COVID Safe plan

Guidance on how to prepare your COVID Safe plan is available here.

Our COVID Safe Plan	
Business name:	La Trobe University
Site location:	Bundoora Campus, Bendigo Campus, Albury Wodonga Campus, Mildura Campus, Shepparton Campus and City Campus. _____
Contact person:	Paul Ramage_____
Contact person phone:	0411 288 008_____
Date prepared:	7 August 2020 (most recently updated: 15 April 2021) _____

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
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.	Hand sanitiser and hand soap is widely available across all campuses. Sufficient consumables are available through the University's procurement processes and staff are familiar with ordering processes. Promotion mechanisms include: • ongoing 'all staff' and 'all student' messaging • local team meetings • FAQs published on the University internet/intranet including advice on the process for requesting more consumables • COVID-safe desktop messages and prompts on Learning Management System for students • signs displayed at the entrance to University buildings and other locations (such as bathrooms and lunchrooms) Safety Risk Assessments are conducted where necessary, with input from the specialist Health, Safety and Environment team.
Where possible: enhance airflow by opening windows and adjusting air conditioning.	The University HVAC systems are set to maximise fresh air distribution within buildings and split system air conditioners should not be set to recirculate. Specific actions are detailed in applicable Safety Risk Assessments and explained via guidance statements and FAQs published on the University internet/intranet. Where possible, windows should be open during the day to promote air flow.

Guidance	Action to mitigate the introduction and spread of COVID-19
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.	Safety Risk Assessments exist for specific activities with general guidance statements and FAQs published on the University intranet. The University has communicated the requirement to carry and use face masks as directed by the current government health directions to all students and staff. Students on health-related placements are required to follow the PPE requirements of the placement provider. The University communicates with staff and students each time Government directions are changed.
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).	Safety Risk Assessments exist for specific activities with general guidance statements and FAQs published on the University intranet. There are screen savers and prompts on LMS for students. Posters are also placed around each campus reminding staff, students and visitors of recommended hygiene practices. Health students are trained in the appropriate use of PPE prior to attending placement activities.
Replace high-touch communal items with alternatives.	Safety Risk Assessments exist for specific activities with general guidance statements and FAQs published on the University intranet. Where a high touch item cannot be replaced, these are cleaned daily as informed by Safe Work Australia *COVID-19 Information for Workplaces, Tertiary Education, Cleaning,* and pre and post use sanitising by each user is required.

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	The La Trobe University cleaning standard is guided by the Safe Work Australia *COVID-19 Information for Workplaces, Tertiary Education, Cleaning*. The University has a commercial cleaning contract in place. This contract addresses cleaning requirements within operational spaces and outlines what is needed in response to COVID-19. Written reports and auditing/inspection regimes for buildings exist to validate cleaning is being undertaken. Sanitiser, cleaning kits and other cleaning products are provided for the use by students and staff in communal areas such as kitchens.
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	The University has a commercial cleaning contract in place. This contract includes the adequate supply of cleaning products. The University also has a supply arrangement with a cleaning products supplier. Staff can make a request for additional sanitiser or cleaning kits through the Archibus system operated by the Infrastructure and Operations Division.

