

# Melbourne Polytechnic COVIDSafe Settings

(Effective: 13 October 2022)

COVID Safe Plan	Yan Yean-Eden Park (Northern Lodge)-Ararat Campus
Business name	Melbourne Polytechnic
Site location	Yan Yean – 2055 Plenty Rd Yan Yean 3755 Eden Park (Northern Lodge) – Glen Robin Court Eden Park 3757 Ararat – Grano St Ararat 3377
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## 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.

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## **Victorian Government Requirements**

The Pandemic orders expired at 11.59pm on Wednesday 13 October 2022. This means that many of the mandatory COVID-19 restrictions in Victoria have either ceased or eased, and responsibility for determining vaccination and COVID safe 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 and COVID safe 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 strongly recommended that masks should be worn by a person who has COVID-19, for at least 7 days after a positive test, when they need to leave home. 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, are strongly recommended to stay home and isolate for 5 days and not return to onsite work or study until they are no longer symptomatic. 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.

It is strongly recommended to 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.

Any person who has symptoms, but has not tested positive, should not attend their place of work or study until they are no longer symptomatic.

### **Household contacts**

Household contacts (also referred to as close contacts) will no longer be required to self-quarantine.

To continue working onsite during this period, it is strongly recommended that household contacts 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 should be at least 24 hours apart.

It is strongly recommended that household contacts return a negative rapid antigen test prior to working onsite, and not work onsite if they return a positive rapid antigen test. If a household contact does test positive they should stay home and isolate for 5 days and not return to onsite work or study until they are no longer symptomatic

**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, it is strongly recommended that face masks are worn in all indoor settings, it's also strongly recommended you test regularly for at least 7 days following your last contact with the person who has COVID-19

## 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 strongly 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
4. Masks are strongly 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 strongly 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 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](mailto:coronavirus@melbournepolytechnic.edu.au)
5. COVID Command Centre Committee established a system for incident leads, which includes:

- Establishment of a COVID Command Centre Committee 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.