

Melbourne Polytechnic COVIDSafe Settings

(Effective: 27 July 2021)

COVID Safe Plan	Preston Campus - Conference Centre
Business name	Melbourne Polytechnic: Conference Centre
Site location	Building U - 77 St Georges Road Preston Vic, 3072
Site access inquiries	Preston Campus Security Tel: 03 9269 1234 or Conference Centre Tel: 03 9269 8484 Gatehouse St Georges Road
COVIDSafe settings inquiries	coronavirus@melbournepolytechnic.edu.au

Introduction

The health and safety of the Melbourne Polytechnic and wider communities is of the highest priority. Melbourne Polytechnic is committed to protecting the Melbourne Polytechnic and wider communities from the transmission of COVID 19. Melbourne Polytechnic has developed risk control strategies that respond to, and align with the Victorian governments' COVIDSafe settings.

The strategies work together to protect the Melbourne Polytechnic and wider communities, which includes students, staff, visitors, contractors and tenants. The Melbourne Polytechnic COVID Safe Plan for Preston Campus - Conference Centre has been developed according to the COVIDSafe industry guideline prepared by the Department of Jobs, Precincts and Regions, issued under the Public Health and Wellbeing Act 2008 and provides recommendations for operating in a COVIDSafe manner.

This plan has been developed under the direction and approval of the Melbourne Polytechnic Executive Leadership Committee and is regularly reviewed and updated by the Melbourne Polytechnic COVID Committee, reflecting the changing stages of the pandemic and health directions.

1. Attending a Campus, Physical Distancing and Density Limits

Victorian Government requirements

1. Advice from the Victorian Government is that if you can work from home, you should continue to do so.
2. All office based and on-site workers can return to work to 25% capacity or up to 10 people if total workplace is 40 or less, density quotient of 1 person per 4 sqm applies.
3. Spaces accessible to the general public, including lobbies and reception areas, maintain a density limit of one person per four square metres
4. All workplaces must use the [free Victorian Government QR Code Service](#) for record keeping.

Melbourne Polytechnic actions

1. At this stage, all Melbourne Polytechnic staff are to continue to work remotely, apart from those staff who may have an essential reason for coming onto campus. These include staff delivering or supporting the delivery of courses cannot be delivered remotely, and other student-facing services.
2. In all campus areas other than classrooms, density limits of one person per 4 square metres apply. These areas include office spaces, lobbies, reception areas, cafeterias and all other public-facing spaces.
3. The Victorian Government QR Code Service has been implemented on all sites and all attendees have been notified about the requirement to check in.
4. Manual sign in processes have been established and communicated to support attendees without QR Code compatible devices.
5. 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.
6. All on-campus general public areas have been assessed to determine maximum occupancies limits.
7. 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.
8. Canteens on campus have all implemented the relevant density and maximum occupancy requirements.
9. Floor markings have been installed in all areas where staff and students may congregate including queues.
10. Physical distancing is included in the posters and messaging to staff and students.

2. Requirements for entertainment and leisure facilities

Victorian Government requirements

1. **Indoor non-seated function facilities:** Density quotient of 1 person per 4sqm applies to a maximum of 100 people per space.
2. The venue is required to have a COVID Check-in Marshal monitoring patrons checking-in using the Service Victoria app.
3. Group sizes are limited to 10 people.
4. Face masks must be worn when patrons are not eating or drinking (unless an exception applies).
5. Businesses with areas accessible to the public must display a sign at each public entry, specifying the maximum number

Conference Centre actions

1. Maximum density numbers will be enforced to limiting the number of patrons in each room at a single time. 1.5m distance and maximum capacity signs are displayed at the entrance to the venue.
2. Covid Check In Marshall will be onsite when we have any functions running regardless of size. There are designated hand sanitiser stations throughout the venue, QR code registration and sign-in books for those without phones.
3. Spare face masks available from reception.
4. 1.5m distance indicator disks and signage have been placed at entry doors to spaces and rooms accessible to the public.
5. The distance between each table IN USE in all directions is minimum of 1.5m.

2. Face coverings and personal hygiene

Victorian Government requirements

1. You must carry a face mask with you at all times when you leave home, unless you have a lawful reason not to.
2. Face masks will also need to be worn indoors— everywhere except your own home, unless you have a lawful reason not to.
3. Face masks are recommended to be worn outdoors where 1.5 metres physical distancing cannot be maintained.
4. As restrictions ease it is important to 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 carry a face mask on campuses has been communicated and implemented in all areas.
2. Staff, students and visitors are expected to attend campus with their own appropriate face mask which must cover the nose and mouth.
3. Face masks are available on request from campus libraries for anyone attending campus without a mask.
4. When indoors, wearing a fitted face mask that covers the nose and mouth remains mandatory, unless you have an exemption.
5. Faces masks are recommended to be worn outdoors where 1.5 metres physical distancing cannot be maintained.
6. 'How to Stay Safe' posters and online OHS inductions have been used to promote the wearing of a mask when on campus or outside where physical distancing cannot be maintained.
7. Hand sanitiser stations have been strategically deployed across all campuses and buildings to ensure all staff, students and visitors have multiple opportunities to hand sanitise when entering or exiting a building or workspace and during their activities on campus. This includes stations at the entry points to buildings, entry and exits of lifts, main stair landings and in office, laboratory and teaching spaces.
8. Good hygiene posters and online OHS inductions have been used to reinforce the key health messages to help slow the spread of COVID 19.
9. Adequate soap is available in all bathrooms.
10. Posters have been displayed in all bathrooms, lunch areas and above hand sanitiser stations showing the correct method of washing or sanitising hands.

