



TRINITY COLLEGE
THE UNIVERSITY OF MELBOURNE

Trinity Residential College

COVID-19 Response Plan

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Background and Purpose

This document has been developed in response to the COVID-19 pandemic in order to ensure the safety of the Trinity Residential College community. Advice from the Australian Health Protection Principal Committee (AHPPC) and the Victorian Government's Department of Health and Human Services (DHHS) has been taken into account to ensure this plan follows best practice.

This document has been developed using advice from the University of Melbourne Student Accommodation COVID-19 Response Plan.

All points and information in this document are based on current and previous governmental advice and will be updated based on changes to Governmental restrictions. This document is subject to change at the discretion of the College at any time and may be modified in future without notice to suit the safety needs of the community. This document could be outdated if downloaded – please refer to the electronic version for the most up to date information.

Purpose and Goals:

The purpose of this document is twofold:

1. Ensuring the safety of the residential community by reducing the risk of COVID-19 introduction into our community or transmission to residents in the community.
2. Ensuring that practices within the residential College adhere to current governmental advice and recommendations regarding the safety of the community during COVID-19

Key Information for Residents

Here's key information that residents need to know:

Ensure you constantly refer to the current Government Advice and regulations and on-campus Safety Measures outlined by the Deputy Dean.

If you have any [symptoms of COVID-19](#) (even mild symptoms), or If you think you have been exposed to COVID-19, you are required to:

1. **Inform a staff member**
2. **Get tested for COVID-19**
3. **Isolate until your results return** in an appropriate location.

If you need to isolate, it's preferred that you isolate off-site, if you have ready access to a safe place. This may be somewhere like your family home.

- If you don't have anywhere off-site that's appropriate, we'll work with you to find a safe place for you in the College or elsewhere.

Here's the four things we need you to do:

- **Self-Isolate and tell a staff member** if you're even a little bit sick OR if you have been potentially exposed to COVID-19.
- **Get tested immediately**
- **Practice good hygiene, physical distancing, and wear a mask at all times**
- **Isolate in an appropriate environment**

Trinity Residential College COVID-19 Preventative Health Plan

1. Rapid isolation and referral of residents with symptoms

- 1.1. In the instance of suspected or confirmed case of COVID-19, follow the College's Isolation Protocol (see below).
 - 1.1.1. Isolate student safely in an appropriate room. Communicate with student regarding possible off-site isolation.
 - 1.1.2. Arrange for a COVID-19 test to be conducted at a safe place.
 - 1.1.3. Assign a residential executive case manager, as per the PCD.
 - 1.1.4. Provide wellbeing, health, and academic support to the isolated student.
 - 1.1.5. Follow appropriate medical advice.

2. Reducing density of residents

- 2.1. In the instance of a suspected or confirmed case of COVID-19, the College is prepared to direct students to vacate the College, if it is safe to do so, in order to reduce density in residence.
- 2.2. If necessary, the College will reduce capacity to increase physical distancing.
- 2.3. Where possible, residents will be spread across the College to promote physical distancing and avoid use of shared bathrooms.

3. Return of residents to campus

- 3.1. Students who can safely return to campus are permitted to do so, with conditions applicable depending on current government advice.
 - 3.1.1. Residents are not permitted to return to College from a designated "Red Zone", and must remain in place offsite until their area is downgraded to an "Orange Zone".
 - 3.1.2. Residents are permitted to return to College from an Orange Zone, with the condition that they are tested for COVID-19 upon their return.
 - 3.1.3. If deemed necessary for community safety, all returning residents must be tested for COVID-19 and return to College within 24 hours of receiving a negative result from that test. This will depend on current governmental advice.
 - 3.1.4. All residents must agree to abide by College Safety Measures in place during their return to College. Full updated lists of restrictions are available on the College's Facebook page and have been communicated to residents via email.
 - 3.1.5. A breach of COVID-19 Safety Measures is viewed as a breach of the Student Code of Conduct. Students may receive consequences for any breaches of physical distancing restrictions, as determined by the Dean.

