COVID Safe plan

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 a nine-pillar risk control strategy, in line with the government’s health directions and advice. The nine 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 with 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

Monash Actions

- Monash will include in all staff and student induction communications and on the campus website the requirement to attend campus only if they are well.
- Monash will continue to reinforce this message in all communications to all staff and students, stating 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.
- Monash will provide staff leave entitlements to incorporate COVID-19 related leave and will utilise alternative student learning methods and assessment activities so as not to disadvantage students if they are unable to attend campus due to illness.
- Monash will promote COVID testing facilities near the campus and surrounding district.
- Monash will undertake thermal temperature checking at the entry of the building to confirm staff and students do not have an elevated temperature.
Strategy 2.  **Physical distancing**

**Monash Actions:**

- All Monash work areas and spaces have been assessed and maximum occupancy numbers determined to meet the relevant activity density quotients.
- Maximum occupancy posters will be placed on entry doors to spaces and rooms where the normal occupancy numbers would exceed the relevant density quotient.
- Floor markings have been installed in all areas where staff and students may congregate including queues for service desks, lifts and kitchens.
- Physical distancing is included in the University’s ‘How to Stay Safe’ posters and messaging.
- Monash staff and students are required to complete an OHS COVID Induction which includes instruction on the physical distancing requirements on campus.
- Physical distancing between workstations has been assessed and adjustments made to maintain 1.5 m ‘head to head’ distancing between people in staff work areas.
- COVID protocols have been established to limit the face to face interaction of staff with external stakeholders, promoting online engagement as a priority.

Strategy 3.  **Face coverings**

**Monash Actions:**

- Staff and students are expected to attend campus with their own appropriate face mask which must cover the nose and mouth. Additional masks will be provided on campus for use.
- The wearing of a face mask is required by all staff and students, indoors and outdoors on campus.

Strategy 4.  **Practice good personal hygiene**

**Monash Actions:**

- Hand sanitiser is provided on campus to ensure all staff and students have multiple opportunities to hand sanitise when entering the building or workspace and during their activities on campus. This includes stations at the entries to buildings, entries and exits of lifts, main stair landings and in office 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 cleaning team is ensuring 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.

Strategy 5.  **Increased cleaning**

**Monash Actions:**

- Monash has developed a cleaning regime to ensure the regular wipe down of high touch surfaces in all areas throughout the day.
- Monash has confirmed the cleaning products used are suitable for control of COVID-19.
- 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.
- Routine inspections are undertaken to ensure the quality of the cleaning is maintained.

Strategy 6.  **Well ventilated spaces**

**Monash Actions:**

- The building HVAC systems have been adjusted to maximise the outside air intake and maintain effective ventilation of the floors in the building.
- The filter systems are regularly maintained and changed to ensure effective filtration.
**Strategy 7. Positive case management**

**Monash Actions:**

- A detailed management plan has been developed for a positive or suspected case of COVID-19. The plan includes
  - Reporting procedures for staff and students
  - Establishment of a case management team
  - Care of the affected staff member or student
  - Engagement with Government health authorities
  - Management of internal communications, cleaning and building access
  - Reporting and monitoring
- **Recording attendance** - Monash will record the attendance of staff, students, contractors and other visitors to the campus using visitor logs, door swipe card access control and the Government App PeduliLindungi.
- **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.
- **Communication** - The management plan for a confirmed or suspected case of COVID-19 outlines the communication responsibilities which will be managed by the internal Communications team (UMAC). UMAC 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 will engage specialised cleaning companies to undertake cleaning in response to a result of a positive COVID case.
- **Reopening** - The Campus Management Team and relevant Government department, will determine when the workplace is safe to reopen.

**Strategy 8. Work Arrangements**

**Monash Actions:**

- Monash has implemented a “work from home” strategy and has established a range of HR procedures and resources to support staff working from home.
- Where applicable, work schedules for critical work functions have been developed and implemented to reduce the interaction of staff between shifts and/or teams to reduce the spread of COVID-19.
- Cross team communication has moved to a combination of face to face and online formats.

**Strategy 9. Vaccinations**

**Monash Actions:**

- MI staff and students are to be vaccinated prior to attending the campus.
- Leave provisions are provided for staff to be vaccinated.
- Monash will promote the location of vaccination centres near the campus and surrounding district.

**Date: 1 October 2021**