

COVID Safe Plan	Prahran Campus
Business name:	Melbourne Polytechnic
Site location:	Prahran Campus – 144 High Street Prahran VIC
Site Access Inquiries:	Prahran Campus Security Tel: 0452 249 818 Building MG104
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 essential 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	Minimal on-campus activity (essential staff and minimal student numbers from permitted courses only).	Limited access to Prahran campus / facilities for essential staff and contractors during stage 4 shutdown	No academic training or assessment taking place at Prahran 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	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. For entry contact Campus Security Prahran Campus Building MG104		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). 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
	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 volume areas using hospital grade cleaning products / disinfectant. Areas in operation are encouraged to enhance airflow by keeping either doors and windows open.		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.				

Last update 7/8/2020

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Executive Director

Student Engagement, International and Community Partnerships

	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.		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.
	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.		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) when suspected/confirmed case is identified.
		5. Only essential tenant access to the campus.		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.