Melbourne University Sport
COVIDSafe Plan

Pavilion (Building 498) COVIDSafe Plan

Organisation name: Melbourne University Sport

Plan completed by: Jean-Luc Garlick

Date reviewed: 3/3/2022


Building Status: Building is closed and open for bookings only

1. Ensure physical distancing

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

Action:

- Density limits are in place for hospitality events with a density quotient of one person per two square meters apply for indoor spaces
- 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:
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](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](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
  o Advise the individual to email [Public-Health-Network@unimelb.edu.au](mailto:Public-Health-Network@unimelb.edu.au)
  o 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](mailto:Public-Health-Network@unimelb.edu.au). This inbox is monitored seven days a week.
  o Notify the General Manager, Jean-Luc Garlick, [j.garlick@unimelb.edu.au](mailto:j.garlick@unimelb.edu.au)
  o A University Case Management Team member will call the notifying person within several hours of notification.
  o 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.