

Melbourne Polytechnic COVIDSafe Settings

(Effective: 9 September 2022)

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

Changes to the Pandemic orders came into effect at 12:01am on Friday 9 September 2022. The updated orders mean that many of the mandatory COVID-19 restrictions in Victoria have either ceased or eased, and responsibility for determining vaccination settings has moved to employers.

Directions currently in force under the Public Health and Wellbeing Act 2008 (Vic) and the Pandemic (Workplace) Order 2022 (No. 810) require Melbourne Polytechnic to determine its own vaccination settings in line with the Occupational Health and Safety Act (2004) (Vic).

Vaccination requirements for staff and students

Melbourne Polytechnic has determined, based on applying its own risk methodology, to retain the existing two-dose vaccination mandate for workers (unless exempt) as stipulated in the Worker Vaccination requirements, with a recommendation that all employees remain “up to date”. This means that most Higher Education workers continue to be required to have had two doses of a COVID-19 vaccine to work outside their home, unless they have a valid exception.

While students and other visitors attending onsite (excluding paid or volunteer workers) are no longer required to show evidence that they have received two doses of a COVID-19 vaccination, those undertaking placements must continue to adhere to the vaccination mandate that applies to their sector.

Face mask requirements

While not a requirement, it is recommended to wear a mask in all in door settings.

In addition, hospitality workers will no longer be required to wear face masks when working onsite, unless they are a household contact permitted to work onsite. Any students or staff members who wish to wear a mask may do so, including those who are medically at-risk.

Record-keeping requirements for universities, TAFEs and other training providers

The requirement to collect, record and store COVID-19 test result information that relates to staff at universities, TAFEs and other training and adult education providers will no longer be in place. However providers may wish to continue with COVID record keeping based on the circumstances at their organisation.

Requirements for people who test positive for COVID-19

People who return a positive PCR or rapid antigen test for COVID-19, must Isolate for a minimum of 5 days if no longer displaying symptoms, if symptoms continue must isolate for 7 days. Staff at universities, TAFEs and other training and adult education providers will also be required to report their result via the Victorian Coronavirus website if there is a cluster of 5 cases in a 7 day period in the same location.

They must also notify their employer if they were onsite during their infectious period (in the 48 hours prior to returning the positive result if the case does not have symptoms, or in the 48 hours before the person first experienced symptoms if the person was experiencing symptoms of COVID-19), so the employer may notify potentially exposed staff.

People who have tested positive for COVID-19 and completed their 7-day isolation period are not required to get tested or isolate/quarantine if re-exposed to a case within 12 weeks of ending their isolation period.

Household contacts

Household contacts (also referred to as close contacts) will no longer be required to self-quarantine if they follow additional requirements. The household contact period is 7 days.

To continue working onsite during this period, household contacts will be required to wear a face mask indoors at work (and in all indoor settings when outside of their home) and conduct at least 5 rapid antigen tests over the course of the 7 days. These tests must be at least 24 hours apart.

Household contacts must have returned a negative rapid antigen test prior to working onsite, and must not work onsite if they return a positive rapid

antigen test. If a household contact does test positive they must follow the [checklist for cases](#), report their result and isolate for 7 days. Household contacts must notify their employer that they are a household contact if they are attending during the household contact period.

For Melbourne Polytechnic, the announcement means that:

Students and visitors are no longer required to show their vaccination status in order to attend campus;

All staff attending campus continue to need to meet the vaccination requirements (two doses) or have a valid medical exemption;

Face masks are optional however recommended when in all indoor settings;

Density limits do not apply to indoor spaces on campus, although social distancing is recommended;

Household contacts will no longer have to quarantine – provided they adhere to additional measures including mask wearing and undertaking RATs as per Government requirements;

Staff who are household contacts and are not displaying symptoms are permitted to attend work provided they advise MP and adhere to testing and mask-wearing requirement.

Melbourne Polytechnic Actions

Vaccination status

Staff are required to provide MP with evidence of their full vaccination (2 doses)/ exemption in order to attend campus on the Employee Self-Service System (ESS). Student and visitor vaccination evidence no longer needs to be sighted.

Melbourne Polytechnic recommends that all staff members remain “up to date”, meaning the number and timing of appropriate COVID-19 vaccine doses recommended by [ATAGI](#) for and received by an individual, according to their age and other factors.

COVID safe practices

1. Melbourne Polytechnic is permitted to operate at maximum capacity for onsite delivery.
2. All campus attendees are recommended to practice social/ physical distancing (1.5 metres).
3. Masks be worn indoors by students and staff required to work / visit care facilities in Victoria or if they are a household/ close contact and wish to come onto campus.
4. Masks are recommended for other Melbourne Polytechnic staff serving or facing members of the public, such as if you are at reception, meeting guests, serving customers or teaching. They are also recommended on campus where physical distancing is difficult to maintain.
5. Personal Protection Equipment (PPE) equipment is available and utilised as appropriate including gloves, N95 masks, gloves, face shields, etc depending on specific course requirements.
6. VCAL students are provided with Rapid Antigen Test (RAT) kits on a weekly basis in line with current government requirements that students and staff in this area test themselves regularly throughout the week as part of self-monitoring.
7. Melbourne Polytechnic has incorporated RATs as part of its contact tracing and notification program, where staff and students who have been identified as a contact on campus can collect a five (5) Rapid Antigen tests from the Student Hub and Libraries as recommended by the Department of Health.
8. Melbourne Polytechnic will make RATs available to all staff that are household/ close contacts that wish to come onto campus.
9. COVID safe signage and floor markings support students and staff to maintain physical distancing in common areas.
10. COVID safe hygiene and cleaning regimes are in place including:
 - Hand sanitiser stations have been deployed across all campuses and buildings;
 - This includes stations at the entry to buildings, entrance 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.
 - Campus cleaning regime aligns to the Department of Health (DH) cleaning guidelines. This includes:
 - 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 will only be conducted if directed by the relevant government department in line with current guidelines.

Managing Notifications of Close Contacts and Confirmed exposure notifications

1. Communications are regularly provided to staff, students and visitors on requirements in relation to advising their employer / educational provider if they test positive and have been on campus during their infectious period.
2. Staff, students and visitors to campus are able to report confirmed or suspected cases within MP Community via Coronavirus hotline (24/7 service available).
3. Call Melbourne Polytechnic Coronavirus Hotline 9269 1113.
4. Email: coronavirus@melbournepolytechnic.edu.au
5. 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
 - Process for timely identification of and communication to close contacts on campus.