Melbourne Polytechnic COVIDSafe Settings

(Effective: 16 August 2021)

COVID Safe Plan	Epping Campus
Business name	Melbourne Polytechnic
Site location	Epping Campus – Cnr Cooper St & Dalton Rd Epping 3076
Site Access enquiries	Epping Campus Security Tel: 0452 249 812 Building B109
COVIDSafe Settings enquiries	coronavirus@melbournepolytechnic.edu.au

Introduction

The health and safety of the Melbourne Polytechnic community is the highest priority. Melbourne Polytechnic is committed to protecting the Melbourne Polytechnic community from the transmission of COVID 19 and has developed risk control strategies that respond to **Victoria's COVIDSafe Settings**.

The strategies work together to protect the Melbourne Polytechnic community, which includes amongst others, students, staff, visitors, contractors, tenants. The Melbourne Polytechnic COVID Safe Plan has been developed under the direction of the Executive Leadership Committee and is regularly reviewed and updated by the Covid Committee to reflect the changing stages of the pandemic and health directions.

1.   Attending a Campus, Physical Distancing and Density Limits

Victorian Government Requirements

1. The current lockdown across Melbourne will be extended and a curfew will be put in place across metropolitan Melbourne from 11:59pm 16 August 2021 until 11:59pm 2 September 2021.
2. Higher education and training will be closed with remote learning only, except as stated in the *Authorised Provider and Authorised Worker List*
3. Authorised workplaces and workers are permitted to attend onsite work. Authorised workers are permitted to travel to and from work even when curfew is in place. A permit is required when leaving the home for authorised work or permitted higher education
4. All workplaces must use the free Victorian Government QR Code Service for record keeping.
5. Cleaning, signage, record keeping, and other COVIDSafe requirements continue to apply for all venues and facilities with onsite operations as per Workplace Directions. The Density Quotient (DQ) applies to all venues and spaces that are accessible to the public (and in closed workplaces, to shared spaces such as lunchrooms).

Melbourne Polytechnic Actions

1. Campuses have been closed, including restaurants, canteens and conference centres.
2. Only authorised workers and students identified as undertaking essential education are permitted on Campus as per the *Authorised Provider and Authorised Worker List.* Authorised workers and students **must carry a permit** for authorised work or permitted higher education when leaving home.
3. Authorised Campus attendees are required to check in via the Victorian Government QR Code Service as well as with Security
4. Maximum occupancy posters have been placed on entry doors to spaces and rooms accessible to the public, where the normal occupancy numbers would exceed the relevant density quotient.
5. All on-campus general public areas have been assessed to determine maximum occupancies limits.
6. Signage of the areas and regular monitoring is in place to ensure the number of people in an area does not exceed its maximum occupancy.
7. Canteens on campus have all implemented the relevant density and maximum occupancy requirements.
8. Floor markings have been installed in all areas where staff and students may congregate including queues.
9. Physical distancing is included in the posters and messaging to staff and students.

2.   Face coverings and Personal hygiene

Victorian Government Requirements

1. Face mask must be carried at all times
2. Face masks will also need to be worn inside and outdoors – everywhere except your own home, unless you have a lawful reason not to.

3. Stay safe by washing your hands regularly, coughing and sneezing into a tissue or your elbow and keeping at least 1.5 metres from others.

Melbourne Polytechnic Actions

1. The requirement to wear a facemask indoors and outdoors has been communicated via global communications
2. The requirement to carry a face mask on campuses has been communicated and implemented in all areas.
3. Authorised campus attendees are expected to attend campus with their own appropriate face mask which must cover the nose and mouth.
4. Face masks are available on request for anyone attending campus without a mask from Security.
5. 'How to Stay Safe' posters and online OHS inductions have been used to encourage the wearing of a mask when on campus or outside where physical distancing cannot be maintained.
6. Hand sanitiser stations have been deployed across all campuses and buildings to ensure all staff and students have multiple opportunities to hand sanitise when entering a building or workspace and during their activities on campus. This includes stations at the entry to buildings, entry and exits of lifts, main stair landings and in office, laboratory and teaching spaces.
7. Good hygiene posters and online OHS inductions have been used to reinforce the key health messages to help slow the spread of COVID 19.
8. Adequate soap is available in all bathrooms.
9. Posters have been displayed in all bathrooms, lunch areas and above hand sanitiser stations showing the correct method of washing or sanitising hands.

