

## Melbourne Polytechnic COVID-19 Safety Plan - Stage 4 Restrictions v1

### Our COVID Safe Plan

Business name: Melbourne Polytechnic  
 Site location: Preston Campus – 77 St Georges Rd, Preston 3072  
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<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>Learning and teaching activities meet OHS requirements for on campus delivery</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).	Buildings and work practices that embody COVID-19 physical distancing and hygiene requirements.	On campus learning and training is authorised and meets all physical distancing and infection control requirements.	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. COVID-Safe plan in place for each campus.	1. On campus training and assessment delivery restricted to permitted courses/groups as authorised by Executive Leadership Committee.	1. Staff have access to detailed information to enable them to implement physical distancing regulations across campuses.	1. Staff and students are able to report confirmed or suspected cases within MP Community via Coronavirus hotline (24/7 service available).
	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.  Areas in operation are encouraged to enhance airflow by keeping either doors and windows open.	2. On campus delivery for permitted courses/groups approved by Return to Campus committee prior to commencement and reviewed against stage 4 requirements.	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.
	3. Authorisation process in place for issuing of worker permits to staff.	3. Verbal signage, directional arrows, 1.5m distance signage, sanitiser stations locations, and room capacity information available across campuses.	3. Mandatory face covering requirements in place for all staff and student attendees.	3. Check in staff have been trained in pre-entry requirements and recording of campus attendee details <b>(TBC for security)</b>	3. Protocols are in place for 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.	4. Only limited access to essential buildings on campus. All library physical spaces, self-access student spaces and canteens are closed.	4. Additional PPE requirements in place for specific programs e.g. pathology.	4. Essential staff on campus have completed induction process and infection control module.	4. Student/staff attendance registers in place for all campuses to enable contact tracing <b>Requires register process for staff / contractors and Markbook maintenance in real time for students. TBC</b>
	5. Staff and students in high-risk categories advised not to attend campus - with special consideration measures in place for support.	5. Tenants/third parties using MP facilities are aware of requirements.	5. Pre-entry screening process in place for staff and students including temperature testing for VCA /VET-is cohorts <b>(need to confirm process)</b>	5. All students to complete induction and COVID-19 declaration form before attending campus.	5. Communication plans established to inform students, staff, relevant Govt departments (DHHS, DET, Worksafe) when suspected/confirmed case is identified.