

# Trinity College COVIDSafe Plan - Parkville

## Our COVIDSafe Plan

Business name:	Trinity College
Site location:	Parkville
Contact person:	Alison Menzies
Contact person phone:	9348 7520
Date prepared:	12 <sup>th</sup> August 2020 (reviewed December 2020, 4 <sup>th</sup> January 2021, 1 <sup>st</sup> February 2021, 3 <sup>rd</sup> Feb 2021, 4 <sup>th</sup> Feb 2021, 11 <sup>th</sup> Feb 2021, 17 <sup>th</sup> Feb 2021, 1 <sup>st</sup> March 2021, 29 <sup>th</sup> March 2021, 14 <sup>th</sup> April 2021, 25 <sup>th</sup> May 2021, 27 <sup>th</sup> May 2021, 2 <sup>nd</sup> June 2021, 10 <sup>th</sup> June 2021, 17 <sup>th</sup> June 2021, 23 <sup>rd</sup> June 2021, 7 <sup>th</sup> July 2021, 19 <sup>th</sup> July 2021, 27 <sup>th</sup> July 2021, 5 <sup>th</sup> August 2021)

Trinity College has a [COVID 19 All staff Response Plan](#), as well one for the students of each Educational Division, that provides more detail on how we are reducing the risk of COVID-19 at any site/educational division.

As announced by the Victorian Premier on **5<sup>th</sup> August 2021**, all residents of Melbourne will be required to lockdown, to ensure that the current outbreak, is appropriately managed, based on the Chief Health Medical Officer's advice. These restrictions will be in place from **8:00PM Thursday 5th August 2021** including:

1. You cannot leave your home other than for one of the five following reasons:
  - a. Shopping for necessary goods and services
  - b. Care and caregiving including medical care or to get a COVID-19 test
  - c. Authorised work or permitted study
  - d. Exercise (once a day for 2 hours)
  - e. To get a COVID-19 vaccination
2. You must stay within 5km of your home for shopping and exercise.
3. Face masks are to be worn indoors and outdoors whenever you leave your home.

See the press release [here](#) for more information on restrictions, in various settings.

See DHHS website [here](#) for more information (details are updated as required)

At Trinity College, SMT have made the following determinations as of **8:00PM 5 August 2021** based on Victorian Government advice and is subject to change:

- Staff must work from home if they can.
- Staff who have been at any identified exposure sites (Tier one, two or three – see [here](#) for a list of exposure sites) must alert their line manager immediately and follow protocols.
- Any staff coming onto the campus must sign in each day using the QR code and practice COVID safety including wearing a a mask at all times except when eating or drinking or in an office alone.



**TRINITY COLLEGE**  
THE UNIVERSITY OF MELBOURNE

- Any contractors that come onsite must sign in using the QR code, wear a face mask at all times, and adhere to the College's COVIDSafe practices.
- Visitors are not permitted. The College remains closed.
- No events.

### **General Guidelines on Physical Distancing and COVIDSafe Practices & Density Requirements**

Please refer to DHHS [here](#) regarding preventing infection in the workplace.

The College requires staff, students, visitors and contractors to observe the following:

- Maintain physical distancing wherever possible inside and outside (at least 1.5 metres).
- Follow the density requirements as per signage around the College, in all office and shared spaces.
- Hand sanitiser to be used or washing of hands frequently (as per COVIDsafe practices).
- Masks are to be worn as per the most current recommendations.
- All staff must sign in using the Services Victoria QR code every day.

### **Masks**

General details regarding mask wearing as of **8:00PM 5 August 2021** include:

- You must wear a face mask when you leave home if you are aged 12 years or over (unless an exemption applies).

At Trinity College, the SMT have made the following determinations as of **8:00PM 5 August 2021** in regards to mask wearing at the College (based on Victorian Government advice).

- Staff must carry a mask all times when at any of the College campuses.
- Staff are required to wear a mask, indoors and outdoors at all times except when eating or drinking or alone in an office.
- Teaching staff can remove their masks whilst teaching but should observe the College mask wearing rules otherwise.
- All staff should remain aware of their physical proximity to staff and students, maintaining 1.5m distance between themselves and others, as much as possible.

### **Pathways School**

Teaching and learning online.

