Melbourne Polytechnic COVIDSafe Settings

(Effective: 19 November 2021)

COVID Safe Plan	Prahran Campus
Business name	Melbourne Polytechnic
Site location	Prahran – 144 High St Prahran 3181
Site Access enquiries	Prahran Campus Security Tel: 0452 249 816 Building MG104
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 has been developed under the direction of the Executive Leadership Committee and is regularly reviewed and updated by the Covid Committee to reflect the changing stages of the pandemic and health directions.

Victorian Government Requirements

As of 11.50pm on Thursday 18 November, Victoria moved to Phase D of the Roadmap to Deliver the National Plan, in line with the Victorian Government's announcement that our state achieved the 90% double-dose vaccination target ahead of schedule for people aged 12 years and older.

Almost all restrictions have eased for fully vaccinated Victorians, but COVID-19 risks still remain. There are things we can all do to make ourselves and others safer. As you live and work, remember these COVIDSafe principles:

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  - all worksites and open premises such as restaurants, cinemas and department stores can operate at maximum capacity;
  - face masks must only be worn indoors in limited settings such as indoor publicly accessible areas of retail, healthcare, aged care and justice facilities, public transport, airport, on the plane, and workers in public-facing hospitality roles, and abattoirs, and meat, poultry and seafood processing facilities.
- Subject to some limited exceptions, workers and patrons must be fully vaccinated or have a valid medical exemption to attend an open premises or to go back to work on-site.
- To ensure the safe transition to living with COVID-19 it is critical that businesses in Victoria take the following steps to keep workers and patrons safe:
  - designate a COVID Check-in Marshal at a point of entry – unless one of the limited exceptions apply, the operator of a premises must have a COVID Check-in Marshal to check the vaccination status of any patron who is 12 years and 2 months old or over;
  - ensure COVIDSafe Plans are maintained and consider any other COVIDSafe arrangements – an operator of a premises can take additional measures to ensure their premises is safe (for example, impose additional conditions of entry such as face masks and capacity limits);
  - ensure workers comply with relevant mandatory vaccination requirements – workers who are returning to work onsite for the first or who are working at an open premises must be fully vaccinated. Workers who have been authorised to work onsite during earlier phases of the Roadmap or are subject to a mandatory vaccination requirement must generally be fully vaccinated by Friday 26 November 2021. Employers are required to collect the vaccination information of their workers attending work on-site;
  - consider ventilation arrangements for indoor spaces – this includes having manual or natural ventilation strategies where it is appropriate;
  - ensure workers and patrons use the Victorian Government QR Code Service– this is critical to supporting effective contact tracing; and
  - ensure workers remain vigilant for COVID-19 symptoms and the mandatory steps are taken for a suspected or confirmed COVID-19 case:
    - all workers must report suspected COVID-19 symptoms and if they are diagnosed as a positive case to their employers – employers must ensure workers stay home and get tested.
    - employers must follow specific procedures if a confirmed COVID-19 case is identified – this includes closing sites, isolating workers who are close contacts until they are tested for COVID-19 and contacting members of the public who may be affected.

For Melbourne Polytechnic, the announcement means that students can return onsite for learning and assessment, subject to meeting vaccination requirements.

- Permits will no longer be required for staff or students to attend campus
- All campus attendees are required to be fully vaccinated, or have an exemption (excluding students undertaking secondary school subjects VCAL and VETDSS).
- The updated CHO Open Premises Directions outline that higher education and adult education providers are exempt from the requirement to have a COVID Check-in Marshal at every entrance of their premises except for specific activities such as restaurants and fitness centre.
- Record-keeping requirements remain in place, with all attendees required to check in using the Victorian Government QR code system.
- Students accessing sites have to provide evidence of full vaccination (or exemption), prior to their first attendance onsite and this will be recorded.
- All other patrons or visitors attending onsite will need to show evidence they are fully vaccinated (or exempted) each time they enter the premises.

- Melbourne Polytechnic must have a system to collect, record and hold vaccination information.
- Cleaning, signage, record keeping, and other COVIDSafe requirements continue to apply for all venues and facilities with onsite operations as per Workplace Directions.
- Density quotients do not apply on campus.

Vaccination requirements

The Victorian Chief Health Officer (CHO) has determined that all workers defined as higher education workers in the CHO Directions, in metropolitan Melbourne and regional Victoria, will be required to be vaccinated against COVID-19. This includes workers in higher education, TAFE, and training and adult education. To continue working onsite, Melbourne Polytechnic staff will need to provide evidence of vaccination status to resume on campus work as follows:

- they had a first dose COVID-19 vaccine by 15 October 2021, or
- have a medical exception evidenced by an authorised medical practitioner.

From 26 November 2021, to work onsite, workers must be able to provide evidence to their employer that they have received a second dose and are fully vaccinated, unless a medical exception applies.

Student vaccination requirements:

Victorian students who wish to go onsite for the purpose of receiving higher education services must be fully vaccinated. This applies to all students unless they have evidence of a valid medical exemption. VCAL and VETDSS students are exempt from the vaccination requirements.

Melbourne Polytechnic Actions

Vaccination status

Melbourne Polytechnic is complying with requirements in relation to vaccine requirements for staff, students, contractors and visitors to campus.
- Staff are required to provide MP with evidence of their full vaccination / exemption in order to attend campus on the Employee Self-Service System (ESS)
- Students, visitors and patrons attending campus need to be fully vaccinated except where a medical exemption applies.
- Students to upload evidence of their vaccination status via the student portal prior to attending campus.
- All visitors and suppliers attending campus will be asked to verify their vaccination status upon arrive by their Melbourne Polytechnic host.

COVID safe practices
1. All campus attendees are required to check in via the Service Victoria QR Code.
2. Melbourne Polytechnic is permitted to operate at maximum capacity for fully vaccinated students / staff.
3. No Density Quotients apply on campus.
4. COVID safe signage and floor markings support students and staff to maintain physical distancing in common areas.
5. COVID safe hygiene and cleaning regimes are in place including:
   - Hand sanitiser stations have been deployed across all campuses and buildings to ensure all staff and students 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 and exits of lifts, main stair landings and in office, laboratory and teaching spaces.
   - 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.
   - 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:
     - Engaging an extra team of daytime cleaners to continue regular cleaning of the high touch surfaces in common areas
     - Additional daytime cleaning of high touch surfaces, including wiping down of light switches, doors handles, lift buttons, stair balustrades, flat table surfaces with hospital grade disinfectant in all used accessible. During lockdowns, this is suspended, except for open and accessible 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 materials to allow staff and students to wipe down their furniture and equipment before and after work/study.
     - Sufficient supplies of all cleaning products have been secured to manage peak demands.
     - Deep-cleaning services are on-call to respond to confirmed cases and notification of COVID exposure.

Managing Notifications of Close Contacts and Confirmed exposure notifications
6. Communications provided to staff, students and visitors on Positive case COVID checklist which requires the individual to advise employer and education provider if they test positive.

7. Staff, students and visitors to campus are able to report confirmed or suspected cases within MP Community via Coronavirus hotline (24/7 service available).
   - Call Melbourne Polytechnic Coronavirus Hotline 9269 1113.
   - Email: coronavirus@melbournepolytechnic.edu.au
8. 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

9. Protocols are in place for identification of and notification to close contacts in the event of a positive case notification on campus.
10. Processes are in place to identify and isolate workers who are close contacts until they are tested for COVID-19 and contacting students and other impacted persons.
11. Specific facilities on campus with additional requirements under the health orders have additional safeguards detailed in their respective COVID safe plans (St. George's Restaurant, Apprentice Café and Conference Centre).