acknowledgement of country, welcomed Committee members and proxy, and acknowledged apologies.

### **UPDATES**

There have been no changes to COVID restrictions in the ACT.

### **HEALTH & SAFETY**

Following further consultation with ACT Health and Worksafe, CIT will be able to open one shower block on each campus. Showers will be cleaned twice daily (mid-morning and after lunch) and disinfectant wipes will be provided for staff to wipe down touch surfaces. Signage will be created to assist with adherence to COVID safety protocols.

The squash courts at CIT Reid will re-open. Disinfectant wipes will be provided.

Due to the level of sanitising required to ensure user safety, the CIT Reid gym remain closed for the short to medium term. CIT has a duty of care to its staff members and as the Reid gym is not a commercial gym, and therefore not staffed full-time, there is no guarantee that equipment would be adequately sanitised.

In place of using bubblers, students are encouraged to bring their own bottles and to make use of the water access points to refill them. Facilities conducted a walkaround each of the campuses to check on the water filling stations. An updated list of the location of filling stations across the major campuses will be circulated to all staff and students shortly.

### **STUDENT SUPPORT**

At the last Student Support Working Group, the Chair of the Working Group checked in with Fyshwick staff over the use of protective screens at the Student Services Hub. Staff are happy with the current protective measures. A COVID check-in discussion has been introduced as a standing agenda item at all working group meetings to encourage staff feedback on any issues, including current protective measures, and to maintain awareness about COVID safe practices.

CIT is looking to extend the international students who were employed through Jobs for Canberrans funds for a further 6 months. Funding, through the Red Cross for international, for students who lost their employment as a result of COVID-19 will cease at the end of this month.

### **COMMUNICATIONS**

CIT will make use of the Health Department’s refreshed Check In CBR campaign material including social media comms.

Comms around the shower facilities will be created for the Newsfeed.

To support the compliance of the 1.5 metre distance rule, posters are being created that physically depict the 1.5 metre distance.

### **OTHER BUSINESS**

The Chair suggested opening the meetings to all staff members as of next meeting on 1 December. Members who have any concerns with the suggestion are to please contact the Chair.

### **COVID Committee Meeting Notes – 17 November 2020**

The Chair provided an acknowledgement of country, welcomed Committee members, and acknowledged apologies.

### **UPDATES**

While there have been no changes to COVID restrictions in the ACT, the recent infections in South Australia is a timely reminder to not become complacent and for the need to continue to adhere to COVID-safety measures of distance, density and hygiene. All non-essential travel between the ACT and South Australia is discouraged at this time.

### **HEALTH & SAFETY**

To continue with COVID-safe practices and to maintain our focus especially around this busy end of year period, members suggested:

* Producing a COVID WebEx update for staff
* Raising this topic at the next Increasing Our Communications meeting
* Providing a link in the Newsfeed to [Canberra’s Recovery Plan](https://www.covid19.act.gov.au/__data/assets/pdf_file/0006/1629330/PICC0050-COVID-Recovery-Plan.pdf) so staff remain up to date with any authorised changes to restrictions
* Leadership team remain vigilant about staff and students adhering to COVID-safety protocols and to maintain a presence around the campuses
* Providing clear and consistent comms around COVID safety guidelines, specifically regarding use of the Check In Canberra app as there is some perceived conflicts with classroom density arrangements and dining-in table density arrangements
* Starting all lessons and meetings with a COVID safe reminder.

Committee members are investigating the options and sourcing local information for advice on opening showering facilities and the Reid gym. The process will require proper resourcing so the capacity and capability of staff to manage this process as well as the potential financial costs needs exploring. On the information currently available, the Committee is not yet at the point of changing the decision to not open showers on campus.

Advice will be sought from ACT Health regarding the use of water bubblers on campus which are currently taped up. A possible alternative solution is to redirect students to water bottle fillers. Water bottles could be provided to CITSA if required.

The status of screens at CIT Fyshwick Student Services Hub was raised. It was clarified by members that to manage social distancing, staff have been consulted about the different safety measures, including installing protective screens and the use of tape barriers. Decisions are made on a case-by-case basis and transition plans are regularly reviewed to maintain staff and students’ safety.

The COVID Safe Team were complimented on all the work they do in working with local areas to identify how to safeguard students and staff on campus.

