

Melbourne University Sport COVIDSafe Plan

Berkeley St (Building 224) 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 closed and open for Club members only

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
- 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, 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
- Cleaning to occur after each booked event
- 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 the area was not deemed high risk

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.