

## Section 1: COVIDSafe plan overview

The COVIDSafe Plan has been developed in consultation with staff to document the actions that Swinburne is taking to manage the risk of exposure to COVID-19 on campus.

The COVIDSafe plan includes:

- actions to help prevent the introduction of COVID-19 to campus;
- how Swinburne University will manage a positive case of COVID-19 or a symptomatic person; and
- how relevant face mask and protective personal equipment requirements will be addressed.

### Scope:

The COVIDSafe plan applies to operations under

- Swinburne University
- Swinburne Student Life
- Swinburne College

occurring from the Hawthorn, Croydon, Wantirna, Prahran and Alphington campuses.

### Review:

The plan is reviewed, and where required, updated when public health advice changes or there is a change in risk

The current version of the plan:

*Version: 6*

*Date prepared: 22/11/2022*

*Approved by: Nancy Collins*

## Section 2: COVIDSafe plan

<b>Physical distancing</b>	
<i>Victorian Government guidance:</i>	<i>Swinburne University actions:</i>
<ul style="list-style-type: none"> <li>- Encourage employees to keep a distance of at least 1.5 metres between themselves and others.</li> <li>- Minimise face-to-face meetings in spaces that are not well ventilated.</li> <li>- Consider allowing flexible work arrangements, such as employees working from home or staggered start and finish times.</li> <li>- Considerations that support physical distancing can include limiting the number of people allowed in enclosed spaces and limiting gathering sizes.</li> </ul>	<ul style="list-style-type: none"> <li>- Physical distancing is encouraged</li> <li>- Future Ways of Working framework enables work from home arrangements</li> </ul>

<b>Ventilation</b>	
<i>Victorian Government guidance:</i>	<i>Swinburne University actions:</i>
<ul style="list-style-type: none"> <li>- Maximise the amount of fresh air in indoor areas. Fresh air can come in through:                             <ul style="list-style-type: none"> <li>o open windows, doors or air vents.</li> <li>o mechanical ventilation systems that are set to bring outside air in. Many buildings have commercial ventilation systems that require specialist knowledge to operate. Building owners should seek advice on how to increase fresh air circulation and filtration in these systems.</li> </ul> </li> <li>- Adequate ventilation can be achieved using natural or mechanical ventilation, or a combination of the two.</li> <li>- Air purifiers can be used if ventilation cannot be improved by increasing the amount of fresh air introduced into indoor areas.</li> </ul>	<ul style="list-style-type: none"> <li>- Swinburne’s HVAC systems continue to comply with the mandatory standards of the National Building Code.</li> <li>- Systems have been set to optimise the use of outside air having regard to the need to maintain good thermal comfort, humidity and air circulation while minimising energy use and on-going maintenance costs.</li> </ul>

<b>Face masks and respiratory protective equipment (RPE)</b>	
<i>Victorian Government guidance:</i>	<i>Swinburne University actions:</i>
<ul style="list-style-type: none"> <li>- Encourage employees to wear face masks where they are working indoors, or outdoors where physical distancing is not possible.</li> <li>- Provide face masks for employees at entry points to the workplace.</li> <li>- In some workplaces it may be appropriate to use RPE, such as P2 or N95 respirators. This will depend on the type of workplace, the nature of work activities, and the level of risk.</li> <li>- Where RPE is worn at the workplace, the employer should conduct a risk assessment to ensure the level of RPE provided controls the risks associated with the work.</li> </ul>	<ul style="list-style-type: none"> <li>- Wearing of face masks is encouraged indoors or outdoors where physical distancing is not possible</li> <li>- P2/N95 and surgical masks are available to staff and students that wish to wear a mask and have forgotten their own</li> <li>- A respiratory protective equipment (RPE) program will be implemented for activities that require the mandatory wearing of P2/N95 masks as per Victorian government advice</li> </ul>

<b>Cleaning</b>	
<i>Victorian Government guidance:</i>	<i>Swinburne University actions:</i>
<ul style="list-style-type: none"> <li>- Maintain regular and thorough cleaning practices, especially after known cases of COVID-19 have been in work areas.</li> <li>- Clean and disinfect high-touch and shared surfaces regularly, such as phones, keyboards, door handles, light switches and bench tops.</li> </ul>	<p>Alphington:</p> <ul style="list-style-type: none"> <li>- the building management undertake the building cleaning each night</li> <li>- hand washing facilities are managed by the building management</li> </ul> <p>All other locations:</p> <ul style="list-style-type: none"> <li>- A cleaning framework was developed which documents the increased frequency of clean for high touch areas / high use areas. The cleaning reagents were reviewed to ensure they were fit for purpose and effective against COVID19.</li> </ul> <p>All locations:</p> <ul style="list-style-type: none"> <li>- Cleaning supplies and instructional posters are available for self service cleaning of shared surfaces and equipment</li> </ul>