### **Theological School**

Teaching and learning online.

### **Residential College**

Residential College students are living on campus and must abide by the Residential College COVID safe practices and Victorian Government advice.

### **Visitors**

No visitors except essential contractors.

### **Events**

No events.

### **Chapel service including wedding and funerals.**

No chapel services.

For any further enquires around this COVIDSafe plan, please contact your Manager or relevant SMT member.



**TRINITY COLLEGE**  
THE UNIVERSITY OF MELBOURNE

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
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.	<ul style="list-style-type: none"> <li>• Hand sanitiser is provided at the entrance/exit to each building in use.</li> <li>• Hand soap is provided and paper towel in all bathrooms and kitchen areas, to be used by staff or students.</li> <li>• Our Property and Facilities Services (PaFS) keeps a close review of all stock levels, as do the external cleaning contractor staff, who replaces the supplies in each location.</li> <li>• If stock levels run low, please contact PaFS.</li> </ul>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none"> <li>• Where possible, windows to be opened to allow some fresh air.</li> <li>• Air conditioning is serviced regularly, to ensure sufficient air flow and regular servicing, as per the manufacturer's guidelines.</li> <li>• We have adopted measures from the Centre for Disease Control (CDC) guidelines to increase fresh air into buildings with mechanical ventilation, wherever possible.</li> </ul>
In areas or workplaces where it is required, ensure all staff wear a face mask and/or required PPE, unless a lawful exception applies. Ensure adequate face masks and PPE are available to staff that do not have their own.	<ul style="list-style-type: none"> <li>• All staff (unless they have a lawful exception and this is documented within their personal file) that are currently working on site are to travel to and from work wearing a face mask (on public transport) and are required to carry a mask at all times and whilst at the Parkville campus.</li> <li>• See above requirements on mask wearing for staff and in what circumstances (these restrictions change frequently).</li> <li>• Signs are displayed around all campus sites and buildings to remind staff of this requirement.</li> </ul>
Provide training to staff on the correct use and disposal of face masks and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).	<ul style="list-style-type: none"> <li>• Videos are available on the College portal which detail the correct use and disposal of face coverings and PPE. They can also be found <a href="#">here</a>.</li> <li>• Other videos, signs and continual messaging has been provided around good hygiene practices for both staff and students.</li> </ul>
Replace high-touch communal items with alternatives.	<ul style="list-style-type: none"> <li>• Cleaning products are available to be used after each use.</li> <li>• Touch point cleaning is undertaken throughout the day by our contractor.</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	<ul style="list-style-type: none"> <li>• <u><a href="#">The Trinity College cleaning plan</a></u> has been created by our PaFS teams. This details the increased cleaning for all parts of the College, from 1st February 2021.</li> <li>• Staff are provided with cleaning products for classrooms or shared spaces and also their office areas to use, as required throughout the day.</li> <li>• Cleaning will occur throughout the day, in these dedicated office areas.</li> <li>• Most teaching is occurring online and will be reviewed periodically, according to Government advice. PS teachers may teach their classes at the College, using office space or tutorial rooms. Cleaning products will be available for use by staff using this space.</li> </ul>



Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<ul style="list-style-type: none"> <li>• The PaFS team manage our external contract for cleaning with Alliance/Spotless. The COVID-19 Response plans detail the cleaning being undertaken as a minimum in all areas of the College including, shared spaces (bathrooms, kitchens).</li> <li>• Cleaning products are provided in all buildings to allow staff to undertake additional cleaning of personal equipment, workstations and shared spaces (door handles they use frequently) throughout the working day.</li> <li>• The cleaning required for a “deep clean” and “disinfection” is detailed in our COVID-19 Staff Response Plan.</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<p><b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b></p>	<ul style="list-style-type: none"> <li>• The College is currently operating almost exclusively from the Parkville site. A small number of staff and students in the PS will work in the Bouverie St labs as required.</li> <li>• A list of all staff on site at the Parkville campus, is being maintained by PaFS through a QR code system.</li> <li>• The College has provided staff with instructions, including sign in procedures, sanitisation stations, cleaning etc.</li> </ul>
<p><b>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</b></p>	<ul style="list-style-type: none"> <li>• All contractors to site are required to sign in with a QR system and complete a COVID-19 health questionnaire prior to being authorised to complete any work at the Campus.</li> <li>• All contractors on site, must abide by the Victorian directive around mask wearing (see above as subject to change). It is a requirement to carry a face mask with you at all times.</li> <li>• All staff are advised by regular communications from the College Warden and within the College Newsletter and relevant COVID-19 Response plans, to stay home when unwell. This is further reiterated within team meetings.</li> </ul>
<p><b>Configure communal work areas and publicly accessible spaces so that:</b></p> <ul style="list-style-type: none"> <li>• there is no more than one worker per four square meters of enclosed workspace</li> <li>• workers are spaced at least 1.5m apart</li> <li>• there is no more than one member of the public per four square meters of publicly available space.</li> </ul> <p><b>Also consider installing screens or barriers.</b></p>	<ul style="list-style-type: none"> <li>• The Parkville campus café is currently closed to Staff but available for Residential College students and staff.</li> <li>• Capacity limits are reduced to one person per four square metres in all premises and spaces that are open and accessible to the public, and within shared spaces within workplaces (such as lunch rooms and shared office space). Staff are encouraged to continue to practice physical distancing, wherever possible.</li> <li>• Clear barriers have been installed at Reception areas, should visitors come on campus.</li> </ul>
<p><b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</b></p>	<ul style="list-style-type: none"> <li>• 1 person per 4 square metres applies for staff or students in office areas, meeting rooms or shared kitchen, bathrooms or walkways. See <a href="#">DHHS</a> for more information.</li> </ul>



Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Modify the alignment of workstations so that workers do not face one another.</b>	<ul style="list-style-type: none"> <li>PaFS have ensured workstations are adequately distanced (1.5 metres from each other) to minimise contact and ensure staff have adequate space between one another. Wherever possible, desks are not facing one another.</li> <li>With reduced numbers of staff being on campus on any one day, there will be more opportunity to space staff out. The College has more than adequate office space to ensure the minimum physical distancing requirements are followed for those essential roles currently permitted to work on Campus.</li> </ul>
<b>Minimise the build-up of workers waiting to enter and exit the workplace.</b>	<ul style="list-style-type: none"> <li>Different doors are allocated for entry and exit (wherever practical)</li> <li>Using an entry and exit system to the site that is as contactless as possible and quick to enter and exit.</li> <li>Floor markings to provide minimum physical distancing guides at entrances and exits.</li> </ul>
<b>Provide training to staff on physical distancing expectations while working and socialising (e.g., during lunchbreaks).</b>	<ul style="list-style-type: none"> <li>Signage is provided around the College campuses and buildings.</li> <li>Modelling of appropriate behaviour by managers and senior team members (physical distancing at all times).</li> <li>There have been multiple All Staff communications regarding COVID safe behaviour.</li> <li>Training video on how to keep a safe distance from others to minimise the spread of COVID-19, is found <a href="#">here</a> and on the College portal.</li> <li>Training video found <a href="#">here</a> on how to wear a face mask.</li> </ul>
<b>Review delivery protocols to limit contact between delivery drivers and staff.</b>	<ul style="list-style-type: none"> <li>The designated site entry point for deliveries is Gate B. PaFS will determine the appropriate COVIDSafe strategy for any deliveries.</li> </ul>
<b>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b>	<ul style="list-style-type: none"> <li>Any Government directed density limits applied.</li> <li>All staff working from home if they can.</li> </ul>
<b>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 <a href="#">‘current density’ rule</a>.</b>	<ul style="list-style-type: none"> <li>Clear signage is displayed around all parts of the Parkville campus detailing the current capacity limits for events, where members of the public are attending e.g., Residential College events. These are currently not face to face.</li> <li>Parkville campus is closed to all members of the public.</li> <li>No visitors.</li> </ul>

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
<b>Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</b>	<ul style="list-style-type: none"> <li>All contractors and sub-contractors on site currently must sign in at gate A (Maintenance workshop) using a QR code.</li> <li>All staff who are to work from the Parkville campus must sign in through a Victorian Government QR code each day they are at the Campus.</li> <li>The sign in process (using a QR code at the entrance of building locations) is <u>compulsory</u> as this will ensure we are able to identify close contacts, should the need arise.</li> <li>No visitors.</li> </ul>