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Ensure that all staff that can work from home, do work from home.	In line with Government directions, staff are now able to return working from campuses. COVIDsafe return to campus plans have been developed by each area, with support from the Health, Safety and Environment team. The University supports flexible work arrangements. It has provided the necessary technology, tools and support for WFH workers including guidance workstation set-up, consistent with OH&S guidelines.
Establish a system that ensures staff members are not working across multiple settings/work sites.	Movement between metro and regional campuses is limited to those needing to undertake location dependent work (with sign-off at Line Manager level). Interstate travel will only be approved by Line Manager where there is a demonstrated and compelling business requirement and no feasible alternative exists.
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	Safety Risk Assessments exist for specific activities with general guidance statements and FAQs published on the University intranet. All staff, students and visitors are requested to stay at home if unwell, and to self-isolate and get tested if they have even mild respiratory symptoms. All returning residents are asked COVID-related health questions prior to check-in. The University's QR code sign-in system asks for a declaration by the person that they have no respiratory symptoms and to confirm they have not been diagnosed with COVID-19 or told by the Department of Health to self-isolate. The University does not require employees or staff to work or study when unwell.
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.	Floor plans setting out approved work areas have been published for all spaces in use. These align to Worksafe VIC and SafeWork Australia COVID compliance guidelines. Signs displaying maximum occupancy have been placed at entrances to teaching and meeting spaces. Front line service counters have been fitted with signage and screens (where relevant).
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	Floor markings already implemented in areas of possible congregation such as libraries, Sport Centre, Children's Centre, residential services etc
Modify the alignment of workstations so that employees do not face one another.	Floor plans with workstation alignment have been published for all spaces in use. These align to Worksafe VIC and SafeWork Australia COVID compliance guidelines and local adjustments of furniture layout. Safety Risk Assessments exist for specific activities with general guidance statements and FAQs published on the University intranet.
Minimise the build up of employees waiting to enter and exit the workplace.	The University operates across multiple buildings on multiple campuses. Discernible entry and exit points exist on some campuses and arrangements to manage people movement have been implemented in those sites. Floor markings in areas of possible congregation such as libraries, Sport Centre, Children's Centre, residential services etc. Attendance by researchers and staff and students involved in essential onsite

Guidance	Action to mitigate the introduction and spread of COVID-19
	activity reduces significantly the number of people entering and existing buildings. As staff return to onsite work there will be some allowance for staff to work flexibly, where this can meet business requirements.
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	Safety Risk Assessments exist for specific activities with general guidance statements and FAQs published on the University intranet. Posters reminding staff, students and visitors about physical distancing requirements are displayed across each campus. The Health, Safety and Environment team has undertaken staff training and briefings of a wide array of staff and student groups.
Review delivery protocols to limit contact between delivery drivers and staff.	The University has various locations for the delivery of mail and items from couriers and delivery drivers. Dedicated loading bays exist for delivery drivers to other tenants on the campus i.e. food and beverage outlets. Contractors and suppliers must check in (via Rapid Induct) which includes COVID screening.
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	Return to campus plans have been developed by each member of the Senior Leadership Group, with input from the Health, Safety and Environment Team. All on-site activities must be COVIDsafe, with social distancing one of the COVID control measures.
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.	Large screens (digital signage) and other signage used to remind on physical distancing requirements and upon entry to buildings/rooms where applicable. Posters are also displayed across campuses.

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.	Safety Risk Assessments exist for specific activities with general guidance statements and FAQs published on the University intranet. Staff, students and visitors are required to sign-into each building they visit on campus. This is explained via signage, guidance statements and FAQs published on the University internet/intranet. Contractors are inducted through Rapid Induct.

Guidance	Action to ensure effective record keeping
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	This occurs in a variety of ways including ongoing regular communications to staff and students, reminders to Health and Safety Representatives and at HSE Committee meetings.

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	Business continuity plans are intermittently updated as required.
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	Operational processes are well defined. The Department of Health is requested to liaise with Spomenka Krizmanic, Manager, Health Safety and Environment Team (9479 2186) or the nominated contact listed on this Plan. The University is complying with requirements to keep records that can support contact tracing where needed.
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	Three staged cleaning operational process has been agreed and documented with cleaning contractors 1. Detergent clean 2. Suspected case 3. Confirmed case Protocols are operational
Prepare for how you will manage a suspected or confirmed case in an employee during work hours.	Communications plan captures the escalation process and broader communications to staff, students and University partners. University has well tested approaches in place.
Prepare to notify workforce and site visitors of a confirmed or suspected case.	Communications plan for COVID updates. The University has well tested approaches in place.
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	The requirement for staff and students to notify the University if they may have attended while infectious is well publicised to the University community. The Health Safety and Environment team is the liaison point with the Department for any notifications.
Confirm that your workplace can safely re-open and workers can return to work.	Safety Risk Assessments exist for specific activities with general guidance statements and FAQs published on the University intranet. All University decisions about activities on campuses taken in compliance with public health directions.

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

Approved by: Robyn Harris, Chief Strategy Officer

15 April 2021