### **STUDENT SUPPORT**

The Student Support Working Group is meeting this afternoon and will relay the information from this meeting to its members.

Members will be reminded that if any end of year events are being planned, staff and students will need to ensure COVID-safety protocols are observed. There are options for holding these events provided they meet the requirements of distance, density and hygiene, and plans are drawn up. For example, sharing of communal food will not be possible, but food can still be served if individually packaged.

### **WORKFORCE**

The message is the same for staff who are planning on holding end of year events. A Newsfeed is due out today providing advice to staff around such events, including guidance material and a WHS risk register. Discussions around end of year events will be raised at future meetings.

### **COMMUNICATIONS**

New comms to promote uptake in the use of the Check In CBR app around the different facilities and outlets on campus have been approved for release. New poster and table stickers with specific QR codes have been put up around the campuses.

### **COVID Committee Meeting Notes – 10 November 2020**

The Chair provided an acknowledgement of country, welcomed Committee members, and acknowledged apologies.

### **UPDATES**

There have been no changes to COVID restrictions in the ACT; we remain at stage 3.2 in the Recovery Plan.

### **HEALTH & SAFETY**

Correspondence was received from a staff member regarding the use of shower facilities at Bruce campus. A decision was made at a previous meeting to close all shower facilities at all campuses, due to the inability to ensure adequate sanitising after use. Following further discussion about this issue, the decision to keep showers closed for now was confirmed. CIT Facilities will inspect all shower facilities to ensure they are closed. Messaging will be created regarding the closure of shower facilities at all CIT campuses. It was also agreed to explore what other Directorates are doing with shower facilities.

### **STUDENT SUPPORT**

Part of the role of committee members is to disseminate information to staff. To that end, the Chair of the Student Support Working Group relayed information about the Check In CBR app to its members.

Student Services have updated their Transition Plans to reflect any changes. Members were reminded of the need to regularly revisit their plans to ensure they are up to date.

### **WORKFORCE**

If staff are planning on holding a localised Christmas party, they will need to draw up a plan to ensure COVID-safety protocols will be observed.

### **COMMUNICATIONS**

Decisions made at the COVID Committee that impact staff will need to be communicated to staff. The COVID Committee also needs to be accessible to staff so that they can raise issues. Staff will be reminded through regular fortnightly messaging about how to raise any issues through the COVID Committee by making use of the CITcovidenquiry@cit.edu.au email address.

New comms have been developed to promote uptake in the use of the Check In CBR app around the different facilities and outlets on campus. New poster and table stickers with specific QR codes are being printed. ACT Health are currently finalising a table card which CIT will be able to print and put around campuses. A5 versions of the Check In CBR poster can also be printed to assist staff walking around reminding people to download the app.

Waiting on quotes for artwork for the 1.5m wall posters.

### **OTHER BUSINESS**

The format and regularity of the Committee meetings was raised with members. It was agreed that as Canberra is still at stage 3.2 in its Recovery Plan, weekly meetings will continue until the end of the year but will be reduced to half an hour in duration. The Committee will keep reviewing the situation and changes to the format and regularity of the meetings can be made if required.

### **COVID Committee Meeting Notes – 3 November 2020**

The Chair provided an acknowledgement of country, welcomed Committee members, and acknowledged apologies.

### **UPDATES**

There have been no changes to COVID restrictions that CIT needs to respond to. Staff should continue to work remotely where appropriate and possible.

### **HEALTH & SAFETY**

Based on advice from ACT Health, individual new QR posters are being created for the following areas: CIT Café and Apprentice Kitchen, CIT Function Centre, CIT Hair and Beauty, CIT Fit & Well Student Massage Clinic, Café Yala, CIT Reid and Café Yala, CIT Bruce.

Staff are being sought to assist with raising awareness of and reminding students, staff and visitors to use the app, especially seated patrons at Café Yala.

In response to a suggestion to relax the 1.5 metre distance rule in classrooms, it was recommended that no changes be made to the current arrangements until late February/early March next year. A reminder that any changes to arrangements will require the use of transition plans.

A Work, Health and Safety audit was conducted in Student Services last week with positive feedback from the Auditors who commended CIT for the considerable efforts made over the COVID-19 pandemic.