4. Community Safety Measures in Place

- 4.1. All Safety Measures should be aligned with current governmental advice regarding physical distancing and community travel.
- 4.2. Safety Measures can be implemented by College staff to protect community safety. Safety Measures possible for implementation are:
 - 4.2.1. Restrictions on travel off-campus into the community, including placing time limits on travel within the community, permission to leave campus for work or non-essential appointments.
 - 4.2.2. Restrictions on permitted activities on campus, including exercise, events, and social gatherings.
 - 4.2.3. Restrictions on methods of transport within the community.
 - 4.2.4. Mandatory wearing of form-fitting masks. The College will require that all people on the Residential College campus comply at all times with government regulations requiring wearing of masks.
- 4.3. All Safety Measures that are in place are linked to the Code of Conduct, and any breach of current restrictions will be treated as a breach of the Code. Consequences for breaches of the Code are determined by the Deputy Dean and Dean.

5. Promoting hygiene in the College

- 5.1. Promotional material and safety measures have been shared with the community regularly in different formats – Social Media, emails, posters, and face to face meetings.
- 5.2. Providing residents with COVID-19 behaviour change literature – posters are placed in bathrooms, shared spaces, and common areas.
- 5.3. Monitoring of residents' practices by staff through general observation, building walkthroughs, swipe access to campus, and CCTV of common areas where possible.
- 5.4. Regular and relevant updates on COVID-19 will be provided to students to keep informed of the current restrictions, advice, and support.

6. Environmental hygiene measures

- 6.1. Raised intensity of cleaning regime in high touch, common areas and bathrooms. All shared spaces also have cleaning products for students to use to ensure cleanliness and hygiene.
 - 6.1.1. Communal bathrooms are cleaned twice daily
 - 6.1.2. High touch areas – anywhere that multiple people need to touch in order to pass through an area e.g. bannisters, doorknobs and handles, etc.
- 6.2. Following governmental guidance on cleaning materials and techniques, such as replacing Alliance's usual cleaning products with high-strength chemical-based products to ensure hygiene.
- 6.3. Availability of hand washing and hand sanitising facilities and products, including soaps and hygiene products such as alcohol-based hand sanitiser.
 - 6.3.1. All entry points to buildings are to have a hand sanitizer station to promote good hygiene practice.
- 6.4. Behavioural change campaign targeting coughing, sneezing, and hand hygiene has been rolled out to all communal areas, corridors, and online info.

7. Physical distancing in the College

- 7.1. Any and all measures put in place at the College aimed at increasing physical distance are able to be implemented from time to time, depending on current Governmental Health advice. The following options are available to be implemented from time to time:
 - 7.1.1. Signage may be placed in areas around College, such as bedrooms, communal areas, and dining hall indicating maximum occupancy.
 - 7.1.2. Furniture may be reduced in the Dining Hall, study commons, common areas and library to increase distancing. Stickers may be placed in Dining Hall in the appropriate seating position for student use.
 - 7.1.3. Appropriate distance markings may be placed on the floor for the Dining Hall Servery area indicating 1.5m distance.
 - 7.1.4. Strict management of all common facilities (e.g. gyms, common rooms), including rostered times for student use, increased cleaning service, and cleaning products for student use.
 - 7.1.5. Catering operations may transition to utilising disposable containers for all food and drink. Food service can be moved to a take-away system can be adopted as necessary.
- 7.2. As Government restrictions change, events will be permitted as long as they abide by current industry and community guidelines as outlined by the Government.

8. Reducing contact with external staff, contractors, and visitors

- 8.1. The following safety measures are available for the College to implement from time to time, depending on the current Government Guidelines at the time.
 - 8.1.1. The College may choose to reduce student contact with essential staff, such as removing the Student Bursars from the Kitchen.
 - 8.1.2. The College may choose to implement a protocol in place for managing essential staff hygiene to ensure their safe arrival on site, minimising student contact to the areas they access.
 - 8.1.3. The College may choose to minimise all student events and put in place a protocol for student initiatives to ensure safety.
 - 8.1.4. The College may choose to cease all visitors, guest, and non-essential staff access to the campus.

