

Melbourne University Sport COVIDSafe Plan

Beaurepaire Centre (Building 101) COVIDSafe Plan

Organisation name: Melbourne University Sport

Plan completed by: Jean-Luc Garlick

Date reviewed: 3/3/2022

Reference: UoM COVID Response: <https://www.unimelb.edu.au/coronavirus>

Building Status: Building is open

1. Ensure physical distancing

Requirements - Ensure participants, volunteers and organisers are 1.5 metres apart as much as possible.

Action:

- Decals are in place for the 1.5m and to promote physical distancing
- Staff are educated through online training and regular meetings
- Where possible reception have sneeze screens
- Patrons are educated through communications sent to them, website, signage and booking details
- Information is on display throughout the facility to educate patrons about requirements to socially distance
- Routine COVID Restrictions inspections are completed ensuring all persons are adhering to the relevant directives

2. Face Coverings

Requirements - Ensure all workers and visitors adhere to current face covering requirements.

Action:

- Facemasks are not required to be worn unless:
 - In higher-risk settings where a local risk assessment has determined this is necessary, no MU Sport facilities are deemed high risk.
 - Where required by third parties (eg hospitals, primary schools, etc).
- Face masks must be carried at all times, when leaving home.

Recommended to wear:

- For frontline staff

- Where people cannot physically distance.

3. Practise good hygiene

Requirements - Frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.

Action:

- Hand sanitising stations have been set up in entries/exits as well as corridors, offices and other high traffic spaces to ensure staff and patrons have access to sanitiser. Some hand sanitiser units are touchless while others are pump packs
- Hand soap, water and paper towels are available in kitchens and bathrooms
- High touch items will be cleaned overnight and during the day
- Alcohol wipes are available around the facility and common use areas, as well as disinfectant spray.
- Doors will also be kept open where possible (not fire or security doors)
- Enhancing airflow by opening windows and doors
- Optimising fresh air flow in air conditioning systems
- A review of the building ventilation has been undertaken and air purifiers have been located in recommended locations

4. Keep records and act quickly if participants, volunteers or organisers become unwell

Requirements - You must support participants, volunteers and organisers to get tested and stay home even if they only have mild symptoms.

Action:

- Participants are required to scan QR code with full vaccination status located at entry to confirm their attendance
- A COVID Check-In Marshall will check each person over the age of 18 entering the building for QR code check in and vaccination confirmation
- Posters/Signage advising staff if unwell don't come in
- Staff have been notified to contact their supervisor and the University Public Health Network if they test positive to COVID
- The University has established a Case Management Team to notify and identify what needs to occur once a positive case is identified including close contacts:
<https://www.unimelb.edu.au/coronavirus/testing-and-notification>
- The process for the response to a confirmed case is located here:
<https://au.promapp.com/unimelb/Process/74bcf707-22af-4fab-83ab-53e8e2e665c3>
- Information will be obtained through a number of sources including:
 - Staff member identified as positive and their list of contacts
 - Gallagher system with swipe card

- Gladstone Booking system and relevant bookings forms
- Local area logbooks, if applicable
- Staff calendars
- All staff to be fully vaccinated

Requirements: You must develop a business contingency plan to manage any outbreaks.

Action:

- MU Sport has updated its [Business Continuity plan](#) and is ready for implementation if required
- If there is a confirmed case
 - Advise the individual to email Public-Health-Network@unimelb.edu.au
 - You should also notify the University by emailing relevant details (names, contact number, sites affected, key dates etc) to Public-Health-Network@unimelb.edu.au. This inbox is monitored seven days a week.
 - Notify the General Manager, Jean-Luc Garlick, j.garlick@unimelb.edu.au
 - A University Case Management Team member will call the notifying person within several hours of notification.
 - The University of Melbourne has a [COVIDSafe plan](#) for dealing with a positive case and what the steps are required depending on the situation, MU Sport will form part of the case management team to respond and address all required actions.