



## UMSU COVIDSafe Plan August 2022

**The University of Melbourne Student Union**

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## 1. Actions taken to mitigate the introduction of COVID-19 at the work premise



### 1a. Vaccination

Requirements	Action
<p><b>UMSU staff</b> must provide vaccination certificates to <a href="mailto:hr@union.unimelb.edu.au">hr@union.unimelb.edu.au</a> and follow advice provided.</p> <p>UMSU no longer requires evidence of vaccination in order to access campus.</p>	<p>We strongly encourage you to stay up to date with your vaccinations, including getting your additional booster (or fourth dose) when eligible.</p>



### 1b. Indoor air quality

Requirements	Action
<p> <b>Improve ventilation and air quality to mitigate the risk of aerosol transmission of COVID-19</b></p>	<p>HVAC systems are set to 'pandemic mode' where possible to maximise outdoor air change rates.</p> <p>Natural ventilation is promoted where feasible by opening windows and doors.</p> <p>CO2 monitors are placed in various locations around campus.</p> <p>Portable air purifiers are placed throughout campus.</p> <p>Staff, students and visitors are encouraged to conduct activities outdoors when feasible.</p>



### 1c. Physical distancing

Requirements	Action
<p>Students, staff, and visitors should remain 1.5 metres apart when possible.</p> <p>This can be promoted by:</p> <ul style="list-style-type: none"><li>• Using floor markings as guides</li><li>• Displaying signs</li><li>• Rearranging rooms/furniture</li></ul> <p>While physical distancing is recommended, it should not impact on employees' and students' attendance at campus.</p>	<p>Physical distancing information is included in COVIDSafe campus training</p> <p>Physical distancing requirement are supported by signage and floor decals</p>



**Some spaces, events and activities have specific density quotients and physical distancing requirements that are mandated by the Victorian Government.**

Follow industry-specific requirements via the Victorian Government’s Sector Guidance page: <https://www.coronavirus.vic.gov.au/guidance-sectors>

UoM local area COVIDSafe Plans include location specific information density quotients where applicable.  
Signage is displayed in locations where density restrictions apply.



### 1d. Hygiene, cleaning, and waste management

Requirements	Action
<p> <b>Make hand sanitiser available throughout the facility and encourage regular hand hygiene. Hand soap and paper towels/hand dryers should be available at all hand washing basins.</b></p>	<p>Hand sanitising stations are placed throughout facilities and rooms across campuses. <u>COVIDSafe campus Infrastructure Installation Guide</u> provides details of sanitising stations installed on campus.</p> <p>Handwashing facilities including hand soap, running water and single-use paper towel or hand dryers are available in toilets, change facilities and laboratories.</p> <p>Signage and reminders are posted prominently.</p>
<p> <b>Regularly clean/disinfect facilities including high-touch items such as doorknobs, handrails, photocopiers and shared areas such as teaching spaces, libraries, kitchens, bathrooms, tea rooms and meeting rooms.</b></p>	<p>The <u>Department of Health’s COVID Cleaning Guidelines</u> provide detailed specifications for cleaning and disinfection, including cleaning after a positive case.</p> <p><u>UoM COVIDSafe Cleaning Guidance</u> provides details of routine high touch point cleaning and disinfection specifications and program.</p> <p>Information about cleaning and disinfection is provided in the COVIDSafe campus training video.</p> <p>Disinfectant wipes are available for staff, students and visitors to disinfect high-touch areas and items between uses.</p>

	<p><u>UoM local area COVIDSafe Plans</u> provide location specific information on cleaning and disinfection, including high touch point cleaning and deep cleans, where applicable.</p> <p>Local SOPs for high touch point cleaning where routine cleaning services are locally arranged</p>
<p>Ensure rubbish bins are available to dispose of paper towels and tissues.</p>	<p>Waste disposal facilities are available on the grounds and in buildings including eating areas, offices, toilets, change facilities.</p> <p>COVIDSafe campus training includes information and guidance about disposal of used consumables, including tissues and face masks.</p>
<p>Post signage with public health messaging reminders including hand hygiene, cough/sneeze etiquette, staying home if unwell, etc.</p>	<p>Signs and posters are posted liberally and prominently throughout campus and are updated regularly.</p> <p><u>COVIDSafe campus Infrastructure Installation Guide</u> provides details of decals installed on campus.</p> <p>Signage and Posters templates are available on the <u>COVIDSafe resources hub</u></p> <p>Add any local area signage requirements here</p>

## 2. Appropriate level of Personal Protective Equipment (PPE) to be worn at the work premises



### 2a. Face Masks

Requirements	Action
<p> <b>Ensure all workers and visitors adhere to current face covering requirements. Stay updated on latest restrictions:</b>  <a href="https://coronavirus.vic.gov.au/face-masks-when-wear-face-mask">coronavirus.vic.gov.au/face-masks-when-wear-face-mask</a></p>	<p>Face covering requirements are specified on the <u>UoM Coronavirus webpages</u>.</p> <p>When applicable, monitoring of face covering use is monitored by supervisors and observational assessments.</p> <p>Signage is displayed in locations where face masks are required.</p>

Staff and students are able to obtain masks via designated distribution points.