- 8.1.5. The College may choose to suspend maintenance in rooms unless critical, with strict contractor controls.
- 8.1.6. The College may choose to have cleaners utilise strict requirements to use personal protective equipment, such as gloves to aid infection control.
- 8.1.7. The College may choose to implement screening of guests to campus is being conducted at check-in, as well as thorough hygiene protocols.

9. Monitoring of health risks

- 9.1. College support staff are to continue to monitor student safety and behaviour, in order to ensure risk of COVID-19 transmission remains low.
- 9.2. College support staff are to monitor students at higher risk, and work with the student to provide a suitable living environment for them.
 - 9.2.1. Students with pre-existing medical conditions are to be contacted for individual support and to develop an individual care plan if needed.
- 9.3. The College will continue to provide wellbeing support and monitoring of mental health risk
 - 9.3.1. Continued RA and Wellbeing checks on all residents.
 - 9.3.2. Updated and refined RA referral process to Wellbeing Service.
 - 9.3.3. Continued offering of the Wellbeing Service, referrals to counselling and other wellbeing services online and via phone.
 - 9.3.4. Promotion and regular reminders of health services available to students, with specialist services for vulnerable communities advertised.
 - 9.3.5. Maintaining resident engagement through regular newsletters, initiatives, and student-run activities.

10. Vaccines

- 10.1. Influenza vaccines are to be made readily available early in the Flu season in order to prevent the spread of the illness.
 - 10.1.1. The Flu Vaccines will be delivered each year to students and staff of the College.
- 10.2. All members of the Trinity Community are encouraged to be vaccinated against COVID-19 once a vaccine becomes available to them.
- 10.3. The College reserves the right to make COVID-19 Vaccination a compulsory condition of residency, subject to any relevant exemptions.

Isolation Protocol

In order to ensure the safety of the residential community, all residents are required to abide by directions from the College regarding isolation and testing. Rapid isolation and testing are proven to be effective methods of limiting the transmission of COVID-19. All residents displaying any signs of illness, even mild symptoms, or those who have suspected or confirmed exposure to COVID-19 must be isolated and tested.

It is critical that all staff approach residents with any symptoms as infectious. It is safest to assume a resident has COVID-19 until proven otherwise with testing.

Outside of Stage 3 or 4 lockdown, the College's isolation protocol moves to a streamlined approach, aimed at increasing student willingness to be tested for COVID-19. That process is as follows:

If you have any [symptoms of COVID-19](#) (even mild symptoms), or If you think you have been exposed to COVID-19, you are required to:

1. **Inform a staff member**
2. **Get tested for COVID-19**
3. **Isolate until your results return** in your own room in College.

During that isolation period, students will be provided food and essential item delivery by a nominated member of the community. This may be a staff member or a student. During this isolation period, students are provided with cleaning materials in shared bathrooms in order to clean any surfaces or areas they use.

During strict governmental restriction periods, such as Stage 3 or 4 lockdowns, the follow isolation protocol is in place:

11. Rooms suitable for isolation in Trinity Residential College.

- 11.1. There are **3 Tier 1 Suitable Rooms available** for student isolation in College –1 visiting scholar’s flat (GY301), and 2 Clarkes Apartments (CL024 and CL124). These rooms have exclusive access to a bathroom, have a fridge for use, and are not connected to any communal areas.
 - 11.1.1. If required, other rooms with private bathrooms are available for isolation of students e.g. Gourlay rooms
- 11.2. All other rooms are **Tier 2 Suitable Rooms, where shared bathrooms would be isolated for singular student use.**
 - 11.2.1. Follow the same protocol as outlined below, and in addition inform residents on the affected floor to use separate bathrooms until informed otherwise.
 - 11.2.2. Minimise contact with other residents on the floor as much as possible.

