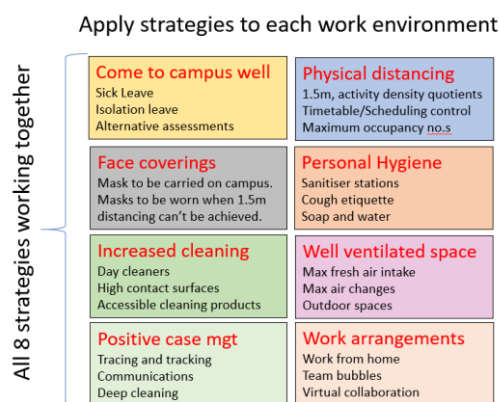


COVID Safe plan

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Site location: All campuses and Monash sites
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Monash COVID Safe Strategies

1. Come to campus well
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4. Personal hygiene
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Introduction

The health and safety of the Monash community is the highest priority. Monash is committed to protecting the Monash community from the transmission of COVID 19 and has developed an eight-pillar risk control strategy, in line with the government's health directions and advice. The eight strategies work together to protect the staff, students and visitors to the University and are applied to the diverse range of spaces and activities the University undertakes. The Monash COVID Safe Plan has been developed under the direction of the Monash Chief Medical Officer and in consultation relevant staff from across the University to ensure it is fit for purpose. The plan is regularly reviewed and updated to reflect the changing stages of the pandemic and health directions.

Strategy 1. Come to campus well

Vic Gov guidance requirements:

- If experiencing any COVID symptoms, however mild, get tested. Go home straight after your test and isolate while you wait for the results.

Monash Actions

- Consistent with the Government's health messaging Monash has communicated to all staff and students to only attend campus if they are well.
- Monash continues to reinforce this message by communicating to all staff and students, in order to protect the Monash community, it will be essential that all staff and students who are feeling unwell and showing even the mildest symptoms of COVID 19, do not come to campus and get tested for COVID 19. Faculties and divisions reinforce this message in all correspondence with staff and students.
- The University has changed the staff leave entitlements to incorporate COVID-19 leave provisions and will utilise alternative student learning methods and assessment activities so not to disadvantage students if they are unable to attend campus due to illness.
- Monash has provided COVID testing at its Clayton health service

Strategy 2. Physical distancing

Vic Gov guidance requirements:

- You must ensure workers and visitors are 1.5m apart as much as possible.
- You must apply appropriate density quotient to specific activity types, work areas and publicly accessible spaces
- You should provide training to workers on physical distancing expectations while working and socialising.

Monash Actions:

- *All Monash work areas and spaces have been assessed and maximum occupancy numbers determined to meet the relevant activity density quotients and the 1.5m physical distancing requirements.*
- *Maximum occupancy posters have been placed on entry doors to spaces and rooms and timetabling has been adjusted to schedule only a "COVID safe" number of students into a learning space.*
- *The furniture in the learning spaces and communal areas has been adjusted and signage used to promote the 1.5m physical distancing requirements*
- *Seat unavailable signage has been used in the learning spaces and communal areas to promote the 1.5 physical distancing requirements.*
- *1.5m physical distancing between workstations has been implemented and maximum occupancy limits have been signposted in all staff work areas and communal spaces.*
- *All on-campus general public areas have been assessed to determine maximum occupancies limits. Signage of the areas and regularly monitoring is in place to ensure the number of people in an area does not exceed its maximum occupancy.*
- *Lunch spaces have been modified to ensure 1.5m physical distancing can be maintained.*
- *Food retail outlets on campus have all implemented the relevant density and maximum occupancy requirements for both inhouse and outside dining.*
- *Informal social spaces have been modified to meet the 1.5m physical distancing requirements with tables and chairs reconfigured and excess furniture removed.*
- *Floor markings have been installed in all areas where staff and students may congregate including queues for service desks, retail outlets, lifts and kitchens.*
- *Contact-free delivery services have been implemented as far as practicable, with physical distancing, hand hygiene and masks used as control to reduce COVID 19 transmission.*
- *Entry and exit doors to large spaces have been signposted to reduce the interaction between people leaving and entering a space at the end of the class or activity.*
- *Monash security, Monash COVID marshals and the safety network are used to monitor compliance with physical distancing requirements on campus*
- *Monash staff and students are required to complete a return to campus OHS induction which includes instruction on the physical distancing requirements on campus.*

Strategy 3. Face coverings

Vic Gov guidance requirements:

- You must ensure all workers and visitors entering the buildings are carrying a face mask
- You must ensure all workers and visitors inside or outside wear a mask if physical distancing cannot be maintained
- You should install screens or barriers in the workspace for additional protection where relevant
- You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE

Monash Actions:

- *The requirement to carry a face mask on Monash campuses and buildings has been communicated and implemented in all areas of the University.*
- *Staff and students are expected to attend campus with their own appropriate face mask which must cover the nose and mouth.*
- *The requirement to wear a face mask when travelling on University transport (inter-campus buses, shared Monash vehicles) has been communicated.*
- *The requirement to wear a face mask indoors and outdoors when physical distancing cannot be maintained has been communicated to staff, students and visitors unless they have a lawful exemption such as for medical reasons.*
- *Campus security is monitoring the compliance with the mandatory face covering requirement. Campus security provide staff and students a mask if they attend without their own mask.*
- *Monash is providing face masks for activities where the 1.5m physical distancing cannot be achieved and a risk assessment requires the additional PPE to prevent the spread of COVID 19.*
- *Monash is providing staff and students with face masks if they arrive on campus without a face covering and has organised for masks to be available for sale in the on-campus stores and vending machines.*
- *Staff and students are instructed in the appropriate use of PPE and face masks. Workplace posters and online training information are available to reinforce the training.*
- *Perspex screens and barriers have been installed where a risk assessment has determined it provides an additional protective barrier at the high volume, public service desk points*
- *'How to Stay Safe' posters and online OHS inductions have been used to reinforce the requirement to wear a mask when in Monash buildings or outside where physical distancing cannot be maintained.*

Strategy 4. Practice good personal hygiene

Vic Gov guidance requirements:

- You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.