### **SYSTEMS**

The issue over the weekend affecting students’ ability to log into eLearn was resolved early on Monday morning. Shared Services ICT responsiveness in resolving the issue was acknowledged. Teachers will be informed of the issue in case students were attempting to submit assessments over the weekend.

### **STUDENT SUPPORT**

A draft presentation of the online International Student Graduation event was sent to all Student Support Working Group members for feedback at today’s Student Support Working Group meeting.

The Chair of the Student Support Working Group invited members to send agenda items for their meeting today.

### **WORKFORCE**

HR are working with the union on guidelines around staff returning to the workplace.

The teacher workforce capacity to respond to the increased demands created by JobTrainer was raised. The Chair clarified that the short courses being offered under JobTrainer this year do not require additional staff resourcing. In terms of next year, Colleges are not expected to increase enrolments with their current resourcing. Work is currently underway to look at increasing the capacity in teaching areas to support JobTrainer programs.

The Chair’s support in resourcing all areas of JobTrainer, including Student Services’ streamlining of the recruitment and front-end processes, was acknowledged.

### **COMMUNICATIONS**

Offline conversations to be held to discuss communicating the Check In CBR app messaging. The priority is to encourage the uptake of the app by students and visitors (and staff when seated at Café Yala), particularly for seated patrons at Café Yala, this being a mandatory ACT Health regulation for all seated patrons to check in. CIT will continue to ensure any ACT Health regulations when dining in are maintained. A follow up discussion around QR posters to be held at next week’s meeting.

To support the compliance of the 1.5 metre distance rule, CIT is investigating creating posters for floors and walls that physically depict the 1.5 metre distance.

Messaging around Transition Plans are due to be released. Staff are being reminded about ensuring they are consulted in the process.

Comms will be sent out today inviting all staff to attend this Thursday’s Increasing Our Communications meeting. The invitation is for the first Thursday of each month. Staff are encouraged to attend to increase perspectives and share information more broadly across the whole CIT system.

### **COVID Committee Meeting Notes – 27 October 2020**

The Chair provided an acknowledgement of country and welcomed Committee members.

### **UPDATES**

There have been no changes to COVID restrictions that CIT needs to respond to. Staff should continue to work remotely where appropriate and possible. A reminder that teams should be reviewing and working through their transition plans with staff both on and off campus. Similarly, staff who have not been on campus for a while are encouraged to conduct orientation visits.

### **HEALTH & SAFETY**

To raise the Check-In CBR app visibility, posters will be displayed on boards erected at the sanitation stands across CITSA venues. Arrangements are underway for a couple of staff members, for short periods of time during the day, assist with raising awareness of and reminding students, staff and visitors to use the app. With the recent introduction of limited seating in Yala, it is timely to remind that it is an ACT Health requirement that all patrons seated at any one of our café’s, restaurants and Fresh to Go seated are required to check-in using the app. Messaging will be out shortly regarding the above.

It was agreed that showering facilities on campus and water bubblers will remain closed for use as it would be difficult to ensure sanitising between use.

The unions conducted a walk around of Fyshwick campus last week and were impressed with the way in which staff at CIT Fyshwick had changed their work practices in such a short space of time. The COVID Safe Team will review the safety arrangements of the counters at the Fyshwick Student Hub.

Suggestions made at the last meeting to regarding re-enforcement of the COVID-safe message through webinars, pop up presentations and guest speakers are being investigated.

### **STUDENT SUPPORT**

Access to 24-hour student study areas at CIT Reid and CIT Bruce (C11) resumed last week. An article has been placed in Student News to alert students to this positive development.

This year the International Student Graduation has been renamed the International Celebration of Success and will be for all international students, not just those who have completed their studies. Due to COVID restrictions the event on 10 December will be online and will include pre-recorded videos.

CIT is creating a new induction pack which will include publishing the green book again to ensure students are aware of all the services available to them. CITSA will provide students notebooks and planners.

### **COMMUNICATIONS**

With the introduction of limited seating at Yala and CIT Café, Check In CBR app messaging will be developed for tables.

### **OTHER BUSINESS**

Paul Ryan, the alternate Chair of the COVID Committee, will be chairing next week’s meeting. Discussions on the future format of these meetings will be pushed back to the following meeting on 10 November.

### **COVID Committee Meeting Notes – 20 October 2020**

The Chair provided an acknowledgement of country and welcomed Committee members.