12. Off-campus isolation

- 12.1. It is preferred that a resident isolate off-site if it is possible to do so safely.
- 12.2. In the event that a student has a suspected or confirmed case of COVID-19, the College, if it is deemed necessary, is to contact the resident’s emergency contact and inform them of the situation. An agreed isolation area will be arranged for the resident upon consultation with all parties.

13. Procedure for isolation of resident in College.

- 13.1. **Move the resident to a suitable room** ASAP, with zero contact to other residents.
 - 13.1.1. Ensure PPE is worn by anyone assisting.
- 13.2. **Nominate Case Manager** (Dean, Deputy Dean or Associate Dean) who will be responsible for all following steps.
- 13.3. **Ensure key stakeholders are informed**
 - 13.3.1. Inform all RA’s of the student’s isolation, including the location and procedure around communicating that information with students.
 - 13.3.2. Inform P&Fs and Alliance staff. No maintenance to be conducted on student room unless critical/emergency
 - 13.3.3. Inform the College Dean, who will inform SMT as required.
- 13.4. **Isolated resident is to be briefed on procedure of isolation and expectations of compliance**
 - 13.4.1. Emphasise importance of maintaining safety
 - 13.4.2. Resident is to remain in their room at all times
 - 13.4.3. Resident is to provide correct and preferred method of contact
 - 13.4.4. Outline roster of daily food delivery and welfare checks
 - 13.4.5. All deliveries/services are to be Zero Contact for the remainder of isolation
- 13.5. **Care package to be delivered** on the first day of isolation. Include:
 - 13.5.1. Surgical Mask, gloves, soap, paper towels, linen pack, laundry tub and detergent, multipurpose cleaner with disinfectant, disinfectant wipes, garbage bags, vomit bags, thermometer, hydrolyte.
- 13.6. **Bin to be delivered to student’s room** by P&Fs – placed outside.
 - 13.6.1. Extra cleaning and waste disposal to be provided by P&Fs/Alliance

- 13.6.2.** Streamline waste disposal to once per day at an agreed time. Any garbage placed outside that time will not be collected and the resident must return it to their room bin.
- 13.6.3.** Notify the Floor and RA of garbage collection time.
- 13.7. Food delivered** in disposable containers outside the student's room
- 13.7.1.** Roster is to be made by the Res Exec Case Manager of **self-nominated** staff and students, who deliver food 3 x per day
- 13.7.2.** Delivery is to be **zero contact** – placed outside the room with a text message sent to announce delivery.
- 13.8. Wellbeing Checks to be provided daily**, with online contact with Wellbeing service provided to ensure student safety.
- 13.8.1.** RA is to check in with students online/via phone regularly
- 13.8.2.** Case manager to check in daily via phone
- 13.8.3.** Wellbeing and Mindfulness Webinars provided online for students
- 13.8.4.** Referral to online wellbeing services provided – such as Reachout forums and Beyondblue resources.
- 13.9. Ongoing medical care to be provided.** Available resources include the COVID-19 Hotline 1800 675 398, the Nurse on Call 1300 60 60 24, or 13 SICK, including daily monitoring and recording of symptoms.
- 13.9.1.** Ensure ill student communicates all medical advice to Case Manager.
- 13.9.2. If illness persists or worsens, seek emergency support via 000**
- 13.10. Arrange COVID-19 testing of the resident**
- 13.10.1.** Follow COVID-19 Hotline advice for appropriate testing arrangement of resident.
- 13.10.2.** Ensure zero-contact with other residents during entry/exit and testing.
- 13.11. Criteria for conclusion of isolation**
- 13.11.1.** In order to ensure community safety, the College will follow appropriate advice from the Department of Health and Human Services regarding conclusion of isolation.
- 13.11.2.** A resident may be asked to remain in isolation after they have returned a negative result of COVID-19 if provided medical advice tells the College to do so.
- 13.12. Deep cleaning of the room is to be arranged after the resident has left isolation.**
- 13.12.1.** The room may also be left vacant for a period of time to ensure safety.

