

**INFORMATION FOR MANAGERS REGARDING
STUDY AND WORK ARRANGEMENTS ON CAMPUS**

17 MARCH 2020

Frequently Asked Questions

Q: How should managers decide which staff work from home and which staff remain working on campus?

The Campus (including North Ryde, Waterloo Rd and City) remains open and the University continues to operate. There are some staff who will need to remain working on campus. This includes frontline service providers (e.g. Student Centre staff), essential services (e.g. some staff within Security, IT, Payroll, Research Infrastructure Support) and some managers and academic staff.

For many other staff, they will be able to work effectively from home. Managers should balance the opportunity to work from home amongst staff and teams – for example, having some staff members working from home and some working from campus, and rotating these arrangements.

Q: What are the arrangements where a staff member does not want to work on campus or is fearful of their safety?

The University will always act consistently with the advice of the Government and NSW Health. The advice from NSW Health is that it is safe to attend campus. These arrangements are being put in place to reduce the number of people on campus to assist with social distancing measures.

We recognise that community concern is increasing and that some staff feel anxious about the virus. We would encourage all staff to follow the advice of NSW Health, which is that it is safe to attend campus and to continue working.

If a staff member does not wish to attend work and cannot effectively work from home, they can apply for leave. The type and availability of leave will depend on the individual circumstances and the staff member's leave balances. If the staff member is unwell, sick leave may be available (with appropriate medical documentation). If the staff member is caring for a family member, carers' leave may be available. Otherwise, annual leave or long service leave should be utilised. If there is no form of appropriate leave, a staff member could take unpaid leave.

Q: What is the arrangement for staff who cannot effectively work from home?

Staff who cannot effectively perform their work from home should continue to attend work on campus. The advice from NSW Health is that it is safe to attend campus. The campus remains open and the University continues to operate.

Q: What are the arrangements for casual staff?

The Campus remains open and the University continues to operate. Generally, casuals will continue to attend work for their rostered shifts at the University. It is less likely that a casual staff member will be able to effectively perform their work at home, although this may be possible in some cases (subject to discussion with their manager).

For casual academic staff involved in teaching activities, please see FAQ below.

Q: What does this mean for casual academic staff (e.g. tutors, sessionals)

The University continues to operate, and our aim is to continue learning and teaching throughout the semester. Semester timing will change in response to the pause on teaching and the adjustments to mid-semester break. The mode of delivery will also move to being largely online.

Casual academics will continue to be involved in the delivery of teaching in online mode, including online tutorials, marking etc. There may also be work opportunities for casual staff to assist in the work required to transition to online mode.

Q: Is it safe for staff to work on campus?

Yes. The University will always act consistently with the advice of the Government and NSW Health. The advice from NSW Health is that it is safe to attend campus. These arrangements are being put in place to reduce the number of people on campus to assist with social distancing measures.

Q: What happens if staff do not have the equipment to work from home?

If staff do not have the equipment to work from home, they should continue to work on campus. In exceptional cases, the University may be able to provide equipment to staff who have a compelling need to work from home and who do not have access to the necessary equipment.

Q: What are the Health and Safety arrangements for working from home?

When staff are working from home, they should adhere to general principles of workplace health and safety, including setting up their workspace appropriately. Further information and a helpful checklist is available in the [flexible work procedure](#) on our website.

Q: What are the technology and data security considerations for working from home?

When staff are working from home, the [University policies](#) on Acceptable Use of IT and data security arrangements continue to apply. This includes ensuring workspaces are secure and there is no potential access to confidential or sensitive information by others in your home and ensuring secure access and use of Macquarie systems.

When using a non-University supplied computer ensure the following:

- **Use antivirus** – MQ provides Sophos for home users of Windows and Mac users [here](#).
- **Apply system updates** – follow prompts for Windows updates and Mac OS updates to ensure latest security fixes are applied.
- **Use strong passwords** – ensure strong passwords exist to access the computer (greater than 8 characters long and not a password used for MQ systems).
- **Limit information stored locally** – use Office 365 if possible. Otherwise only download what is necessary for work. Remove University information from non-University computer after use.

Q: Will parking on campus be available to staff who continue attending work on campus?

Yes, General Parking Zones 1, 2 and 3 parking areas will be available to all staff who are continuing to work on campus during this period, without infringement. At this stage, the advice from NSW Health is that public transport continues to operate as normal. We appreciate that some staff working on campus may prefer to drive and park during this period.

Q: What are the arrangements for staff absent from work due to caring responsibilities?

If a staff member is impacted through the closure of schools or child-care centres, or has other carers responsibilities that require them to be absent from work, permanent and fixed term staff have access to carers leave. For more information see the [leave procedures](#) on our website.

Q: What should I do if a staff member is unwell?

If a staff member is unwell, permanent and fixed term staff may have access to personal (sick) leave. In some circumstances, staff may be required to provide medical certification (e.g. for absences in excess of 4 days). For more information see the [leave procedures](#) on our website.

The University has also put in place special sick leave arrangements for casual staff members. Specifically, if a casual staff member is required to self-isolate as determined by their doctor, we will honour their casual shifts for up to two weeks with medical certification. For general illness and absence, normal casual working arrangements will apply.

Q: What should I do if staff are required to self-isolate?

If staff are required (under medical advice, or as a result of returning overseas) to self-isolate, they should advise you as a matter of priority. You should advise your HR Client Manager. The type and availability of leave will depend on the individual circumstances and the staff member's leave balance. Your HR Client Manager can provide further information and guidance.

Q: What should I do if I come into contact with a confirmed case?

If you come into contact with a confirmed case, you should seek medical advice as a matter of priority. You should not come onto campus, and if you are at work, then you should leave the campus immediately. Further information is available from the [Australian Government](#).

Other questions

If you have any other questions or queries, please contact your [HR Client Team member](#).