

COVID-19 Forum – TAG Senior Management 10.00, 16/03/20

Paul Clayton **(PC)** – QUT Guild

Sharyn Bee **(SB)** – QUT Guild

Shelley Valentine **(SV)** – Arc@UNSW

Mitch McBurnie **(MM)** – Arc@UNSW

Lisa Dwyer **(LD)** – ECU Guild

Penny Leonard **(PL)** – Southern Cross University

Hassan Riaz **(HR)** – ANU Student Association

Sam Gorringer **(SG)** - TUU

Ben Bible **(BB)** – UNE Life

Jess Brown **(JB)** – GUGC Student Guild

Ellen Thomson **(ET)** – Griffith University

Debbie Le Roux **(DL)** - ACPE

General

PC University has requested that Guild prepares and finalises their contingency plan.

UQ has closed all lecture, and going online for the week at this point, with 3 cases.

Events will continue, capacity has been limited to 350.

PL University has shut for a day last week to clean up after a staff member tested positive.

LD Has written a business continuity plan for presentation to senate today.

Very limited information forthcoming from the university.

No confirmed cases in WA universities at this point.

BB UNE Life and VC have been meeting daily. As a controlled entity, they have close relationship with the university.

Events have been limited to 300, which will see a cancellation of virtually all their activities.

Have a large college residential population which exacerbates the situation.

Decisions being made today regarding graduations and commercial outlets on campus.

VC has recommended that re-usable coffee cups such as Keep Cups be banned.

SG A little info coming from the uni, who are about to introduce a rotating 14 day -off roster for staff. TUU will review similarly.

Communicating safety procedures to students and staff.

ET Uni is trialing work at home for some departments.

External stakeholders are seeking clarification.

DL Many courses at ACPE already digitalized with lectures delivered through Panopto.

Deploying an institutional Zoom license to deliver tutorials online.

Hand sanitisers has been stocked up and deployed in classrooms.

Concerned about the economic impact on census.

HR ANU Crisis Management Committee is meeting twice a week.

ANUSA also has access to the ANU institutional Zoom license.

BB UNE Life also has access to Zoom

PC QUT Guild also has access to Zoom

SV Expecting an update from UNSW shortly regarding short-term response, which is likely to echo other universities' partial amendments to class times. However, every update by UNSW so far has changed within half a day.

Staff and Closures

PC Will support staff as best as they can.

Might average hours per historical data for each casual.

Cannot carry on in this manner ad infinitum.

We cover obligations as per FWA and EBA compliance.

Some staff already have depleted sick leave balances, don't want them to have to access annual leave if possible. Considering going into negative balances or providing additional leave.

HR Planning to pay staff even after two weeks off-work but will review regularly.

Paying casuals as per rostered hours and are trying to identify work that the casuals might be able to do from home

Considering creating a special category in sick leave category – up to 10-14 days

BB Centrelink will waive waiting period for casual applications for benefits. They aim to process in 5 days. Doesn't assist those who do not qualify, however a small comfort for those who might be able to access. Other than that, UNE Life is needing to be very harsh with their casual workforce. Will look to relocate them across the company where possible, however it's like dominos.

Immediately having to reduce non-essential casual at their cinema in town, due to new releases being withheld by distributors.

Looking at flexible working options as part of their business continuity plan.

Self-isolation preparations underway: laptops, all organisational files being migrated to the cloud storage for remote access.

Where staff are non-essential staff are unable to work from home or no work is being created, it will be annual leave followed by leave without pay.

ET Information from the university just come to hand. (Was to be shared, but have since asked for it to be withheld)

LD Guild is planning to allow all staff to work from home in some capacity if the University takes the decision to close. Those who's roles don't entirely lend themselves to working from home, such as reception staff, will be given special administration projects that can be carried out to ensure that everyone has the same opportunities for work.

If an individual must self-isolate, Guild will provide discretionary additional personal leave of 5 days to reduce the impact to staff on their accrued leave.

As the Guild has not been party to the ECU discussions around closure, the decision around working from home is being taken by the Guild. The University has not yet provided any further information regarding plans to close or to allow general University staff to work from home or offer online lectures etc.

DR Many of their casual lecturing staff can deliver classes online

Have any institutions considered using the mid-semester break as a contingency?

MM Some US universities have accessed "non-teaching weeks".

TAG Will available non-teaching days mid-semester be enough to adequately cover any lost time? Trimester universities have less free time to access.

(since this forum, many campuses have undertaken to move non-teaching weeks forward)

SV Has sought external advice regarding stand-down protocols and procedures to ensure that Arc remains compliant. Has encountered some confusion in the advice received regarding access to annual leave in these situations and is seeking to clear that up.

Event Restrictions

PC Bar capacity will be reduced from 600 to 350 to satisfy university concerns

Worst concern scenario is universities taking all lectures online and compelling students to remain home, leaving the bar having to remain open with no custom and accruing costs.

HR ANU has banned all non-essential events, i.e. everything that is not a lecture/ tutorial.

ANUSA have reviewed/cancelled all social events and board meetings, we have started offering more and more services online, including student support appointments.

ANU ban is in place until June, not sure how the exams will be impacted

- LD** All events of 500+ people have been cancelled and no approvals for large events will be made at this time. Smaller events will be considered but are not guaranteed.
- JB** Have cancelled or postponed events over 500. Working on comms in line with University stipulations. Now looking at events under 500 as well. University is currently developing policy for this. The way it is headed they will be cancelling or postponing most events, no matter the size.
- PL** Waiting on outcome of SCU meeting today. Has an event on Wednesday: will it be restricted to 50 or under, or cancelled completely, and will it be an ongoing directive until further notice?
- SG** UTAS cancelling all non-essential events and large gatherings.
- ET** Impact from a sport perspective, with an upcoming fun run being cancelled. Also reviewing Easter holiday camp and social sport competition which draws wider community involvement. Postpone and re-assess, or cancel?
- BB** All non-essential events and activities are being cancelled. Everything is being considered on a rolling basis. Social sports will have to miss rounds.
- Anything that may be essential or has already had significant resources spent on it will be managed week by week.
- SV** Significant impact for Arc, who raises 40% of organisational revenues through commercial activities. Partial shutdown without classes is worst case scenario for them. Revenue streams have dropped by up to 50% to this point, and Arc is currently spending money at an unsustainable rate.
- Now with events and possibly graduation being affected, a significant budget issue is presenting itself.
- TAG** University of Sydney is also cancelling all non-essential activities and events.

University Assistance

- SV** Approaching the university this afternoon for support but feels it will be rejected.
- PC** QUT will be impacted in many ways and will face its own financial challenges, very unlikely to support the Guild financially.
- SG** No request to university, will not be required as TUU have no revenue-raising sources that will be impacted by changes. Nor is support expected as they have already had their SSAF funding significantly reduced.
- BB** UNE life is a company limited by guarantee, with one shareholder - UNE. There is a stated principle that UNE will bail out UNE Life in the event of financial difficulty, but there has been no precedent to test this as a commercial reality.
- UNE Life is currently experiencing the same commercial pressures as other members.

Student Director Views

- PC** Guild directors are well across the issue and are supportive of the team in managing Guild's responsibilities to the QUT and wider community.
- JB** Directors are leaving management to do the work that need to be done.
- HR** Directors are very much across the issue and are involved in the planning, and are being advised on the legal and financial obligations