P2 or equivalent masks for (household) close contacts staff and students attending campus.

Single use masks available at UMSU Info Centre and entry to all UMSU events.

- Provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.
- Keep a supply of single-use face masks on hand for anyone who forgets their own.

Instruction and guidance on the use and disposal of PPE is included in COVIDSafe campus training. Information and instruction of the types of masks and how to use them effectively is provided to all campus attendees.

## 2b. Other Personal Protective Equipment

Requirements	Action
Local risk assessments may require other PPE, including face shields, aprons and/or gloves.	Instruction and guidance on the use and disposal of PPE is included in COVIDSafe campus training.
<ul style="list-style-type: none"><li>• Provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.</li><li>• Keep a supply of single-use face masks on hand for anyone who forgets their own.</li></ul>	<p>Information and instruction of the <u>types of masks and how to use them effectively</u> is provided to all campus attendees.</p> <p>Personal Protective Equipment (PPE) is recommended for use in sensitive or high-risk settings such as food service.</p>



## 3. Record keeping obligations under the workplace order

Requirements	Action
<p> <b>Support students and staff to stay home and get tested even if they have mild symptoms. Unwell people must not attend campus.</b></p> <p>Those with known hay fever or allergies may attend campus if they have a history of these conditions and are not experiencing a new illness. A medical certificate is not required to show proof of hay fever, allergies or other chronic condition.</p>	<p><u>University's COVID testing and notification process</u></p> <p>COVIDSafe campus training provides information and guidance on COVID testing and notification process.</p> <p><u>University's Coronavirus webpage</u> provides information and guidance on actions to take prior to attending campus.</p> <p><u>UMSU Conditions of Entry</u> provides information to event attendees prior to attending.</p>

UMSU ticketing to inform of current restrictions and measures to be taken.



### **Have a plan to manage anyone who becomes unwell while on campus.**

This includes:

- Identifying a room or area where an unwell person can isolate from others if they cannot leave immediately.
- Assisting the person to arrange transport home via private vehicle when possible. If person must use public transport or a ride share/taxi, advise them to wear a face covering and practice good hygiene.
- Advising unwell persons to get a COVID-19 test and report results to Public Health Network
- Advising persons of the [University Health Service](#) COVID-19 hotline to seek advice or get tested: 8344 6905

### [University's COVID testing and notification process](#)

COVIDSafe campus training provides information and guidance on response to symptomatic persons.

[University's Coronavirus webpage](#) provides information and guidance on actions to take in response to symptomatic persons.

[University Health Service](#) provides COVID health services, including a dedicated COVID-19 hotline and COVID-19 testing.

Unwell staff and event attendees to follow UMSU escalation process to isolate at First Aid points, and support safe transport home. **Unwell persons are supported to seek medical advice and get tested.**



### **Have a plan in place to manage positive cases of COVID-19**

This includes:

- Notifying Public Health Network
- Contacting the Department of Health to notify them of a possible outbreak. This is undertaken by the University's Public Health Network.
- Liaising with the Public Health Network who will identify and notify close contacts if a positive case attended campus or had interactions with the University community during their infectious period.

The University's Public Health Network provides guidance, support and case management services to manage positive cases and/or close contacts as required.

### [University's COVID testing and notification process](#)

COVIDSafe campus training provides information and guidance on response to symptomatic persons.

[University's Coronavirus webpage](#) provides information and guidance on actions to take in response to symptomatic persons.



### **Have a business continuity plan in place.**

This includes:

- How business/operations will proceed if a significant portion of staff must miss work due to an illness or isolation/quarantine or if the building needs to be

**If required**, all staff can work from home and alter service delivery to digital provision.

Where delivery cannot be provided remotely, programs and events must be postponed.

partially or fully closed due to an outbreak confirmed by Public Health Network



**Keep records of worker and visitor attendance for contact tracing purposes. Visit [coronavirus.vic.gov.au/sector-guidance](https://www.coronavirus.vic.gov.au/sector-guidance) for the latest information and advice.**

Sources of attendance include local attendance, booking and event registration records.

Encourage students and staff to update their contact information in Student1 and Themis.



**Ensure that all staff, students and visitors have completed the COVIDSafe Training Module before attending campus for the first time.**

Link to the module can be accessed from this page: <https://www.unimelb.edu.au/coronavirus/attending-campus>

COVIDSafe campus training completion is required prior to staff and students attending campus.

UMSU staff must provide vaccination certificates to [hr@union.unimelb.edu.au](mailto:hr@union.unimelb.edu.au) and follow advice provided. UMSU Conditions of Entry provides this information to event attendees prior to attending.

Provide guidance to staff on how to use the Health and Safety ERMS reporting system to report incidents.

COVIDSafe campus training completion is required prior to staff and students attending campus.