

# Melbourne University Sport COVIDSafe Plan

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## Beaurepaire Centre COVIDSafe Plan

Organisation name: Melbourne University Sport

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### 1. Ensure physical distancing

**Requirements - You must 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 areas are closed or 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
- Staggered start times for organised activities for larger groups with meeting point allocated external to avoid congestion
- Routine COVID Restrictions inspections are completed ensuring all persons are adhering to the relevant directives
- Delivery drivers are expected to drop off and leave the product rather than handing it over

**Requirement - You must apply the density quotient (where applicable) to configure shared activity areas and publicly accessible spaces**

Action:

- Restrictions are in place which reduce the number of patrons in the facility at any one time. This reduction in numbers provides adequate space to socially distance in all aspects of the facilities operations.
- Adherence to the set quota per space (one person per 2m<sup>2</sup>, or one person per 4m<sup>2</sup>, or one person per 8m<sup>2</sup>).
- Staffing areas are signed with maximum numbers in each space, when full capacity is not permitted
- Designated spaces are signed with maximum number in each space
- Restrictions are in place which reduce the number of patrons in the facility at any one time. This reduction in numbers provides adequate space to socially distance in all aspects of the facilities operations.

### 2. Wear a facemask

**Requirements - You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice.**

Action:

- Masks are to be worn in accordance with DHHS standards mentioned here: <https://www.dhhs.vic.gov.au/face-masks-vic-covid-19>
- Signage on appropriate mask etiquette is placed in the facility, when applicable

### 3. Practise good hygiene

**Requirements - You must 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
- All communal kitchen items including crockery and cutlery have been removed and staff will be required to bring their own
- High touch items will be cleaned overnight and during the day
- Encourage and promote that shared equipment is cleaned before and after use
- 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)

### 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 located at entry to confirm their attendance
- Posters/Signage advising staff if unwell don't come in
- 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/update/testing-and-notification>
- 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
  - Work station log has been developed where staff need to complete if they work at an alternative station than their own

**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 [campus-community@unimelb.edu.au](mailto:campus-community@unimelb.edu.au).

- You should also notify the University by emailing relevant details (names, contact number, sites affected, key dates etc) to [campus-community@unimelb.edu.au](mailto:campus-community@unimelb.edu.au). This inbox is monitored seven days a week.
- A University Case Management Team member will call the notifying person within several hours of notification.
- The University of Melbourne and MU Sport has a COVID plan for dealing with a positive case and the what steps are required depending on the situation, MU Sport will form part of the case management team to respond and address all required actions.

## 5. Avoid interactions in enclosed spaces

**Requirements - You should reduce the amount of time participants, volunteers, organisers, parents, carers and anyone in attendance are spending in enclosed spaces (e.g. entrances, foyers, bathrooms, changerooms and clubhouses).**

### Action:

- Room and facility capacity signage installed around the facility for certain areas and at entry, as required
- In some areas there is direction signage to reduce congestion
- Staggering of times that staff and activities start, and end has been implemented
- Training on physical distancing is provided in the COVID Safe training available through TrainMe
- Enabling activities in outdoor environments
- Moving as much activity outside as possible, including serving patrons, meetings, tearooms, lunchbreaks and locker rooms
- Enhancing airflow by opening windows and doors
- Optimising fresh air flow in air conditioning systems.

## 6. Create workforce/activity bubbles

**Requirements - You should limit the number of participants, volunteers and organisers engaging in activities across multiple teams/venues/facilities where practical. This includes avoiding as much as possible, having participants playing across multiple teams.**

- Promote and encourage the limitation of activities across multiple site and activities, where possible