<b>Personal hygiene</b>	
<i>Victorian Government guidance:</i>	<i>Swinburne University actions:</i>
<ul style="list-style-type: none"> <li>- Provide adequate facilities or products (such as hand sanitiser and soap) to allow employees to practise good hygiene.</li> <li>- Encourage everyone in the workplace to practise good hygiene:                             <ul style="list-style-type: none"> <li>o regularly clean hands with soap and water (for at least 20 seconds) or an alcohol-based hand rub</li> <li>o if hands are visibly dirty, wash them with soap and water</li> <li>o wash hands with soap and water:                                     <ul style="list-style-type: none"> <li>▪ before eating</li> <li>▪ after visiting the toilet</li> <li>▪ after attending a public place</li> <li>▪ after coughing, sneezing or nose blowing</li> </ul> </li> <li>o cover the nose and mouth when coughing and sneezing, and dispose of used tissues immediately</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Hand sanitiser has been installed at entrances of every building with soap and paper towels at wash basins in our bathroom facilities.</li> <li>- Cleaning staff check the supplies regularly throughout the day and week. Sufficient supply is available to keep these areas stocked.</li> <li>- Waste bins are located in areas in use to collect paper towels.</li> <li>- Hand sanitiser bottles have been provided in every teaching and office space in use.</li> <li>- Personal hygiene is promoted.</li> </ul>

<b>Personal Protective Equipment</b>	
<i>Victorian Government guidance:</i>	<i>Swinburne University actions:</i>
<ul style="list-style-type: none"> <li>- Provide appropriate PPE where reasonably practicable.</li> <li>- Provide information and training on why the PPE is required and how to use it safely</li> </ul>	<ul style="list-style-type: none"> <li>- Personal protective equipment is provided where it is identified as a reasonably practicable control measure for an activity following a risk assessment</li> </ul>

<b>Rapid antigen tests</b>	
<i>Victorian Government guidance:</i>	<i>Swinburne University actions:</i>
<ul style="list-style-type: none"> <li>- A rapid antigen testing program may assist in identifying people who are infectious with COVID-19 and controlling the risk of further exposure to COVID-19 in your workplace.</li> <li>- If it is determined that a rapid antigen testing program is reasonably practicable for your workplace, it should not be relied upon in isolation or as a substitute for other control measures</li> </ul>	<ul style="list-style-type: none"> <li>- RATs are available to staff required to be on campus for use following an on campus exposure or development of COVID symptoms</li> </ul>

<b>COVID-19 vaccination policies</b>	
<i>Victorian Government guidance:</i>	<i>Swinburne University actions:</i>
<ul style="list-style-type: none"> <li>- Employers may consider whether a COVID-19 vaccination policy is a reasonably practicable measure to control risks associated with exposure to COVID-19 in their workplace.</li> <li>- If you determine that a workplace vaccination policy is a reasonably practicable control measure for your workplace, consider:                             <ul style="list-style-type: none"> <li>▪ whether employees should be required to have a COVID-19 vaccine to attend the workplace</li> <li>▪ what level of vaccination employees should have</li> <li>▪ what exceptions to vaccination should apply</li> <li>▪ industrial relations obligations</li> <li>▪ privacy and health obligation</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Staff and students are encouraged to stay up to date with their COVID-19 vaccinations</li> </ul>

Ensure employees know what to do	
<i>Victorian Government guidance:</i>	<i>Swinburne University actions:</i>
<ul style="list-style-type: none"><li>- Implement clear COVID-19 procedures and communicate them to employees, so they know what to do if they feel unwell or think they have been infected.</li><li>- Strongly encourage employees who develop COVID-19 symptoms to self-isolate, get tested, and if needed, seek medical advice.</li></ul>	<ul style="list-style-type: none"><li>- COVID positive staff and students are encouraged to isolate for at least 5 days and until they don't have symptoms anymore. They are also encouraged to advise their contacts and their manager / teacher to identify support required to work/study from home</li><li>- Symptomatic staff and students are encouraged to staff away from campus and follow Department of Health advice. They are also encouraged to advise their manager / teacher to identify support required to work/study from home</li></ul>