Emergency Plan for a Confirmed Case of COVID-19

The following outline's the College's plan to respond to a confirmed case of COVID-19 within the Community.

14. Precautionary measures

- 14.1. Isolate the resident immediately**
- 14.1.1.** Follow the Isolation Protocol as outlined in point 12 above.
- 14.2.** Notify the DHHS via the COVID-19 Hotline 1800 675 398
- 14.3.** Notify the University COVID-19 Central Response Team – campus-community@unimelb.edu.au and Crystal Polson, Infection Control Nurse crystal.polson@unimelb.edu.au for support and advice.
- 14.4. Close Contacts placed in self-isolation**
- 14.4.1.** Close contacts will be as determined by the DHHS, University COVID-19 Response Team, or the College staff. Close contacts may have:
- Used the same bathroom as the resident
 - Been in the same room as the resident for more than 15 minutes

- Been in physical contact with the resident or any of their belongings
- Been in the same area outdoors with the resident for more than 2 hours
- Been within 1.5 metres of the resident at any time

14.4.2. Case manager to monitor the symptoms of any students in isolation.

14.5. Assess the need to mass-isolate

14.5.1. Follow all and any advice from the DHHS regarding the need to mass-isolate all residents.

15. Preventing COVID-19 Outbreak

15.1. Residents in the same building as affected resident(s), but are not close contacts, are to be relocated to safe accommodation off-site or in a separate building.

16. External Medical Support

16.1. Colmedics group will be engaged to provide the following services during a suspected or confirmed case of COVID-19. The Residential College is to engage with Colmedics and provide contact details to staff.

16.1.1. Facilitating symptomatic or asymptomatic COVID swab testing programs (pro-active or reactive) onsite to minimise resident movement

16.1.2. Provision of Medics trained and equipped with PPE for duties such as support, logistics and interaction with residents in isolation or quarantine

Education and Training

17. Infection Control Training for Staff

17.1. All staff of the Residential College are required to complete the Government's online infection control training course before Semester 2 2020, which can be found here:

<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>

17.2. Staff are to be aware that the College may choose to conduct stricter procedures than are outlined in the training.

APPENDIX A: RESIDENTIAL EXECUTIVE CHECKLIST

Student Name:				
Res Exec Case Manager:				
Date:				
Task			Initial	Date
1		If needed call 000		
2		Assess the situation, remove other persons from the area.		
3		Contact the student's Emergency contact if the Res Exec member is concerned for the safety of this student		
4		Contact medical practitioner to confirm diagnosis		
5		Organise for the ill student to be moved ASAP		
	5A	Arrange for alternate accommodation offsite via Emergency contact <i>(Cont. to Step 13)</i>		
	5B	If no alternate arrangements found, isolate the student in College, in a Tier 1 Suitable Room or a Tier 2 Suitable room as a second preference. <i>(Cont. to Step 5)</i>		
6		Nominate one Res Exec Case Manager to be the main point of communication.		
7		Inform all necessary staff		
	7A	Inform all RAs of the student's location		
	7B	Inform PAFs		
	7C	Inform Alliance team		
	7D	Inform Wellbeing Coordinator		
	7E	Inform Dean		
8		Student to be informed of isolation procedure and compliance		
9		Care package delivered on first day of isolation		
10		Ensure PAFs to deliver waste bin to student		
11		Provide student with first aid materials		
12		Advice ill student to check in with nurse-on call (1300 60 60 24) or 13 SICK		
13		Make a list of anyone who has been in close contact with the ill student and isolate as per this checklist.		
14		Organise with PAFs for deep clean of all confirmed contact points at College		
15		Inform entire College community of a confirmed communicable disease		
16		Student to get clearance certificate from medical practitioner		