

COVID Safe plan

Our COVID Safe Plan

Business name:	Monash University
Site location:	Campus Locations – Clayton, Caulfield, Peninsula, Parkville & Hospital sites
Contact person:	Peter Marshall COO, Dr Vicki Ashton
Contact person phone:	
Date prepared:	3 August 2020

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<p>Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.</p>	<p><i>Monash University has deployed hand sanitiser stations across all its campuses and buildings. This ensures all staff and students have multiple opportunities to hand sanitise when entering a building and 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 offices, laboratory and teaching spaces.</i></p> <p><i>The University cleaning team is ensuring adequate soap and paper towels/hand dryers are 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.</i></p>
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<p><i>The University's HVAC systems has been adjusted to maximise the fresh air uptake to a building and the filter systems are regularly maintained to ensure effective filtration.</i></p>
<p>In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.</p>	<p><i>The requirement to wear a face covering on campus, and during essential teaching and research activities, has been communicated and implemented in all areas of the University.</i></p> <p><i>Staff and students are expected to attend campus wearing their own appropriate face mask or shield. Campus security is monitoring compliance with the mandatory face covering requirement.</i></p> <p><i>Monash is providing face masks free of charge for activities where the 1.5 metre physical distancing cannot be achieved. A risk assessment has established there is a need for additional PPE to prevent the spread of COVID-19.</i></p> <p><i>Monash is providing staff, students and visitors with masks free of charge if they arrive not wearing a face covering. We have also organised for masks to be available for purchase in the on-campus permitted stores and vending machines.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	<p><i>All staff and students have been instructed on the appropriate use of face masks via the Monash COVID-19 fact sheet and via communications from the Monash Chief Medical Officer. Further, any staff and students who may require additional PPE have received training on its correct use from their supervisor. Workplace posters and online training information has also been made available to reinforce the training.</i></p> <p><i>Good hygiene posters located throughout the campuses and online OHS inductions have been used to reinforce the key health messages to help slow the spread of COVID-19.</i></p>
<p>Replace high-touch communal items with alternatives.</p>	<p><i>All areas of the University have undertaken risk assessments of their activities. This assessment included the identification of items that are shared and the introduction of a plan to replace them with alternatives that prevent the spread of COVID-19. This work is ongoing and is being given priority by the University.</i></p> <p><i>Risk assessments are entered and approved in the online OHS management system (SARAH).</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p><i>Monash has increased cleaning of all campuses and sites, and has incorporated continuous day time cleaning of all common high touch surface areas. This includes door handles, lift buttons, light switches, stair rails, desks and flat surfaces.</i></p> <p><i>All areas have also been provided additional cleaning materials to allow staff and students to clean their own areas before and after work/study.</i></p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p><i>Monash has secured sufficient supply of all cleaning products and has increased the products held on site to manage peak demands.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can work from home, do work from home.</p>	<p><i>Monash has implemented a “work from home” strategy consistent with government guidelines and has established a range of HR procedures and resources to support staff working from home.</i></p> <p><i>Only essential activities remain on campus.</i></p> <p><i>Senior management approval is required before any activity can return to campus.</i></p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p><i>Staff attending campus are only undertaking essential work on individual worksites/locations. For work areas with cross campus responsibilities, work rosters are being determined to restrict the movement of staff between campuses and sites.</i></p>
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<p><i>Consistent with the government’s health messaging, Monash has communicated to all staff and student that are required to undertake essential work or study on campus to only attend if they are well.</i></p> <p><i>The University has changed staff leave entitlements to incorporate COVID leave provisions and has utilised alternative student learning and assessment activities to not disadvantage students if they are unable to attend campus due to illness, or due to travel restrictions. The University does not require any employee to work when unwell.</i></p>
<p>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</p>	<p><i>All areas of the University have been assessed and adjusted to the maximum occupancy for spaces based on the 4 square metres per person and the 1.5 metre physical distancing requirements. Maximum occupancy posters have been placed on all entry doors to spaces and rooms. Timetabling has been adjusted to schedule only the “COVID safe” number of students into a learning space.</i></p> <p><i>The number of desks and chairs have been reduced in the learning spaces and communal areas to only accommodate the correct number of people in a space.</i></p> <p><i>1.5 m distancing between workstations has been implemented for the small number of staff remaining on campus for essential activities.</i></p>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p><i>Floor markings have been installed in all areas where staff and students may congregate including queues for service desks, retail outlets and lifts.</i></p>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<p><i>The work areas for the remaining staff on campus have been adjusted to reduce any face to face alignment of staff.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Minimise the build up of employees waiting to enter and exit the workplace.	<i>The reduced number of staff and students attending campus is eliminating a build-up of people at all entry or exit points from the campus buildings or spaces.</i>
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<i>Physical distancing requirements are applied to all spaces and activities on campus. Lunch spaces have either been closed or modified to ensure 1.5 metre physical distancing. Food retail outlets on campus have transitioned to take away only and no in-house dining is permitted. Informal social spaces have all been modified to meet the 1.5 metre physical distancing requirements with tables and chairs moved or removed.</i>
Review delivery protocols to limit contact between delivery drivers and staff.	<i>Contact free delivery has been introduced as far as practicable, with physical distancing, hand hygiene and masks also used to control the spread of COVID-19.</i>
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<i>Of the essential staff continuing to work on campus, work schedules have been adjusted to reduce the interaction between shifts and/or teams to reduce the spread of COVID-19. Cross team communication has moved to online platform.</i>
Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the ‘four square metre’ rule.	<i>All on-campus general public areas have been assessed and maximum occupancies determined in line with the 4 square metres per person requirements. Clear and visible signage and regular monitoring is in place to ensure the number of people in an area does not exceed the maximum occupancy.</i>