Conference Centre actions

1. Personnel will only be admitted into the venue if they have a fitted face mask that covers the nose and mouth (unless exempt).
2. Face masks are available for persons who are not in possession of a face mask at the time of entry.
3. Information is provided to relevant personnel about venue cleaning schedules and how to use cleaning products.
4. Melbourne Polytechnic staff will continually monitor supplies of cleaning products, restocking as required.
5. Single serve condiment and beverage sachets will replace shared items where applicable.
6. No touch amenities such as contactless taps, rubbish bins and soap dispensers have been or are being installed.
7. Staff and students are reminded to avoid sharing of equipment and personal items.
8. Employees are provided with their own personal equipment, labelled with their name.

3. Increased cleaning

Victorian Government requirements

1. Regularly clean your facilities, shared spaces and provide additional cleaning supplies.
2. Frequent cleaning of objects and surfaces that are touched regularly, including tables, trolleys, coffee machines, staff handheld devices. Clean surfaces when visibly soiled.
3. Frequent cleaning and disinfecting of toilets and bathrooms, hourly during peak periods.
4. Tables to be cleaned after every service.
5. Surfaces to be cleaned immediately after a spill on the surface or when visibly soiled.

Melbourne Polytechnic actions

A new campus cleaning regime has been implemented increasing the cleaning on all campuses and sites to incorporate the department of health and human services cleaning guidelines.

This includes:

1. Modifying the normal routine (early morning) cleaning to incorporate wiping down/sanitising of high touch surfaces in all areas.
2. Engaging an extra team of daytime cleaners to increase regular cleaning and sanitising high touch surfaces in common areas, including light switches, doors handles, lift buttons, stair balustrades, and flat table surfaces.
3. Toilet facilities will receive additional cleaning during the day with added focus on doors, doorhandles, basins and hand dryers.
4. The cleaning team is outfitted in high-visibility vests and gloves and.
5. Hospital grade cleaner and sanitiser is used during the cleaning process.
6. All areas have been provided additional cleaning supplies to allow staff and students to wipe down their furniture and equipment before and after work/study.
7. Sufficient supplies of all cleaning products have been sourced to manage increased demands.
8. Deep-cleaning services are on-call to respond to confirmed cases.

Conference Centre 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:
2. Modifying the normal routine (early morning) cleaning to incorporate the wipe down of high touch surfaces in all areas - teaching and common areas.
3. Engaging an extra team of daytime cleaners to continue regular cleaning of the high touch surfaces in common areas
4. The extra daytime cleaning includes wiping down of light switches, doors handles, lift buttons, stair balustrades, flat table surfaces in all used areas
5. Toilet facilities receive additional cleaning during the day with the doors, sinks and hand dryers cleaned.
6. Hospital grade cleaner and sanitiser is used during the cleaning process.
7. All areas have been provided additional cleaning supplies to allow staff to wipe down furniture and equipment.
8. A commercial grade dishwasher is used to clean all crockery, cutlery and glassware.
9. Sufficient supplies of all cleaning products have been secured to manage peak demands.
10. Deep-cleaning services are on-call to respond to confirmed cases.
11. Common/high touch points have been identified. Frequent cleaning and disinfecting will take place in these areas.
 - o Door handles and touch points in guest toilets.
 - o Pen used for guests registering on arrival.
 - o Fridge door handles.
 - o Food pass area – stainless steel surfaces.
 - o Seat frames.
 - o Candle holders and flower arrangements (If applicable).

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 Melbourne Polytechnic community via the 24hr Coronavirus hotline on 9269 1113 or via email coronavirus@melbournepolytechnic.edu.au.
2. A COVID-19 critical incident response process and critical incident response team has been established with 7-day roster in place for incident leads, which includes:
3. Identification of the critical incident response team with documented processes to follow
4. Seven-day roster in place for incident leads

5. Engagement with the department of health and human services procedures
6. Management of internal communications, cleaning and building access
7. Reporting, communication and monitoring procedures
8. Protocols are in place for potential full or partial campus closures and appropriate deep-cleaning services have been place on and on-call roster.
9. The critical incident response team and/or Chief Executive in conjunction with the department of health and human services, will determine when the workplace is safe to reopen.

Conference Centre actions

1. All staff shifts are timetabled and dates and times of staff shifts are recorded to facilitate tracing.
2. Patrons' names are logged in the open table booking system, patrons are also required to complete sign in via the QR code or sign-in books.

5. Work Arrangements

Victorian Government requirements

1. Workforce numbers must be within the relevant density quotient for the various work activities.
2. Lockdowns must be enforced when announced by the Government.

Melbourne Polytechnic actions

1. Classroom spaces are not subject to density limits.
2. A Return to Work strategy is being developed.
3. A lockdown business continuity plan has been developed to guide Melbourne Polytechnic in the event of a snap lockdown requirement.

Conference Centre actions

1. Employees and students are reminded to minimise time in shared facilities when taking breaks.