

Melbourne Polytechnic COVIDSafe Settings

(as at the 26th April 2021)

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 Victoria Government– Metropolitan Melbourne obligations and minimize the spread of COVID-19				
GOAL	<i>Students and staff returning to campus.</i>	<i>The campus-built environment is safe for students and staff</i>	<i>On Campus training meets COVID Safe Setting requirements</i>	<i>A well informed and equipped community</i>	<i>MP is prepared to respond in the event of a suspected and/or confirmed COVID-19 cases</i>
OUTCOME	Face to face teaching, assessment and placement can take place on campus.	Students, staff, visitors and contractors have access to all facilities at Prahran campus.	All on campus face to face activity is pre-approved and conducted in line with COVID safe requirements.	Staff, students and visitors understand the current requirements in relation to current COVIDSafe Settings...	Processes are in place to respond to suspected and confirmed cases of COVID -19 at Melbourne Polytechnic.
ACTIONS	<p>1. Staff can return to campus.</p> <p>Density limits of one person per two square meters apply to staff areas, such as offices and lunchrooms.</p> <p>Public accessed areas as such as reception areas, libraries and canteens will display maximum numbers of people that may be present at a single time.</p>	<p>1. Staff, students, visitors and contractors required to attend campus to undertake the pre-entry screening process.</p> <p>When arriving on campus, you no longer need to attend the pre- entry screening check in stations or collect a wristband for the day. This applies to all staff, students, contractors and visitors.</p> <p>Everyone coming on to a Melbourne Polytechnic campus is required to check-in each day using the Victorian Government QR code displayed on posters at each of our campuses. Additional posters are now in place make checking in as easy as possible.</p> <p>As part of the government’s requirements, there is a new unique QR code for each campus. If you are moving between campuses on any one day, you will need to check in at each one.</p>	<p>1. Training sites meet all requirements in relation to physical distancing, infection control , good hygiene practices and room capacity requirement</p>	<p>1. Staff have access to detailed information to enable them to implement physical distancing regulations across campuses.</p> <p>You must always carry a face mask with you at all times when you leave the home, unless you have a lawful reason not to.</p> <p>Face masks are no longer mandatory in education settings, but are recommended when at least 1.5 metres distance cannot be maintained.</p>	<p>1. Staff and students are able to report confirmed or suspected cases within MP Community via Coronavirus hotline (24/7 service available).</p> <p>Melbourne Polytechnic Coronavirus Hotline. Call the Melbourne Polytechnic Emergency Control Room on 9269 1113. Email: Melbourne Polytechnic Coronavirus</p>

<p>2. On campus face to face teaching, assessment and work placement permitted.</p>	<p>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.</p> <p>All staff and Students need to be diligent in maintain good hygiene and physical distancing requirements Areas in operation are encouraged to enhance airflow by keeping either doors or windows open.</p> <p>Staff and Student Incident and Hazard reporting and investigations process are in place in the event of injury and/or illnesses Emergency Management and First Aid provisions are in place in the event of an incident.</p> <p>Safe systems of work are available to Staff and Students including safe work method statements, risk assessments and safe operating procedures</p>		<p>2. Accessible materials and resources are available to students and staff to manage the risks of exposure to COVID-19 via online portals.</p>	<p>2. COVID-19 Critical incident response process and CIRT team established with 7-day roster in place for incident leads.</p>
	<p>3. Visual signage, 1.5m physical distance signage, sanitiser stations locations, available across campuses.</p>		<p>3. Incident and Hazard reporting and investigations protocols are in place in the event of injury or illness.</p>	<p>3. Protocols are in place for potential full or partial campus closure and appropriate deep cleaning services on call.</p>
<p>4. Classroom spaces are not subject to density limits.</p> <p>Public accessed areas as such as reception areas, libraries and canteens are limited to one person per two square meters.</p>		<p>4. Unwell attendees or those who do not meet entry requirements are denied entry.</p>	<p>4. All staff on campus have completed induction process and infection control module.</p>	<p>4. Communication plans established to inform students, staff, relevant Govt departments (DHHS, DET, and Worksafe) should suspected/confirmed cases be reported.</p>
<p>5. Staff and students in high-risk categories should remain working and studying at home wherever possible for their own protection as they are more at risk of experiencing severe symptoms. Special consideration measures in place for support.</p>	<p>5. All authorised visitors/ tenants are required to register at check -in locations and undertake pre-entry screening.</p>		<p>5. All students to complete induction and COVID-19 declaration form before attending campus.</p>	<p>5. Electronic log of all attendees available to enable contact tracing.</p>