

Melbourne Polytechnic COVID-19 Safe Plan - Stage 4 Restrictions v1

COVID Safe Plan	Collingwood Campus
Business name:	Melbourne Polytechnic
Site location:	Collingwood Campus – 20 Otter St. Collingwood VIC
Site Access Inquiries:	Collingwood Campus Security Tel: 0452 249 812 Building A level 2 Reception
COVID PLAN inquiries	coronavirus@melbournepolytechnic.edu.au

VISION	To have the required measures in place to meet Stage 4 obligations and minimize the spread of COVID-19				
GOAL	<i>All operations move to remote except for identified essential service activity and approved teaching activity within the permitted categories</i>	<i>The campus built environment is safe for students and staff</i>	<i>On Campus delivery only occurring for permitted industry training</i>	<i>A well informed and equipped community</i>	<i>MP is prepared to respond to suspected and confirmed COVID-19 cases</i>
OUTCOME	Limit presence on campus	Limited access to Collingwood campus / facilities for essential staff and contractors during stage 4 shutdown	No academic training or assessment taking place at Collingwood Campus for duration of Stage 4 restrictions August 7 – Sept 13, 2020	Staff, students and visitors understand the requirements in relation to COVID-19 Stage 4 restrictions.	Processes are in place to respond to suspected and confirmed cases of COVID - 19 at Melbourne Polytechnic.
ACTIONS	<ol style="list-style-type: none"> Remote working from home arrangements in place for all staff unless they are identified as carrying out essential on-campus activity. All teaching to be delivered remotely or online unless training onsite is within a permitted category and has been approved for on-campus delivery. 	<ol style="list-style-type: none"> Pre- authorised essential staff and contractors coming on to campus will be required to undertake the pre-entry screening process and have their entry / exit times recorded. Upon completion of the check in process, wristbands will be issued to staff / students valid for that day only. For entry contact Campus Security – Tel: 0452 249 812 Building A, Level 2 Reception Physical distancing, hygiene and enhanced cleaning measures in place across all campuses including provision of hand sanitizer stations, frequent cleaning of high volume areas using hospital grade cleaning products / disinfectant. 		<ol style="list-style-type: none"> Staff have access to detailed information to enable them to implement physical distancing regulations across campuses. Face coverings required at all times. Accessible materials and resources are available to students and staff to manage the risks of exposure to COVID-19 via online portals. 	<ol style="list-style-type: none"> Staff and students are able to report confirmed or suspected cases within MP Community via Coronavirus hotline (24/7 service available). Melbourne Polytechnic Coronavirus Hotline on 9269 1935 (office hours (Mon-Fri, 9am to 4pm) All other hours: Call the Melbourne Polytechnic Emergency Control Room on 9269 1113. Email: Coronavirus@melbournepolytechnic.edu.au COVID-19 Critical incident response process and CIRT team established with 7-day roster in place for incident leads.

Last update 7/8/2020

C Frazer

Executive Director

Student Engagement, International and Community Partnerships

	3. Authorisation process in place for issuing of worker permits to staff.	Areas in operation are encouraged to enhance airflow by keeping either doors and windows open.		3. Security staff have been trained in pre-entry requirements and recording of essential staff and contractors on campus	3. Protocols are in place for potential full or partial campus closure and appropriate deep cleaning services on call.
	4. Remote learning, academic and welfare support services available and promoted to staff and students.	3. Visual signage, directional arrows, 1.5m distance signage, sanitiser stations locations, and room capacity information available across campuses.		4. Essential staff on campus have completed induction process and infection control module.	4. Communication plans established to inform students, staff, relevant Govt departments (DHHS, DET, and Worksafe) should suspected/confirmed cases be reported.
	5. Staff and students in high-risk categories advised not to attend campus - with special consideration measures in place for support.	4. Only essential buildings open to pre-authorized staff / contractors. All library physical spaces, offices, self-access student spaces and canteens are closed.		5. All students to complete induction and COVID-19 declaration form before attending campus.	5. Electronic log of all attendees available to enable contact tracing.
		5. All tenants / visitors are required to register at security and undertake pre-entry screening.			