### **UPDATES**

There have been no changes to COVID restrictions that CIT needs to respond to and there is no change to the ACT Public Service position on staff working remotely where appropriate and possible. Teams should be reviewing and working through their transition plans with staff both on and off campus. Staff who have not been on campus for a while are encouraged to conduct orientation visits.

The Chair noted the recent upsurge in COVID-19 cases in Europe, reminding members about the need for staff to continue to enforce, encourage and actively support COVID safe measure and practices at CIT.

### **HEALTH & SAFETY**

The COVID Safe Team (formerly the Transition Team) continues to provide advice to teams around their transition plans. Recently, the team has been receiving enquiries about specific events being held on campus, for example the Plant sale. The transition checklist teams have used in their transition planning should also be used for events.

The Chair will coordinate discussions to review the positioning of the Check In CBR app posters in venues across campus to ensure it is simple and obvious for people to use.

Access to the 24-hour student study areas is resuming. COVID signage is in place as are hygiene materials and the areas have been correctly spaced.

It was acknowledged there are some great behaviours shown by some staff and students however it was agreed there are ongoing incidences of staff and students displaying complacency particularly around physical distancing. It was agreed the COVID-safe message needs to be re-enforced. Suggestions included webinars, pop up presentations and guest speakers.

### **STUDENT SUPPORT**

A recent number of violent incidents on campus was raised, while no direct link to COVID, stress in the community may be a contributing factor. Following a recent incident on campus, the need for updated information related to dealing with such incidents, for example WH&S contacts, was identified. Additional training to support staff will also be looked at. The Unions will be consulted with the updating of any of the WHS policies.

### **COMMUNICATIONS**

Members were made aware of the mural created by Community Work department located outside the Nursing area on Bruce campus. Members are encouraged to send other good news stories to the Comms team to publicise the excellent work staff are doing under the current constraints.

### **OTHER BUSINESS**

Rowena Stubbs is stepping down from the role of CIT Health and Safety Representatives and from the Committee. The Chair on behalf of members thanked Rowena for all her hard work and effort.

### **COVID Committee Meeting Notes – 13 October 2020**

The Chair provided an acknowledgement of country and welcomed guests.

### **UPDATES**

There have been no changes to COVID restrictions that CIT needs to respond to. The ACT moved to stage 3.2 of Canberra’s Recovery Plan to stage 3.2 last Friday, 9 October. There has been no change to the ACT Public Service position of staff working remotely where possible. CIT teachers and staff who need to be on campus will continue to work on campus, while those able to work remotely will continue with this arrangement. All staff are permitted on campus provided they observe COVID safety protocols. Staff who have not been on campus recently are encouraged to conduct orientation visits. All teams should be reviewing and familiarising themselves with their transition team plans.

Check In Canberra app is being rolled out today with comms going out later today once posters have been put up. Each campus has its own unique QR code which is displayed on the posters. Members were reminded that the optional check-in system is for use by students and visitors to the following facilities: Café Yala, Student Services, Libraries, the Apprentice Kitchen, CIT Restaurant and function centre, CIT Hair & Beauty and CIT Fit & Well Massage Clinic. Teachers will continue to use the roll and Banner for classroom attendance. Staff are encouraged to use the check-in, but it is not mandated as we can get sufficient information from staff access passes.

There is also a manual sign in option consisting of a physical sheet requesting name and number. The process for maintaining the data is to be confirmed.

### **STUDENT SUPPORT**

Student Support Working Group have created a short PowerPoint presentation to assist teachers and students connect to the support services at CIT which is to be used by teachers as part of their class inductions for Term 4. The presentation is aimed at showing students the range of services and support available to them and includes links to where they can find specific support. This information will also be made on eLearn. The initiative was publicised, and the presentation was made available to staff in yesterday’s News Feed.

In addition to the building of online resources, CIT should also consider how we can consolidate our information in a physical form.

With a member of Education Services joining the Student Support Working Group, the working group has representation from all areas of CIT.

The next working group meeting is Tuesday next week and will continue the JobTrainer conversation. The Chair of the working group invited members to send any agenda items.

### **COMMUNICATIONS**

Comms have been developed to promote the use of the Check In Canberra app using a variety of different communication channels, including Student News, messaging to staff and social media.