3.   Increased cleaning

Victorian Government Requirements

1. Regularly clean your facilities, shared spaces and provide additional cleaning supplies.
2. Cleaning, signage, record keeping, and other COVIDSafe requirements continue to apply for all venues and facilities with onsite operations as per Workplace Directions.

Melbourne Polytechnic Actions

1. A new campus cleaning regime has been implemented increasing the cleaning on all campuses and sites to incorporate the Department of Health (DH) cleaning guidelines. This includes:
   - Modifying the normal routine (early morning) cleaning to incorporate the wipe down of high touch surfaces in all areas - teaching and common areas.
   - Engaging an extra team of daytime cleaners to continue regular cleaning of the high touch surfaces in common areas
   - Additional daytime cleaning of high touch surfaces, including wiping down of light switches, doors handles, lift buttons, stair balustrades, flat table surfaces with hospital grade disinfectant in all used accessible. During lockdowns, this is suspended, except for open and accessible areas.
   - Toilet facilities receive additional cleaning during the day with the doors, sinks and hand dryers cleaned.
   - The cleaning team is outfitted in high-visibility vests and gloves.
   - Hospital grade cleaner and sanitiser is used during the cleaning process.
   - All areas have been provided additional cleaning materials to allow staff and students to wipe down their furniture and equipment before and after work/study.
2. Sufficient supplies of all cleaning products have been secured to manage peak demands.
3. Deep-cleaning services are on-call to respond to confirmed cases

4.   Positive case management

Victorian Government Requirements

1. You must develop a business contingency plan to manage any outbreaks.
2. You must keep records of all people who enter the workplace for contact tracing.

Melbourne Polytechnic Actions

1. Staff and students are able to report confirmed or suspected cases within MP Community via Coronavirus hotline (24/7 service available).
   - Call Melbourne Polytechnic Coronavirus Hotline 9269 1113.
   - Email: coronavirus@melbournepolytechnic.edu.au
2. COVID-19 Critical incident response process and CIRT team established with 7-day roster in place for incident leads, which includes:
   - Establishment of a Critical Incident Response Team with documented processes to follow
   - Seven-day roster in place for incident leads
   - Engagement with DH procedures
   - Management of internal communications, cleaning and building access
   - Reporting, communication and monitoring procedures
3. Protocols are in place for potential full or partial campus closure and appropriate deep-cleaning services on-call.
4. The Critical Incident Response Team and/or Chief Executive in conjunction with the DH, will determine when the workplace is safe to reopen.

5. **Work arrangements**

Victorian Government Requirements

1. The current lockdown across Melbourne will be extended and a curfew will be put in place across metropolitan Melbourne from 11:59pm 16 August 2021 until 11:59pm 2 September 2021.
2. Workforce numbers must be within the relevant density quotient for the various work activities.
3. Lockdowns must be enforced when announced by the Government.

Melbourne Polytechnic Actions

1. Campuses are closed to non-authorised workers, tenants and all students excepted those required to undertake essential education as per the *Authorised Provider and Authorised Worker List*
2. Melbourne Polytechnic has implemented a "work from home" strategy and has established a range of People and Culture procedures and resources to support staff working from home.
3. On site attendance for work or study has been suspended according to circuit breaker restrictions from 11:59pm 16 August 2021. These settings will remain in place until 11:59pm on 2 September 2021, excepted for authorised persons.
4. Where identified learners are permitted to attend campus for essential education, classroom spaces are not subject to density limits.
5. Essential activities and related staff, student groups and tenants have been identified with no other attendees permitted on campus.
6. A Lockdown Business Continuity Plan has been developed to guide Melbourne Polytechnic in the event of a snap lockdown announcement.