

Melbourne Polytechnic COVIDSafe Settings

(Effective: 27 July 2021)

COVID Safe Plan	<u>Prahran Campus- The Apprentice Café</u>
Business name	Melbourne Polytechnic: The Apprentice Cafe
Site location	<u>Prahran</u> Campus – 144 High St, Prahran VIC 3181 Building E Rooms Level 1
Site Access enquiries	The Apprentice Café Building E
COVIDSafe Settings enquiries	coronavirus@melbournepolytechnic.edu.au

Introduction

The health and safety of the Melbourne Polytechnic community is the highest priority. Melbourne Polytechnic is committed to protecting the Melbourne Polytechnic community from the transmission of COVID 19 and has developed risk control strategies that respond to **Victoria's COVIDSafe Settings**.

The strategies work together to protect the Melbourne Polytechnic community, which includes amongst others, students, staff, visitors, contractors, tenants. The Melbourne Polytechnic COVID Safe Plan for St George's Restaurant 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 provide recommendations for operating in a COVIDSafe manner. The COVIDSafe Industry Guidelines are updated as restrictions change.

The Plan is developed under the direction of the Executive Leadership Committee and is regularly reviewed and updated by the Melbourne Polytechnic Covid Committee to reflect 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.
3. Density quotients do not apply for any office area that is not accessible by members of the public. This includes private offices, open plan offices, internal meeting rooms and shared spaces such as kitchens, lunchrooms and bathrooms.
4. Spaces accessible to the general public, including lobbies and reception areas, maintain a density limit of one person per four square metres
5. 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. Restaurant and Cafe Requirements

Victorian Government Requirements

1. Food and drink businesses, including restaurants, cafes, pubs and wineries can open for seated service of food or drinks and takeaway.
2. Group Limits of 10 patrons
3. The maximum number of patrons who can be seated indoors at a cafe or restaurant is of seated capacity up to a maximum of 100 people per venue. Venue smaller than 100sqm can have up to 25 people per venue before the density quotient.
4. A density quotient of 1 person per 4 square metres continues to apply for all food and drink facilities including food courts, smaller venues may need to permit a smaller number of customers.
5. Patrons must remain seated at their table unless ordering, using the toilets or entering and leaving the venue.
6. Face masks must be worn when patrons are not eating or drinking (unless an exception applies).
7. Businesses with areas accessible to the public must display a sign at each public entry, specifying the maximum number of people that may be present in the area at a single time.
8. COVID Check-in Marshals must ensure attendees check-in.

The Apprentice Cafe Actions

1. The maximum number of patrons who can be seated indoors is 25.
2. Maximum density numbers will be enforced to limiting the number of patrons in the venue at a single time.
3. 1.5m distance and maximum capacity signs are displayed at the entrance to the restaurant.
4. There are separate entries to enter and exit respectively, with hand sanitiser station, QR code registration and sign-in book for those without phones.
5. Clear, set table plan with patron identification and seat numbers.
6. Spare face masks available from restaurant concierge.
7. The restaurant concierge will brief all patrons and implement a non-movement plan between tables for the duration of the sitting.
8. 1.5m distance indicator disks and signage have been placed at entry doors to spaces and rooms accessible to the public.
9. The distance between each table IN USE in all directions is minimum of 1.5m.
10. A revised standard of floorplan will reflect patrons seating areas in conjunction with the open table booking system.
11. Break time to be staggered so that only 3 X students take 30-minute break at a time.
12. Separate entry and exit for students to and from the kitchen which is separate from the public entry and exit.

3. 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 when outdoors when a distance of 1.5m from others 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 reception or via the campus libraries, for anyone attending the restaurant without a mask.
4. Wearing a fitted face mask that covers your nose and mouth remains mandatory indoors, unless you have an exemption. This includes in all indoor settings on Melbourne Polytechnic campuses, including classrooms, office spaces, meeting rooms, cafeterias and lunchrooms.
5. 'How to Stay Safe' posters and online OHS inductions have been used to encourage the wearing of a mask when on campus or outside where physical distancing cannot be maintained.
6. Hand sanitiser stations have been deployed across all campuses and buildings to ensure all staff, students and visitors have multiple opportunities to hand sanitise when entering a building or workspace and during their activities on campus. This includes stations at the entry to buildings, entry to conference rooms, common areas and catering spaces.
7. Good hygiene posters and online OHS inductions have been used to reinforce the key health messages to help slow the spread of COVID 19.
8. Adequate soap is available in all bathrooms.

