



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

**/INNOVATION
CAMPUS**

Dear UOW Innovation Campus community member,

The University of Wollongong is committed to the safety and wellbeing of all students, staff and businesses that operate on our Campus. The situation around COVID-19 is rapidly changing and we will continue to keep you and your team abreast of UOW's response to the virus.

We are writing to you to provide you with some information about the University of Wollongong's contingency plan in the potential scenario that a building or buildings on the Innovation Campus are closed due to Novel Coronavirus or COVID-19. The University will continue to follow all Australian Government guidance in its response to the COVID-19 outbreak and are taking all precautions to minimise risk.

Just a reminder that we currently have no confirmed cases of COVID-19 on any Australian UOW campus.

Contingency planning

If a building or buildings on the Innovation Campus are closed, all tenancies within the building will be locked down and inaccessible to your organisations personnel, effective immediately. This closure may occur with very little notice and enacted outside of working hours.

In order for the Innovation Campus Management team to plan for the potential closure of a Campus building or buildings we will send an email and SMS text message to the primary and secondary contact within each tenancy. In order to ensure your tenancy's emergency contacts are up-to-date, please complete the table below and return to the Innovation Campus Management office by *5pm, Wednesday 18 March 2020*.

Primary contact name	Primary contact email	Primary contact mobile number
Secondary contact name	Secondary contact email	Secondary contact mobile number

Steps you can take

Please take this opportunity to consider your organisations working-from-home contingency plan and/or working-from-home business practices. A suggested COVID-19 contingency plan for staff and related parties is attached and there to assist in your organisations response to the COVID-19 situation.



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In addition, we encourage you and those occupying your tenancy to familiarise yourself with the symptoms of the coronavirus which include fever, cough and difficulty breathing, and to exercise simple hygiene precautions to minimise risk of infection.

Further information and updates are available via the Australia Government Department of Health website <https://www.health.gov.au/health-topics/novel-coronavirus-2019-ncov#information-for-the-public> and NSW Health <https://www.health.nsw.gov.au/Infectious/diseases/Pages/coronavirus.aspx>

Further information about the University's response to the virus is listed on the UOW FAQ page which is updated regularly <https://www.uow.edu.au/student/coronavirus-faqs/>

University contacts

The University of Wollongong ask that you promptly notify the below contact if a confirmed case of COVID-19 occurs within your tenancy, including from a staff member or guest. This person will then confirm the University's response.

Chuck Stone
Director, UOW Commercial Developments Unit
T chstone@uow.edu.au
E 0428 120 637

We would like to take this opportunity to remind you that the Innovation Campus Management team are here to support the Campus community. We will continue to monitor the situation and will provide further updates as required. You can contact UOW Innovation Campus directly if you have any questions.

Commercial Developments Unit
Innovation Campus Management office
Level 1, The Central building
T 02 4221 5115
E ic-admin@uow.edu.au