Guidance	Action to ensure effective record keeping
Record keeping	
Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	<i>Monash has restricted its activities to essential staff and students attending campus. As a result the number of visitors, attending the campuses has been restricted to a minimum. Visitor logs and contractor sign in/out online systems are being used to capture the attendance of non-Monash persons on campus. This information will be utilised to assist DHHS and Monash identify close contacts.</i>

Guidance	Action to ensure effective record keeping
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p><i>The University will utilise its online OHS hazard and incident reporting system (SARAH) to record and respond to all COVID related OHS issues and actions. All staff and students have access to the online OHS reporting system, which has been in place for many years.</i></p>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p><i>The University's business continuity plan is current and is actively being used to guide the university's COVID response and management strategy. A Crisis Management Team has been established and has been meeting regularly to manage the ongoing impact of COVID on the University's business.</i></p>
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<p><i>Monash has developed a range of strategies to record the attendance of staff, students, contractors and other visitors to our campuses and sites. This includes door swipe access recording, WiFi data mapping, QR code scanning, visitor logs and contractor sign in/out online systems. This information will be utilised to assist DHHS and Monash identify close contacts.</i></p>
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<p><i>Monash engaged two contract cleaning companies to undertake cleaning. The two companies have trained personnel and have site inspected key areas of the University to understand the size and complexity of some of our areas in preparation for deep cleaning. Monash has also rehearsed a deep clean of an area to understand the impact on the campus operations.</i></p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p><i>A detailed management plan has been developed for a positive or suspected case of COVID. The plan consists of</i></p> <ol style="list-style-type: none"> <i>1. Reporting procedures for staff and student</i> <i>2. Establishment of a case management team</i> <i>3. Care of the staff member or student involved</i> <i>4. Engagement with DHHS</i> <i>5. Management of internal communications, cleaning and building access</i> <i>6. Reporting and monitoring</i>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p><i>The positive case management plan outlines that communication responsibilities which will be managed by the internal Strategic Communications team (SMC). SMC will use existing communication channels to ensure affected staff, students and visitors are informed of a positive COVID case and provided instructions on the actions they are to undertake where applicable.</i></p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p><i>The positive case management plan includes the notification of the Manager OHS of a positive case. The Manager OHS will undertake the mandatory WorkSafe notification under the requirements of the Occupational Health and Safety (COVID-19 Incident Notification) Regulations 2020</i></p>

Guidance	Action to prepare for your response
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p><i>The University's crisis management team, in conjunction with the University's Chief Medical Officer and DHHS, will determine when the workplace is safe to reopen.</i></p>

I acknowledge I understand my responsibilities and have implemented this COVID Safe plan in the workplace.



Signed _

Name: Professor Margaret Gardner AC

Position: President and Vice Chancellor, Monash University

Date: 6 August 2020