

# WARDEN INSTRUCTIONS COVID-19 BUILDING CLOSURE

**A building will be closed by the Crisis Management Recovery Team if it's determined cleaning of that building is required due to confirmation a confirmed case of COVID-19 has entered that building.**

## WHEN DIRECTING PEOPLE TO LEAVE THE BUILDING, THE INSTRUCTIONS TO THEM SHOULD BE...

- 1 Notifications are currently being sent to advise the building is being closed for cleaning
- 2 Leave the building in a calm manner
- 3 Minimise touch-points as you leave
- 4 When leaving the building and campuses, please maintain 1.5m physical distancing, avoid crowding and continue to practise good personal hygiene
- 5 Complete immediate tasks if they require finalising if they take less than 10-15 mins
- 6 Ensure workspaces are left safe (flammable liquids/items put away, machinery is shut down, heaters switched off, lights off)
- 7 Ensure workspaces are left tidy (coffee cups, food etc cleaned)
- 8 Take all personal belongings with you
- 9 The timeframe for closure will be a minimum 24 hours. Buildings may remain closed for a number of days depending on the level of cleaning required
- 10 Consider that work/study from home will be initiated, however removal of larger items (monitors, chairs) is not practical
- 11 Re-entry into the building to pick up additional items **will not** be allowed while cleaning process is undertaken
- 12 Monitor University communications (email, social media etc) for further updates