

<b>COVID Safe Plan</b>	<b>Heidelberg Campus</b>
Business name:	Melbourne Polytechnic
Site location:	<b>Heidelberg Campus</b> – Cnr Waterdale Rd and Bell St. Heidelberg West
Site Access Inquiries:	Heidelberg Campus Security Tel: 0452 249 817 Building A Room 104a
COVID PLAN inquiries	<a href="mailto:coronavirus@melbournepolytechnic.edu.au">coronavirus@melbournepolytechnic.edu.au</a>

<b>VISION</b>	To have the required measures in place to meet Stage 4 obligations and minimize the spread of COVID-19				
<b>GOAL</b>	<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>
<b>OUTCOME</b>	Minimal on-campus activity (essential staff and minimal student numbers from permitted courses only).	Limited access to Heidelberg campus / facilities for essential staff and contractors during stage 4 shutdown	On campus training and assessment delivery restricted to permitted courses/groups in line with Government instructions and authorised by Executive Leadership Committee.	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.
<b>ACTIONS</b>	1. Remote working from home arrangements in place for all staff unless they are identified as carrying out essential on-campus activity.	1. 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.  <b>For entry contact Campus Security – Tel: 0452 249 817 Additional pre-entry screening desk Canteen Building A (7.30am -12.30pm) Monday to Friday</b>	1. Training site meet all requirements in relation to physical distancing, infection control and room capacity requirements.	1. Staff have access to detailed information to enable them to implement physical distancing regulations across campuses. Face coverings required at all times.	1. Staff and students are able to report confirmed or suspected cases within MP Community via Coronavirus hotline (24/7 service available).  <b>Melbourne Polytechnic Coronavirus Hotline on 9269 1935</b> (office hours (Mon-Fri, 9am to 4pm)  All other hours: Call the Melbourne Polytechnic Emergency Control Room on 9269 1113.  Email: <a href="mailto:Coronavirus@melbournepolytechnic.edu.au">Coronavirus@melbournepolytechnic.edu.au</a>
	2. All teaching to be delivered remotely or online unless training onsite is within a permitted category and has been approved for on-campus delivery.	2. Physical distancing, hygiene and enhanced cleaning measures in place across all campuses including provision of hand sanitizer stations, frequent cleaning of high	3. Pre-entry screening process in place for staff and students including temperature testing for VCAL /VET-is cohorts.	2. Accessible materials and resources are available to students and staff to manage the risks of exposure to COVID-19 via online portals.	2. COVID-19 Critical incident response process and CIRT team established with 7-day roster in place for incident leads.

	3. Authorisation process in place for issuing of worker permits to staff.	<p>volume areas using hospital grade cleaning products / disinfectant.</p> <p>Areas in operation are encouraged to enhance airflow by keeping either doors and windows open.</p>	4. Unwell attendees or those who do not meet entry requirements are denied entry.	3. Security staff have been trained in pre-entry screening requirements.	3. Protocols are in place for potential full or partial campus closure and appropriate deep cleaning services on call.
		3. Visual signage, directional arrows, 1.5m distance signage, sanitiser stations locations, and room capacity information available across campuses.			
	4. Remote learning, academic and welfare support services available and promoted to staff and students.	4. Only essential buildings open to pre-authorized staff / contractors. All library physical spaces, offices, self-access student spaces and canteens are closed.			
5. Staff and students in high-risk categories advised not to attend campus - with special consideration measures in place for support.	5. All authorised visitors are required to register at security and undertake pre-entry screening.		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.	