



UPDATE: 2 JULY 2020

ROADMAP TO RE-OPEN SYNOD OF SA SITES

SA.UCA.ORG.AU/UNITING-CHURCH-MEDIA-RELEASES/COVID-19-UPDATE

THIS ROADMAP REFLECTS THE SA GOVERNMENT'S STEPS. OUR MOVEMENT THROUGH THE STEPS MAY TAKE PLACE IN STAGES. **STAFF ARE ADVISED TO TAKE A CAUTIOUS APPROACH FOR ALL ASPECTS.**



Stay home if you have cold or flu symptoms



Wash hands and sanitise often



Vulnerable people* to talk to their doctor about what is appropriate for them

STEP 2: (From 1 June)

STEP 3: (From 29 June)



Important requirements >>

- 1 person per 4 sqm
- 1.5 metres physical distancing
- **20 max****
- Record of attendance kept

- 1 person per **2 sqm**
- 1.5 metres physical distancing
- Gradually returning staff to the office, aiming at 75% total staff spending some time in the office by the end of August 2020**
- Record of attendance kept

**SYNOD OFFICE
(212 PIRIEST)**

Hygiene & cleaning

Hand sanitiser on entry to office space, workstations to be cleaned regularly

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Lift use

Max 2 in the lift

Max 2 in the lift

Meetings

Members of established boards and committees allowed on site

Members of established boards and committees allowed on site

Visitors

No external visitors in office space without prior approval

From 20 July, Reception will be attended and external visitors will be allowed, booked in advance and within the limits of our meeting space capacity

Staff attendance

With permission only, sign in/out required

Rostered, sign in/out required

Office hours

7:30am - 6pm staggered times can be arranged

7:30am - 6pm staggered times can be arranged

Onsite parking

Where practicable, parking will be arranged

Available up to 14 August (staff priority)

Office traffic

No standing meetings in corridors

No standing meetings in corridors

Hot desking

No shared desks

No shared desks

Kitchen

Individual tea, coffee, biscuits (no biscuit jars)

Individual tea, coffee, biscuits (no biscuit jars)

No shared cutlery

No shared cutlery

Strict kitchen hygiene

Strict kitchen hygiene

Paper towels only, no cloth tea towels

Paper towels only, no cloth tea towels

Printing area

Strict hygiene, limited number of staff in the printing area

Strict hygiene, limited number of staff in the printing area

Meeting room

Strict hygiene, limited number depending room capacity

Clean equipment and surfaces before and after use, limited number depending room capacity

* Vulnerable people are those over 70 years old, those over 60 with a chronic health condition, Aboriginal and Torres Strait Islander people over 50 years old with a chronic medical condition, and people with compromised immune systems

** Synod Crisis Management Team (CMT) decision based on our cautious approach



For any questions, please contact:

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Stay home if you have cold or flu symptoms



Wash hands and sanitise often



Vulnerable people* to talk to their doctor about what is appropriate for them

STEP 2: (From 1 June)

STEP 3: (From 29 June)



Important requirements >>

- 1 person per **2 sqm**
- 1.5 metres physical distancing
- All staff returning to work on campus by August 11, with allowance for partial wfh where this aligns with college needs. Requests to wfh (with specific days identified) to be made to the Principal via the Business Manager
- Campus will be 'open' from 27 July
- Record of attendance **must** be kept (applies to all people on site)
- Lectures recommencing on campus, within the reduced room capacity limitations
- Intern year and VET students recommencing on campus from 20 July
- Individual meetings with students recommence from July 20

SYNOD CAMPUS (UNITING COLLEGE FOR LEADERSHIP & THEOLOGY)

Hygiene & cleaning

Hand sanitiser on entry, staff workstations to be cleaned regularly.
Lecture rooms/library desks/equipment & other surfaces to be cleaned before/after use – **everyone's** responsibility

Lift use

Max 2 in the lift

Visitors

From 27 July campus will be 'open' and Reception covered. All visitors must sign in. Meetings only by prior booking and within reduced room capacity limits.

Meetings

Members of established boards and committees allowed on site

Staff attendance

All staff back on campus (full or partial, by agreement).

Student attendance

All staff must continue to sign in/out

Lectures and other classes to recommence on campus (working within room capacity limitations)

Hot desking

No shared desks

Library

Open, within the reduced library capacity limits. Library staff to manage numbers. Students may remain for 3 hrs (or longer by arrangement).

Kitchen

Individual tea, coffee, biscuits (no biscuit jars)

No shared cutlery

Strict kitchen hygiene

Paper towels only, no cloth tea towels

Printing areas

Strict hygiene, limited number of staff in printer area

Meeting rooms

Clean equipment and surfaces before/after use – all individuals' responsibility

Adhere to reduced room capacity guideline.

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Stay home if you have cold or flu symptoms



Wash hands and sanitise often



Vulnerable people* to talk to their doctor about what is appropriate for them

STEP 2: (From 5 June)

STEP 3: (From 29 June)



Important requirements >>

- 1 person per 4 sqm
- 1.5 metres physical distancing
- **20 guests max (per venue)**
- Max 4 staff (per venue)*
- Max 5 staff (BL)**

- 1 person per **2 sqm**
- 1.5 metres physical distancing***

		STEP 2: (From 5 June)	STEP 3: (From 29 June)
	Adare	Cabins/ Peter Wood Lodge	Group accommodation Catered/ self catered Cabins/ Peter Wood Lodge Caravan Park open (as per approved dates)
	Nunyarra	Apartments	Group accommodation Catered Apartments
	Emmaus	Group accommodation Self catered	Group accommodation Self catered
	Tarooki	Group accommodation Catered/ self catered	Group accommodation Catered/ self catered
	Thuruna	Group accommodation Self catered	Group accommodation Self catered
	Beyond Limits	Incursions	Activity programs Incursions Expeditions

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** Outdoors and not on site

*** Does not apply to students on school camps

