



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 or a COVID positive person **as being a close contact**, please advise your people leader immediately and follow the [Garvan response procedure](#).
- If your **COVID test is positive (PCR or RAT)**, please notify your People Leader immediately and follow the [Garvan response procedure](#). Note that if you have **been on-site in the 2 days prior to testing positive** Garvan is legally required to notify Safe Work Australia and report the measures to minimise the risk of spread on-site, so please ensure you advise peoplehelp@garvan.org.au

13 January 2022

Garvan COVID-19 Advice Level	Yellow
Working From Home	Please work from home if you are able to do so. If work is: (a) unable to be undertaken via a remote basis, then limited onsite work can continue if (b) you adhere to the COVID safety measures;
Space/Square Metre Guidelines	1 person per 2m ² / distance between persons at 1.5m As noted on signage on-site.
Symptoms & Testing	Staff are encouraged to remain vigilant for symptoms that may be associated with COVID-19. Common symptoms of COVID-19 (Delta) <ul style="list-style-type: none">• Loss of taste and smell• Fever• Sore throat• Cough• Shortness of breath Common symptoms of COVID-19 (Omicron) <ul style="list-style-type: none">• Sore throat• Runny nose or congestion• Fatigue• Headache• Body aches Even with the mildest of symptoms, you are required to get a PCR test or Rapid Antigen Test (RAT) and isolate until you receive a negative result.



	<p>If experiencing symptoms or awaiting test results, please do not attend site until your symptoms have subsided and/or your test results have been received (even if RAT sourcing issues occur or there are delays in you receiving your test results). If you receive a positive test result, please refer to the Garvan response procedure.</p>
Work-Based Social Gatherings and Events	No work-based social gatherings are to be held.
Mask and Face Shield Wearing	<p>Mask wearing remains mandatory while working on-site, including when in meetings. You may remove your mask if you are working in an office by yourself, however if anyone else enters this space, please wear your mask.</p> <p>Garvan's purchasing team is currently trying to source N95 masks and face shields for staff use in certain on-site work environments where close contact is unavoidable (such as in the BTF). Staff will be updated on protocols for access and use once these have been sourced.</p>
Staff On-Site - Darlinghurst	<p>All fully vaccinated staff can work on-site without People Leader approval. Where teams are required to come on-site for essential work which cannot otherwise be undertaken remotely, please consider how an A & B Roster or a rotational roster can be implemented in your team, to limit exposure risks and people on site.</p> <p>Garvan will work with staff who do not meet the vaccination requirements on a case-by-case basis. The Workday Task to declare your vaccination information is now live and was required to be completed by the 1st December.</p> <p>Note: please do not come on-site if you (or a member of your immediate household) are awaiting PCR test results.</p>
Staff On-Site - ABR	<p>All fully vaccinated staff can work onsite without People Leader approval. Staff who do not meet the vaccination requirements will require twice weekly Rapid Antigen Tests. If staff are unable to access Rapid Antigen Tests to confirm negative COVID status, please do not come to site.</p> <p>Note: please do not come on-site if you (or a member of your immediate household) are awaiting PCR test results.</p>
Work Meetings (e.g. face-to-face meetings, seminars)	All face-to-face meetings are to cease and all face-to-face meetings are instead to be conducted via Zoom until further notice. This excludes essential time-sensitive training (such as BTF training) and animal research that requires face-to-face facilitation. The Health, Safety & Wellbeing team will be working with areas where proximity to others cannot be increased to identify additional controls. GLT member can approve specific circumstance exceptions to this requirement and where possible outdoor meetings recommended.
Building Access	The GIMR building is currently operating under restricted access. This means the front revolving doors are remaining closed, with all traffic to pass through the single access controlled door. All lifts require swipe card access to travel between floors and/or exiting the lift. Level 2 is