Monash Actions:

- *Monash University has deployed hand sanitiser stations across all its 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.*
- *Good hygiene posters and online OHS inductions have been used to reinforce the key health messages to help slow the spread of COVID 19.*
- *The University cleaning team is ensuring adequate soap and paper towel 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*

Strategy 5. Increased Cleaning

Vic Gov guidance requirements:

- You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.

Monash Actions:

- *Monash has developed a new campus cleaning regime increasing the cleaning on all campuses and sites to incorporate the DHHS cleaning guidelines. This includes*
 - *Modifying the normal routine (early morning) cleaning to incorporate the wipe down of high touch surfaces in all areas - faculty/division and common areas.*
 - *Engaging an extra team of daytime cleaners to continue regular cleaning of the high touch surfaces in common areas. The extra daytime cleaning includes wiping down of light switches, doors handles, lift buttons, stair balustrades, flat table surfaces in the retail and public spaces.*
 - *Toilet facilities receive additional cleaning during the day with the doors, sinks and hand dryers cleaned at least twice per day.*
- *The cleaning team is outfitted in pink, high-visibility vests.*
- *In addition, 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.*
- *Monash has secured sufficient supply of all cleaning products and has increased the products held on site to manage peak demands.*
- *The new cleaning regime is provided on the University's internet for staff and students to understand the new cleaning standards and frequencies.*
- *Routine inspections are undertaken to ensure the quality of the cleaning is maintained*
- *All areas of the University have undertaken risk assessments of their activities and this assessment includes the identification of items that are shared between people. Eg Marker pens, microphones, laboratory equipment. Where possible these items have been replaced with alternatives methods/processes or staff and students are provided with cleaning materials to use between use to prevent the spread of COVID 19.*

Strategy 6. Well ventilated spaces

Vic Gov guidance requirements:

- You should reduce the amount of time workers are spending in enclosed spaces.

Monash Actions:

- *The University's HVAC systems have been adjusted to maximise the fresh air intake and increase the number of air changes in a building. The large centralised HVAC systems have been programmed to provide 3 daytime full fresh air purges of buildings.*
- *The filter systems are regularly maintained and changed to ensure effective filtration.*
- *Staff and students are encouraged to undertake activities outside if possible. Meetings, discussion groups etc which do not require technology are ideally undertaken outside if weather permits.*
- *A range of outdoor learning spaces have been identified and will be available for centralised scheduling*

Strategy 7. Positive Case management

Vic Gov guidance requirements:

- You must support workers to get tested and stay home even if they only have mild symptoms.
- You must develop a business contingency plan to manage any outbreaks
- You must keep records of all people who enter the workplace for contact tracing

Monash Actions:

- *The University's business continuity plan is frequently revised and is actively being used to guide the University's COVID-19 response and management strategy. A Crisis Management Team has been established and meets regularly to assess and manage the ongoing impact of COVID-19 on the University's business.*
- *A detailed management plan has been developed for a positive or suspected case of COVID-19. The plan includes*
 - *Reporting procedures for staff and student*
 - *Establishment of a case management team*
 - *Care of the affected staff member or student*
 - *Engagement with DHHS*
 - *Management of internal communications, cleaning and building access*
 - *Reporting and monitoring*
- *Recording attendance - 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 QR code scanning, door swipe access recording, wifi data mapping, visitor logs and on line contractor sign in/out systems. This information will be utilised to assist DHHS and Monash to identify close contacts.*
- *Workplace OHS reporting - 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. The management plan for confirmed COVID-19 cases includes the notification of the OHS Manager. The OHS Manager will ensure WorkSafe is notified as per the mandatory reporting requirements of the Occupational Health and Safety (COVID-19 Incident Notification) Regulations 2020*
- *Communication: The management plan for a confirmed or suspected case of COVID-19 outlines the communication responsibilities which will be managed by the internal Strategic Mark Communications team (SMC). SMC will use existing communication channels to ensure staff, students and visitors are informed of a positive COVID-19 case in their area and provide them with instructions on actions to take where applicable.*
- *Cleaning - Monash has engaged two specialised cleaning companies to undertake cleaning in response to a result of a positive COVID case. The two companies have trained personnel and have site inspected the key areas of the University to understand the size and complexity of some of our buildings/spaces in preparation for deep cleaning should it be required.*
- *Reopening - 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*

Strategy 8. Work Arrangements

Vic Gov guidance requirements:

- Workforce numbers must be within the density quotient for the workspace and buildings.
- You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.

Monash Actions:

- *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.*
- *Monash has developed a transitioned return to work approach for teams as part of its reactivation approach and will implement a hybrid working model for eligible staff when operating in the COVID Normal phase*
- *Where applicable work schedules have been developed and implemented to reduce the interaction of staff between shifts and/or teams to reduce the spread of COVID 19.*
- *For work areas with cross campus responsibilities, work rosters are being determined to restrict the movement of staff between campuses and sites.*
- *Cross team communication has moved to online formats.*

6 August 2020 Original Date

18 December 2020 Modified Date