



Garvan Roadmap

- **DO NOT come on-site if you have any symptoms.** Get tested and remain in isolation until you receive your test results.
- If you are notified by NSW Health contact tracers as being a close or causal contact, please let peoplehelp@garvan.org.au know as soon as possible.
- If your COVID test is positive, notify your People Leader immediately and follow the [Garvan response procedure.](#)

	NSW 80% Vaccinated - 18 October 2021	1 December 2021				
Garvan COVID-19 Advice Level	Red	Yellow				
Space/Square Metre Guidelines	1 person per 4m ² / distance between persons at 1.5m As noted on signage onsite	1 person per 2m ² / distance between persons at 1.5m As noted on signage onsite				
Staff Working from Home (All Sites)	Staff should continue to work from home where possible. Unvaccinated staff must work from home. (Govt advice: vaccinated staff can return to site)	Fully vaccinated staff to resume their BAU flexible working arrangements (hybrid onsite/remote working model as per Garvan's Flexible Working Policy - approved for each role by the People Leader). (Govt advice: At employers' discretion)				
Proof of Vaccination required to enter Garvan and ABR Buildings	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2">Garvan Staff, Contractors and Visitors</th> </tr> </thead> <tbody> <tr> <td>Darlinghurst and Moss Vale* Sites</td> <td>Staff, Contractors and Visitors must show proof of full vaccination on entry</td> </tr> </tbody> </table>		Garvan Staff, Contractors and Visitors		Darlinghurst and Moss Vale* Sites	Staff, Contractors and Visitors must show proof of full vaccination on entry
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Darlinghurst and Moss Vale* Sites	Staff, Contractors and Visitors must show proof of full vaccination on entry					
<small>* Subject to ongoing review as government & legislative guidelines evolve</small>	<p>Where staff are unable to meet the vaccination requirements, Garvan will continue to work with staff on a case-by-case basis to determine the options available to them.</p> <p>Staff who have a recognised medical condition preventing them from taking up the vaccination will be assessed in accordance with the NSW Health COVID-19 Vaccine Medical Contraindication process and form.</p> <p>Further information is available below.</p> <ul style="list-style-type: none"> ○ Why is Garvan limiting site access to vaccinated staff? ○ How do I prove my vaccination status? ○ What if I'm not vaccinated? ○ What if I don't have a Medicare card? <p>Reach out to People and Culture if you wish to discuss your personal situation further or visit FAQ's.</p>					



<p>Staff Onsite - Darlinghurst</p>	<p>Fully vaccinated staff can work onsite at the discretion of their People Leader.</p> <p>This is no longer limited to essential work, staff may come onsite to work for any reason including team collaboration, training, social connection and mental health, ensuring all Code Red requirements are followed.</p> <p>Note:</p> <ul style="list-style-type: none"> • People Leaders must allow staff the option to work from home if reasonably practicable for their role. <p>Additionally, some staff will still be homeschooling children until 25th October, so will ensure ongoing flexibility for staff to be able to manage this.</p>	<p>All fully vaccinated staff can commence working onsite without People Leader needing to approve.</p> <p>Garvan will work with staff who do not meet the vaccination requirements on a case-by-case basis – subject to further consideration as additional government requirements are clarified</p>
<p>Staff Onsite - ABR</p>	<p>Staff working onsite must comply with vaccination deadline requirements by 8th November*.</p> <p>Note: Additionally some staff will still be homeschooling children until 25th October, so will ensure ongoing flexibility for staff to be able to manage this.</p> <p><small>*Deadline extended, as vaccine supply in regional areas has been lower.</small></p>	<p>Fully vaccinated staff can continue working on site. Garvan will work with staff who do not meet the vaccination requirements on a case-by-case basis – subject to further consideration as additional government requirements are clarified</p>
<p>Contractors</p>	<p>Fully vaccinated contractors are allowed on site for essential work only, via the Workday approval process. Vaccination certificate to be checked upon sign in by Concierge or host.</p> <p>Workday approval process will apply for contractors who do not meet the vaccination requirements on a case-by-case basis – subject to further consideration as additional government requirements are clarified</p>	<p>Fully vaccinated contractors are allowed on site. Vaccination certificate to be checked upon sign in by Concierge or host.</p> <p>Workday approval process will apply for contractors who do not meet the vaccination requirements on a case-by-case basis – subject to further consideration as additional government requirements are clarified</p>



