



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](#).

1 December 2021

Garvan COVID-19 Advice Level	Yellow
Space/Square Metre Guidelines	1 person per 2m ² / distance between persons at 1.5m As noted on signage onsite.
Symptoms & Testing	<p>Staff are encouraged to remain vigilant for symptoms that may be associated with COVID-19.</p> <p>Common symptoms of COVID-19 (Delta)</p> <ul style="list-style-type: none">• Loss of taste and smell• Fever• Cough• Shortness of breath <p>Symptoms of COVID-19 (Omicron)</p> <ul style="list-style-type: none">• Fatigue• Headache• Body aches <p>Even with the mildest of symptoms, you are required to get a PCR test and isolate until you receive a negative result. Remember, at home Rapid Antigen Testing is not a replacement for a PCR test.</p>
End of year Gatherings	<p>Garvan appreciates teams were looking forward to end of year gatherings, and that some teams already have bookings. Whether or not to go ahead with your end of year gathering is a decision for the relevant People Leader. Garvan requests that if you are having an end of year celebration, please stay vigilant and up to date via the Roadmap and NSW Health advice on potential changes as we learn more about the risk of Omicron in the community.</p> <p>Please:</p> <ul style="list-style-type: none">• Limit numbers where possible• Maintain 1.5m distance• Have an outdoor event where possible• Only fully vaccinated staff to attend as per NSW Government requirements



Masks Wearing	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.
Staff Onsite - Darlinghurst	All fully vaccinated staff can work onsite without People Leader approval. 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 is required by the 1 st December.
Staff Onsite - ABR	All fully vaccinated staff can work onsite without People Leader approval. Staff who do not meet the vaccination requirements will require twice weekly PCR testing.
Work Meetings (e.g. face-to-face meetings, seminars)	Zoom should be used where possible for meetings and seminars. Limit face-to-face meetings (maximum 5 people) maintaining Code Yellow requirements (e.g. meeting room capacity and masks worn).
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 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. All visitors and contractors without a pass will need to be escorted to gain access to floors.
Check-In/Out Requirements; Darlinghurst	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: <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 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 If moving through the Precinct staff must adhere to each building's sign-in system.
Staff Working from Home (All Sites)	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). If your preference is to work from home while Omicron is investigated, please speak with your People Leader.
Contractors	Fully vaccinated contractors are allowed on site without People Leader approval. Vaccination certificate to be checked upon sign in by Concierge or host, ensuring all Code Yellow requirements to be followed.



	<p>For exceptional circumstances where a contractor cannot meet the Garvan vaccination entry requirements (e.g. valid medical exemption), this is to be raised directly with the COO for consideration.</p>
Visitors	<p>Fully vaccinated visitors (including patients to clinics) are allowed onsite, ensuring all Code Yellow requirements to be followed. Vaccination certificate to be checked upon sign in by Concierge or host.</p> <p>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>For exceptional circumstances where a visitor cannot meet the Garvan vaccination entry requirements (e.g. valid medical exemption), this is to be raised directly with the COO for consideration.</p>
Tenants	<p>Fully vaccinated tenants are allowed onsite, ensuring all Code Yellow requirements to be followed.</p> <p>For exceptional circumstances where a Tenant cannot meet the Garvan vaccination entry requirements (e.g. valid medical exemption), this is to be raised directly with the COO for consideration.</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 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>
Business Travel - International	<p>No work-related international travel permitted at this time.</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 Garvan sites until a day 6 negative PCR test. This requirement extends to staff who have come into close contact with an international traveller (e.g. household member).</p> <p>Remote work can continue during any required quarantine/isolation periods.</p>



Personal Travel – Domestic/International	<p>In line with government guidance.</p> <p>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 Garvan sites until a day 6 negative PCR test. This requirement extends to staff who have come into close contact with an international traveller (e.g. household member).</p> <p>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	<p>Returning to BAU.</p>
Animal Research Activities	<p>Returning to BAU with the following guidelines -</p> <ul style="list-style-type: none">• Long-term experiments can be commenced however; researchers must take responsibility for monitoring experimental animals in the BTF over the summer shutdown period.• Researchers must adhere to space limits in BTF holding rooms and procedures rooms, and keep 1.5m apart.• Masks are to be worn at all times in the BTF <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.</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 \$20 for a full day and \$10 for half a day.</p> <p>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 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> <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**

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](#).

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.

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 6 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.