### **OTHER BUSINESS**

COVID Committee meetings were set to trial for a four-week period after which it would be reviewed. As attendance was lower than normal at the two meetings held over the term break, the Chair has recommended extending the meetings by a further two weeks before discussions are held regarding the format and future of these meetings.

### **COVID Committee Meeting Notes – 6 October 2020**

The Chair provided an acknowledgement of country, welcomed guests and acknowledged apologies, noting that attendance was lower than usual as a number of members are on leave this week.

### **UPDATES**

On Friday, 2 October the ACT Health Department announced the upgrading of Canberra’s Recovery Plan to stage 3.2. The new changes will take effect at 9am on Friday, 9 October. Details of Canberra’s Recovery Plan can be found on <https://www.covid19.act.gov.au/__data/assets/pdf_file/0006/1629330/PICC0050-COVID-Recovery-Plan.pdf>

One of the changes is that staff may return to workplaces. While CIT’s transition to work will be consistent with the position of the ACT Public Service, it will be tailored to the needs of CIT and our students. This is consistent with how every ACTPS Directorate or Agency has been responding. CIT will develop its planning over the coming days in response to stage 3.2.

In the meantime, transition plans need to be revisited and updated if necessary. It is expected that staff will be transitioned back to work overtime and not all at once. A guide outlining flexible work arrangements is being prepared by HR and will be circulated to Unions as part of the consultation process.

### **HEALTH & SAFETY**

The importance of adhering to social distancing protocols while on campus was highlighted. CIT will continue to reinforce the social distancing message by creating spaces and through comms to staff and students.

Members were reminded that October is National WHS month with a number of virtual activities planned around the four themes of Ergonomics, COVID, Mental Health and Chemical Management.

### **SYSTEMS**

CIT is now rolling out the Check In Canberra app. The system is for use by students and visitors to the following facilities: Café Yala, Student Services, Libraries, the Apprentice Kitchen, CIT Restaurant and function centre. Teachers will still use the roll and Banner for classroom attendance. As staff access passes provide sufficient information, staff will not be required to check in. CIT will promote the use of the app and the need to check in.

### **STUDENT SUPPORT**

The Student Support Working Group meetings have been focussed on JobTrainer with a further meeting happening today. The ideas raised at the meetings are being collated in a JobTrainer document which will be circulated to members.

The provision of 24-hour access to the library areas is being looked at – considering offering access from Monday to Thursday. It was suggested that a transition plan be drawn up to support this process.

A short PowerPoint presentation outlining the range of student support and services is being developed to be used by teachers at the start of term 4.

### **COMMUNICATIONS**

Comms and posters are being developed regarding the use of the Check In Canberra app.

We may need to consider other forms of communication, such as all staff text message, for return to the workplace messaging.

The value of the COVID webpage on CIT’s website as a static source of COVID-related information was raised.

### **COVID Committee Meeting Notes – 29 September 2020**

The Chair provided an acknowledgement of country, welcomed members and acknowledged apologies. A special welcome was given to Eve De Gregorio who is the new student member on the Committee.

### **UPDATES**

There were no changes in the past fortnight to the COVID restrictions in the ACT that CIT needed to directly respond to.

The ACT Health Tracking app is expected to be up and running soon. An update on it’s expected rollout date will be provided at the next COVID Committee meeting, Tuesday Oct 6.

There have been no issues raised from the CIT COVID Safe Team, campus activity is running well although term break has significantly reduced numbers on campuses.

A reminder that hygiene and COVID safe practices are everyone’s responsibility. If you are chairing an onsite meeting it has been suggested as part of the welcome that you include a short COVID safe message.

The COVID Induction PowerPoint is available on CIT’s website and has been updated. Please click the link for the COVID Induction PowerPoint - [CIT INDUCTION AND INFORMATION FOR STAFF AND STUDENTS](https://cit.edu.au/__data/assets/powerpoint_doc/0005/211982/CIT_Induction_COVID-19_update.ppsx)

### **STUDENT SUPPORT**

The Student Support Working Group (SSWG) has updated the membership to include all previous members plus teaching colleges and a student representative.

Social distancing issues have been raised as an increasing number of customers are not using the booking system to visit student services. Student News, Social media platforms, Elearn and the CIT website will promote the use of the booking system to increase awareness of the visiting process.