Guidance	Action to ensure effective record keeping
<p><b>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</b></p>	<ul style="list-style-type: none"> <li>• All staff have been trained in how to record a safety incident. Information is provided on the College portal on where to obtain the required documents to be completed and to be returned to the OH&amp;S Coordinator.</li> <li>• The COVID-19 Response plan is displayed on the College portal on the OHS site and also under Human Resources, where all COVID-19 related information is being provided. The All Staff COVID-19 Response plan provides a checklist on what to do should a staff member receive a positive COVID-19 result. Each Educational division has a COVID-19 Response plan in place for students.</li> <li>• There have been multiple All Staff communications regarding COVID safe behaviour.</li> </ul>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
<p><b>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</b></p>	<ul style="list-style-type: none"> <li>• COVID-19 Response plans have been created for all staff and each of the educational divisions in the event a staff member or student tests positive. The process is slightly different for each division depending on the situation. These plans are reviewed regularly.</li> <li>• The Trinity College Critical Incident Management Team (CIMT) would be notified and a meeting convened, should there be a confirmed COVID-19 diagnosis, within any staff or students (as per the COVID-19 Staff Response plans).</li> <li>• Plans to communicate with staff, customers, suppliers, stakeholders, students and families, should there be an outbreak of COVID-19 would be coordinated by CIMT and the College Warden.</li> </ul>
<p><b>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</b></p>	<ul style="list-style-type: none"> <li>• All contractors on site are to sign in on entry using the electronic QR code.</li> <li>• All staff at the Parkville campus must sign in using a QR code at each building location. Detailed instructions have been provided to Managers and staff on the requirements of sign in to ensure staff safety. This will aid in identifying close contacts, should the need arise.</li> <li>• Trinity College COVID-19 Response plans outline key responsibilities and process for engaging with DHHS and undertaking employer-led contact tracing.</li> </ul>
<p><b>Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.</b></p>	<ul style="list-style-type: none"> <li>• COVID-19 Response plans detail the process for campus closures and further steps to be taken should there be a suspected or confirmed COVID-19 case.</li> <li>• Cleaning is detailed within the COVID-19 Response plans, that will occur when a suspected or confirmed case is notified.</li> </ul>
<p><b>Prepare for how you will manage a suspected or confirmed case in a worker during work hours.</b></p>	<ul style="list-style-type: none"> <li>• COVID-19 Response plans for staff or students has been developed which details how the College will manage a suspected or confirmed case, during work hours but also after hours, for our Residential College students and staff, who live on campus.</li> <li>• The COVID-19 Response plans detail isolation of workers or students and when staff may be directed to be tested at the nearest COVID-19 testing site.</li> </ul>



Guidance	Action to prepare for your response
<p><b>Prepare to notify workers and site visitors (including close contacts)</b></p>	<ul style="list-style-type: none"> <li>• COVID-19 Response plans details the steps required should there be a confirmed case of COVID-19 whilst at the Parkville College campus.</li> <li>• Contact would be made with close contacts and visitors on site during the infectious period, as per DHHS advice.</li> <li>• Decisions would be made by our Critical Incident Management team (CIMT) around partial or full closure of campuses.</li> </ul>
<p><b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b></p>	<ul style="list-style-type: none"> <li>• COVID-19 Response plans and checklists details steps to be taken if there is a confirmed COVID-19 case within our staff or contractors and who is required to contact WorkSafe.</li> <li>• If there is a confirmed COVID-19 case within our staff or contractors, this would also be reported following our incident reporting processes and the appropriate escalation and reporting to DHHS and WorkSafe would result.</li> </ul>
<p><b>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</b></p>	<ul style="list-style-type: none"> <li>• We will ensure we follow (as a minimum) the current restrictions in place by DHHS, this could change multiple times throughout the pandemic and therefore, staff will be alerted of the changes and what is required of them, in terms of either working from home or being able to safely return to the campus and in what capacity. Page 1 to 2 above will detail the current restrictions in place for Victoria during 2021.</li> </ul>

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in the workplace.

Signed 

Name: Alison Menzies

Date 5 August 2021



**TRINITY COLLEGE**  
THE UNIVERSITY OF MELBOURNE