	<p>currently free access to assist in the event of persons using the lift without required access, allowing you to exit on Burton St to re-enter via Concierge.</p> <p>All visitors and contractors without a pass will need to be escorted to gain access to floors.</p> <p>For your safety and the safety of others, please minimise use of lifts and take the stairs wherever possible. Especially in the TKCC building – ideally please access TKCC via the Garvan building to reduce the numbers of staff going through the TKCC foyer where there are also patients. Please also avoid use of the front TKCC lifts which are used by patients and their support persons. Patients may not be vaccinated which increases the risk of Covid-19 transmission both from them and to them, so it is safer for you to minimise your contact to precinct staff only (who are all fully vaccinated if on-site).</p>
Check-In/Out Requirements; Darlinghurst	<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. When coming onsite at Darlinghurst, you are required to:</p> <ul style="list-style-type: none"> • Be fully vaccinated; • Not come onsite if they are experiencing any COVID-19 symptoms or have been given direction from NSW Health to isolate; • Sign in and out of Rapid Access; • Have a temperature screen at Concierge (system alarms at 37.5 or above) and wear the daily coloured sticker visible at all times; • Show Concierge or Security their COVID-19 Vaccination Certificate and Rapid Access check in before proceeding into the building <p>If moving through the Precinct, staff must adhere to each building's sign-in system.</p>
Visitors & Contractors	<p>Any visitors or contractors attending site must be vaccinated.</p> <p>Please limit visitors and contractors coming on-site – contractors and visitors should only come to site for essential reasons. As circumstances can be varied, if in doubt, please contact a Garvan Leadership Team (GLT) member for further guidance and direction.</p>
Tenants	<p>Tenants are currently not working on-site. Their COVID-safe response plans are being assessed to enable them to return to site safely.</p>
Business Travel - Domestic	<p>Staff are required to use discretion for domestic travel requests. Travel deemed essential would be approved by relevant GLT member(s) and in line with government requirements. Approvers of travel can connect with Bridie Gloag (b.gloag@garvan.org.au) on assessing the essential nature of travel.</p> <p>Remote work to continue during any required quarantine/isolation periods.</p> <p>Garvan carries travel related insurance, however, terms and conditions do apply. Seek advice prior to travelling. Please note: Losses arising from cancellations due to COVID outbreaks or travel restrictions will not be covered.</p>



	Please refer to the Travel Insurance and COVID-19 impact confluence page.
Business Travel - International	<p>Staff are required to use discretion for international travel requests. Travel deemed essential would be approved by relevant GLT member(s) and in line with government requirements. Approvers of travel can connect with Bridie Gloag (b.gloag@garvan.org.au) on assessing the essential nature of travel.</p> <p>Remote work can continue during any required quarantine/isolation periods.</p> <p>Please refer to the Travel Insurance and COVID-19 impact confluence page.</p>
Personal Travel – Domestic/International	<p>In line with government guidance.</p> <p>Garvan will follow advice from NSW Health. (Please note; isolation and quarantine requirements are changing rapidly). Garvan will adopt requirements subject to health care/hospital facilities, as this is applicable to Diabetes Centre, CRF and Cancer Clinic operating onsite. All travellers (staff, visitors, patients & contractors) returning from international travel will not be permitted to attend site for 7 days. This requirement extends to staff who have come into close contact with an international traveller (e.g. household member). Remote work can continue during any required quarantine/isolation periods with People Leader approval. If no remote work is available, annual leave (paid/unpaid) is to be taken.</p>
Laboratory Research Activities	Where teams are required to come on-site for essential work which cannot otherwise be undertaken remotely, please consider how an A & B Roster or a rotational roster can be implemented in your team, to limit exposure risks and people on-site;
Animal Research Activities	<p>Returning to BAU, providing staffing levels can be maintained.</p> <p>Researchers must adhere to space limits in BTF holding rooms and procedures rooms, and keep 1.5m apart.</p> <p>Masks are to be worn at all times in the BTF</p> <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>Returning to BAU providing staffing levels can be maintained. Where possible facilities will be implementing an A & B Roster or a rotational roster to limit exposure risks and people onsite.</p> <p>Please refer to COVID-19 intranet site, 'Expanding WOS – Facilities capacity' document for specific Facility turnaround times.</p>
Car parking	<p>Car parking has returned to BAU processes with permanent and casual bookings available - \$20 for a full day and \$10 for half a day.</p> <p>To ensure car-parking availability, book via the parking app on your Okta dashboard. If you do not have the app please email, ithelp@garvan.org.au with your Casual Parking Application - Your Name - Car Registration number, in the subject line.</p>



	Staff who want permanent parking need to apply for these parking spots via the Workday request "Car park salary sacrifice".
Staff Access to Vaccinations	<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>Children of Garvan Staff aged 5 - 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>All SVHNS and St Vincent's Campus Partner staff will be able to book in for their booster (or 3rd dose vax) of COVID-19 Vaccination 4 months after their second dose. Garvan Staff and staff household contacts can submit a request via the SVHNS Interim Vaccination Process Form for the Vaccine Team to contact them for booking availability.</p>
Air Filtration On-Site	<p>Being a medical research institute GIMR filters incoming air at a significantly higher level than standard office or commercial buildings. The TKCC and Garvan buildings run at around 20% outside air so is refreshed very quickly. A lot of commercial spaces run with cardboard or pre filters alone. Across GIMR we have card board pre filter and bag filters.</p> <p>In addition, areas with controlled environments such as labs & the BTF have another layer of filtering by way of filters and condensate units in the fan coil units, and those requiring certification (such as BTF) run at 100% outside air.</p> <p>Although our filtration system does provide better health protection than a standard commercial office it does not replace COVID safe practices such as physical distancing, hygiene measures and mask wearing.</p>
Rapid Antigen Tests (RAT)	<p>We understand these are currently difficult to access and expensive. Garvan's purchasing team is currently trying to source some RAT tests for staff use where essential on-site work is required.</p> <p>Staff will be updated on protocols for access and use once these have been sourced.</p>