Please visit the Student Services booking form for further information -<https://cit.edu.au/current/services/student_services/cit_student_services_booking_form>

The CITSA Council has supported and CIT have implemented a Student Concerns process. The process is designed to support students with issues they may be experiencing while studying at CIT.

If students have a concern and would like CIT staff to address it on their behalf, Student Services will liaise with the relevant area to address the concerns. Please visit the Student Concern web page for further information - <https://cit.edu.au/current/student_concerns>

CIT is looking at introducing a process where students can contact CIT at any time, conversations have commenced, further information will be shared in due course.

CITSA and CIT are reviewing the concession process for Australian Apprentices and are supporting the facilitation of 5 minute connect sessions for each student at the start of classes in term 4. Student Services have created a PowerPoint with links to Student Support Services to assist with the connect sessions, the information will be uploaded to Elearn and CIT’s website.

### **WORKFORCE**

The Wellness Hub was launched two weeks ago for CIT staff and is available on SharePoint. EAP is still available and staff are encouraged to use the service when needed.

October is National WHS month, a WHS Hub will be available on SharePoint with four focus areas - Mental Health, COVID, Chemical Management and Ergonomics.

Contract extensions due to COVID are continuing for CIT staff.

### **COMMUNICATIONS**

The CIT website COVID information has been updated, please visit the link for further COVID information - <https://cit.edu.au/news/covid-19_information>

A CIT Newsfeed for CIT staff will be sent by the Strategic Communications team regarding the updated COVID information. The COVID information link is also included in the Student News.

The Student Services Team will share the Student Support Services PowerPoint and the booking system information with the Strategic Communications team to promote.

### **COVID Committee Meeting Notes – 22 September 2020**

* Members were welcomed to the first COVID Committee meeting. The Committee has been formed to ensure CIT continues to actively manage and respond to the COVID pandemic.
* Following an EOI calling for nominations for the positions of general/administrative and teacher staff members on the COVID Committee, both positions have been filled. As there were multiple nominations for the teacher position, one person was randomly selected for the role. There was one only nomination for the general/administrative position. The process for identifying a student member through CITSA is underway but is still to be confirmed.
* The role and format for these meetings will be reviewed in four weeks to assess effectiveness and any changes to the Committee which may need to be considered.
* Issues raised at this meeting will be published on CIT’s website to allow staff, students and the public to access the information.

### **UPDATES**

* There were no changes in the past fortnight to the COVID restrictions in the ACT that CIT needed to directly respond to.

### Check-in

* CIT will be adopting the ACT Health ‘*Check In CBR App*’ as its QR contact tracing system for students and visitors at the following CIT facilities:
	+ Café Yala, Fresh to Go, CIT Restaurant, CIT Cafe, Function Centre, libraries and Student Services hubs
* Once you have downloaded the *Check In CBR App*, you register you details in the App (once only) and then use the app to scan the QR code that will be at those facilities.
* Staff will not be required to check in as staff access passes provide sufficient information if needed.
* The Check-in will be rolled out in the coming days.

### Working Arrangements

* The ACT Government is still promoting working from home for government staff where feasible and where operational needs permit.
* For CIT teaching staff and student services staff have returned to campuses to ensure student needs are being met. Other staff are allowed to attend campuses when needed but prior to any team returning transition plans must be completed.

### **HEALTH & SAFETY**

* Last week a walk around Reid campus, observing and speaking with staff and students was conducted which included representatives of the CPSU and AEU. Feedback was overall very positive and staff clearly demonstrated how they had managed their respective areas to be COVID safe. This followed an earlier walkaround at Bruce.
* Further walkarounds are being planned to cover all five campuses.
* CIT will consider increasing student access hours to the after hours campus library areas from the start of term 4.

### **STUDENT SUPPORT**

* The Student Support Working Group, established earlier in the year under the Business Continuity Plan will continue to meet. Next meeting is this week and feedback will be passed back up to the COVID Committee and report to the COVID Committee.

### **WORKFORCE**

* Members were reminded of the importance of checking on the mental health and well-being of their colleagues. HR team are available to support staff too.

### **COMMUNICATIONS**

* CITcovidenquiry@cit.edu.au is the email address for any COVID-related questions or concerns.
* CIT is creating a series of vox pops.