Visitors	<p>Fully vaccinated visitors allowed onsite, visitor decision tree to be modified to recognise this.</p> <p>Vaccination certificate to be checked upon sign in by Concierge or host.</p> <p>GLT approval process will apply for visitors who do not meet the vaccination requirements on a case-by-case basis – subject to further consideration as additional government requirements are clarified</p>	<p>Fully vaccinated visitors allowed onsite. Vaccination certificate to be checked upon sign in by Concierge or host. Note:</p> <ul style="list-style-type: none"> Where a fully vaccinated parent needs to attend site for a minimal amount of time with their unvaccinated child e.g. during school holidays this will be permitted, ensuring the child is adequately supervised and does not enter lab areas. <p>Visitor decision tree no longer required – BAU access providing Code Yellow safety protocols are followed.</p>
Tenants	<p>Tenants must continue to work from home.</p>	<p>Only fully vaccinated staff can work onsite at the discretion of Amanda Brindley, ensuring all Code Yellow requirements to be followed.</p> <p>Garvan will work with tenants who do not meet the vaccination requirements on a case-by-case basis – subject to further consideration as additional government requirements are clarified</p>
Masks including in Clinical areas (CRF)	<p>Mandatory in all indoor settings.</p>	<p>Required if 1.5m distance is not achievable or as directed in certain settings (e.g. clinical, patient-facing, ABR, BTF)</p>
Building Access	<p>Current settings will remain. Subject to review.</p>	<p>Subject to review</p>
Work Meetings (e.g. face-to-face meetings, seminars)	<p>Meetings of a maximum of 10 people can meet face-to-face in line with Code Red requirements such as meeting room is approved for the number of people and masks worn. Zoom to continue being used for all other meetings and seminars.</p>	<p>Limited to 20 people max in line with Code Yellow requirements such as meeting room is approved for the number of people and masks worn if distancing cannot be achieved. To be reviewed in January 2022. Zoom to continue being used for all other meetings and seminars.</p>



<p>Social Gatherings (e.g. Social club events, Christmas parties etc)</p>	<p>Virtual gatherings are encouraged. Indoor gatherings max. 10 people in line with Code Red requirements such as meeting room is approved for the number of people and masks worn as needed.</p> <p>Outdoor gatherings recommended - per venue & government guidelines</p>	<p>Indoor gatherings max. 20 people max in line with Code Yellow requirements such as meeting room is approved for the number of people and masks worn if distancing cannot be achieved.</p> <p>Outdoor gatherings recommended - per venue & government guidelines</p>
<p>Business Travel - Domestic</p>	<p>No work travel is to be undertaken without EDs approval.</p>	<p>As approved by relevant GLT member and in line with government requirements. Remote work to continue during quarantine periods.</p>
<p>Business Travel - International</p>	<p>No work travel to be undertaken</p>	<p>As approved by relevant GLT member and in line with government requirements. Remote work to continue during quarantine periods. Garvan's Travel insurance will cover:</p> <ul style="list-style-type: none"> • medical costs incurred as a result of contracting COVID • losses arising from cancellations/ curtailment of travel due to contracting COVID <p>Note: Losses arising from cancellations due to COVID outbreaks or travel restrictions will not be covered</p>
<p>Personal Travel – Domestic/International</p>	<p>In line with government guidance. Remote work can continue during quarantine periods with people leader approval. Annual leave (paid/unpaid) is to be used for quarantine periods where remote work is unavailable to an individual.</p>	<p>In line with government guidance. Remote work can continue during quarantine periods with people leader approval. If no remote work is available annual leave (paid/unpaid) is to be taken.</p>
<p>Laboratory Research Activities</p>	<p>Moderate increase in research activity with the following guidelines: Limit experiments to those that can be completed before the summer shutdown.</p>	



Animal Research Activities	<p>Moderate increase in research activity with the following guidelines-</p> <ul style="list-style-type: none">• Limit experiments to those that can be completed before the summer shutdown or will result in only limited animal holding over the summer shutdown break.• Only a 25% increase in overall cage numbers in the BTF will be manageable• Avoid high impact invasive procedures that require intensive monitoring if possible. Consult with Rayson Tan before starting any of these experiments.• Avoid starting novel procedures where there is no prior experience in the lab.• Researchers have the capacity to monitor experimental animals during this period and have experienced back-ups in case they are forced into COVID isolation. <p>Researchers must adhere to space limits in BTF holding rooms and procedures rooms, and keep 1.5 m apart. Masks are to be worn at all times in the BTF.</p>
Facilities	<p>Return to BAU. Please refer to COVID-19 intranet site, ‘Expanding WOS – Facilities capacity’ document for specific Facility turnaround times.</p>
Carparking	<p>Car parking will be FREE for Garvan staff until 31 October 2021.</p> <p>From 1 November, car parking will return to \$20 for a full day and \$10 for half a day. Staff who previously had permanent parking arrangements will receive a refund in the November pay run.</p> <p>To ensure car parking availability, book via the parking app on your Okta dashboard. If you don't have the app please email, ithelp@garvan.org.au and cc l.croft@garvan.org.au with your Casual Parking Application - Your Name - Car Registration number, in the subject line.</p> <p>We expect to return to business as usual car parking arrangements from January 2022, including the ability to have permanently booked car parking spaces. Staff who want permanent parking from 1 January will need to re-apply for these parking spots via the Workday request "Car park salary sacrifice" during December.</p>



Staff Access to Vaccinations	<p>Children of Garvan Staff aged 12 -16 have access to priority Pfizer vaccination appointments via SVH Vaccination Hub at Sacred Heart. To make a booking please make a request by registering with the SVH Emergency Operations Committee . At question 9, make sure you specify your child's name and age, and your contact phone number. Once registered SVH will be in contact to confirm an appointment.</p> <p>SVH Vaccination Hub bookings are also available for staff via the NSW Health Vaccine booking system If a Garvan staff member needs a priority appointment, they can request by clicking here.</p> <p>SVH COVID-19 FAQ's are available here</p>
Check-In/Out Requirements	<p>All people entering the premise are required to check in and out using Rapid Access as this is our legally required COVID check-in system.</p> <p>If moving through the Precinct staff must adhere to each building's sign-in system.</p>