

Advice for Contractors and Consultants - COVID-19 (coronavirus)

Date 2 April 2020

The COVID-19 (coronavirus) situation is changing rapidly. Our top priorities are supporting and protecting our people, the wider community, working safely and supporting our organisation and operations.

Updated Measures Property and Facilities Division (P&F)

To keep you informed, UQ Property and Facilities Division are currently operating using the following measures:

- Staff have commenced working from home, with limited staff remaining in the office to continue Property and Facilities essential functions.
- All staff are practising *Physical (Social) Distancing* in accordance with Australian Government advice.
- In accordance with the wider UQ community, P&F will use videoconferencing or teleconferencing for all essential future meetings.
- Staff will not undertake any non-critical travel for work purposes and will not be undertaking any flights or interstate travel. Staff are also being encouraged to only consider personal travel for essential reasons. Compliance with all Australian and State updated legislation to be followed.
- Where possible site meetings are to be conducted via teleconference or phone. When critical site inspections of projects are undertaken these are to be kept to the minimum number of persons, which shall maintain Social Distancing requirements while on site. Personnel to discuss specific site measures prior to attending site with the applicable contacts. Measures to be implemented to ensure this can occur (i.e. coordinate site inspections at times when workers are at a minimum on site, for example during scheduled lunch breaks etc.)
- Staff will contact Contractors before entering sites to familiarise themselves with the Contractors processes, particularly with any changes implemented.
- UQ Property and Facilities staff are here to collaborate, communicate and provide Project Management support to effectively and efficiently navigate COVID-19 impacts.

Agile Response

It is important that we remain flexible during this period and respond to changes appropriately when required. We ask that all Consultants and Contractors supply their organisational COVID-19 Pandemic Response Plans, as well as applicable project specific measures that are in place. It is understood that as the situation evolves and Government advice is updated, these plans may be updated. UQ ask that updates are provided through project reporting mechanisms.

Managing Project Impacts

If your project or programme has been impacted to the responses to COVID-19, now is the time to look ahead, remain productive and in control, and determine mitigation options. Where you foresee possible issues that may affect the future delivery of your project, we expect that plans shall be implemented to mitigate for such possibilities now.

We shall be working collaboratively with consultants and contractors through the next few months to ensure we all maintain open communication and a collaborative approach.

Future Actions

The Project Delivery Team shall continue to do what we can to protect the workforce and business continuity planning while maintaining safe work practises and continue to plan for when operations return to normal.

In the weeks ahead, we will continue to monitor and respond to the COVID-19 evolving situation providing relevant updates and insights around its potential impacts. We remind all parties of their obligation to adhere to legislative requirements determined by both the Federal and State Governments.

We thank you all for your swift reactions, clear communication and acting collaboratively in the interests of your people and our projects to date. Let's work together to ensure ongoing partnerships with our projects while we keep safety and compliance to a level of excellence expected whilst working at UQ.

We are all in this together. Thank you.

Should you require assistance, please contact the nominated representative.

Important Links

Australian Government – Coronavirus (COVID-19)

<https://www.australia.gov.au/>

Queensland Government – Novel Coronavirus (COVID-19)

<https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19>

Safe Work Australia – Building and construction: Minimising the risk of exposure to COVID-19

<https://www.safeworkaustralia.gov.au/doc/building-and-construction-minimising-risk-exposure-covid-19>

UQ COVID-19 (coronavirus) advice for the UQ community

<https://about.uq.edu.au/coronavirus-advice-uq-community>