- Posters have been displayed in all bathrooms, lunch areas and above hand sanitiser stations showing the correct method of washing or sanitising hands.

The Apprentice Cafe Actions

- Students will only be admitted into the classroom if they have a fitted face mask that covers the nose and mouth.
- A small quantity of face masks will be available for students and guests who are not in possession of a face mask at the time of entry
- Provide information to students and relevant teachers about classroom cleaning schedule and how to use cleaning products
- Teachers will continually monitor supplies of cleaning products, restocking as required.
- Single serve condiment and beverage sachets will replace shared items.
- Installing no touch amenities such as contactless taps, rubbish bins and soap dispensers
- Staff and students are reminded to avoid sharing of equipment and personal items.
- Workers are provided with their own personal equipment, labelled with their name.

3 Increased cleaning

Victorian Government Requirements

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

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 (DH) cleaning guidelines. This includes:
- Modifying the normal routine (early morning) cleaning to incorporate the wipe down of high touch surfaces in all areas - teaching and common areas.
- Engaging an extra team of daytime cleaners to continue regular cleaning of the high touch surfaces in common areas
- The extra daytime cleaning includes wiping down of light switches, doors handles, lift buttons, stair balustrades, flat table surfaces in all used areas
- Toilet facilities receive additional cleaning during the day with the doors, sinks and hand dryers cleaned.
- The cleaning team is outfitted in high-visibility vests and gloves.
- Hospital grade cleaner and sanitiser is used during the cleaning process.
- All areas have been provided additional cleaning supplies to allow staff to wipe down furniture and equipment.
- A commercial grade dishwasher is used to clean all crockery, cutlery and glassware.
- Sufficient supplies of all cleaning products have been secured to manage peak demands.
- Deep-cleaning services are on-call to respond to confirmed cases.

The Apprentice Cafe Restaurant Actions

- Frequent cleaning and disinfecting will take place on the identified common touch points in the restaurant and classroom:
 - Door handles and touch points in guest toilets.
 - EFTPOS machine.
 - Waiter stations and associated materials (cutlery/service plates/docket books).
 - Pen used for guests registering on arrival.
 - Fridge door handles.
 - Food pass area – stainless steel surfaces.
 - Seat frames.
 - Glassware.
 - All door handles.
 - Tables, table numbers and stands.
 - Candle holders.
 - Flower arrangements (If applicable).
- Items requiring thorough cleaning have been identified.

- Cutlery, Glassware, All crockery, Patron chairs

Available hand soap quantities at designated hand washing stations is monitored frequently and replenished as required.
required

3. Hand Sanitizing are available at the following locations:

- 3 stations in the dining room.
- 1 at reception.
- 1 at payment station.
- 1 at food pass area.
- 2 in the guest toilets.

4. Frequent cleaning and disinfecting of toilets and bathrooms, hourly during service periods.

5. 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 are able to report confirmed or suspected cases within MP Community via Coronavirus hotline (24/7 service available).
 - Call Coronavirus Hotline 9269 1113.
 - Email: coronavirus@melbournepolytechnic.edu.au
2. COVID-19 Critical incident response process and CIRT team established with 7-day roster in place for incident leads, which includes:
 - Establishment of a Critical Incident Response Team with documented processes to follow
 - Seven-day roster in place for incident leads
 - Engagement with DH procedures
 - Management of internal communications, cleaning and building access
 - Reporting, communication and monitoring procedures
3. Protocols are in place for potential full or partial campus closure and appropriate deep-cleaning services on-call.
4. The Critical Incident Response Team and/or Chief Executive in conjunction with the DH, will determine when the workplace is safe to reopen.

The Apprentice Café Actions

1. All staff shifts are scheduled and dates and times of staff and students shifts/classes are recorded in Mark-book 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.

6. 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 Lockdown Business Continuity Plan has been developed to guide Melbourne Polytechnic in the event of a snap lockdown announcement.

The Apprentice Cafe Actions

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