

## Our COVIDSafe Plan

Business name:	Mannix College
Site location:	22a Wellington Road Clayton
Contact person:	Mr Sean Brito-Babapulle (Principal)
Contact person phone:	0419 907 646
Date prepared:	7 August 2020

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<b>Provide and promote hand sanitiser stations for use on entering buildings and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.</b>	<p><i>Mannix College has deployed hand sanitiser stations across its buildings. This ensures all staff and students have multiple opportunities to hand sanitise when entering a building and workspace, and during their activities at Mannix. This includes stations at the entry to Mannix, entry and exits of lifts, bathrooms, communal spaces, common rooms, and the Dining Hall.</i></p> <p><i>The Mannix cleaning team will ensure adequate soap and paper towel is available in all bathrooms. Posters have been displayed in all corridors, bathrooms, the Dining Hall, and above each sanitisation station, showing the correct method of washing and/or sanitising hands.</i></p>
<b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b>	<p><i>Due to fixed-glass design in the College, some windows cannot be opened. Where possible, windows and louvres are left open for greater air flow. When residents are in a room with a visitor, we will ask them to keep their window open.</i></p>
<b>In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.</b>	<p><i>The requirement to wear a face covering during lockdown is mandatory. Consideration is being given into whether the wearing of masks is essential when large gatherings or group activities occur, when restrictions are lifted. The need to wear face masks has been communicated and implemented in all areas of the College.</i></p> <p><i>Staff and residents may be expected to attend functions and/or events wearing their own appropriate face mask or shield. Activities organised by Student Leadership will be required to submit a risk assessment to Student Services at least 5 days prior to the event, discussing these measures.</i></p> <p><i>College Administration, Security and the Student Leadership team will monitor compliance with the face-covering requirement.</i></p>

	<i>Mannix will provide masks to staff members, if they require one for work purposes. A supply of face masks are kept in the office for emergency purposes.</i>
<b>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</b>	<i>All staff and Student Leaders will be instructed on the appropriate use of face masks, correct hand hygiene, physical distancing and cough etiquette. Further, any member of staff, or Student Leader who may require additional PPE will receive training on its correct use, from their supervisor. Workplace posters and online training information will also be made available to reinforce training.</i>  <i>Good hygiene posters are located throughout the College. The College Induction Program, and the online inductions provided by Monash University will be used to reinforce key health messages to help slow the spread of COVID-19.</i>
<b>Replace high-touch communal items with alternatives.</b>	<i>Each department within the College has undertaken risk assessments of their activities. These assessments include identification of shared items, and the introduction of a plan to replace them with alternatives that prevent the spread of COVID-19. This work is ongoing and is being prioritised by the College.</i>

<b>Guidance</b>	<b>Action to mitigate the introduction and spread of COVID-19</b>
<b>Cleaning</b>	
<b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b>	<i>Mannix College is liaising with its cleaning service (Spotless) regarding COVID-19. Spotless has implemented cleaning protocols for COVID; this plan is available upon request. Spotless will increase cleaning of all buildings and has incorporated continuous day-time cleaning of all common, high-touch surfaces. This includes door handles, lift buttons, light switches, stair rails, tables and other flat surfaces.</i>  <i>All areas have also been provided additional cleaning materials to allow staff and residents to clean their own areas before and after activities such as work, study and sport.</i>
<b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b>	<i>Mannix College has secured sufficient supply of all cleaning products through its suppliers, and Spotless, and has increased the products held on-site to manage peak demands.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<p><b>Ensure that all staff that can and/or must work from home, do work from home.</b></p>	<p><i>Mannix College has implemented a “work from home” strategy consistent with government guidelines, and will support staff working from home where practical. Working from home has the greatest impact on the Administration team.</i></p> <p><i>Only essential activities remain at the College during lockdown. These are Meals on Wheels, cleaning and maintenance.</i></p> <p><i>Senior Management approval is required before any activity can return to College.</i></p>
<p><b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b></p>	<p><i>Staff attending Mannix College are only undertaking essential work.</i></p>
<p><b>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</b></p>	<p><i>Consistent with the government’s health messaging, Mannix has communicated to all staff, suppliers, contractors, guests and residents that only essential work or study is allowed at College, and they should only attend if they are well (and notify the College if they are feeling unwell).</i></p> <p><i>Temperature checks for staff and visitors are being conducted in reception, and the kitchen. Additionally, random daily temperature checks will be conducted.</i></p> <p><i>The College does not require any employees to work when unwell.</i></p>
<p><b>Configure communal work areas and publicly accessible spaces so that:</b></p> <ul style="list-style-type: none"> <li>● <b>there is no more than one worker per four square meters of enclosed workspace</b></li> <li>● <b>workers are spaced at least 1.5m apart</b></li> <li>● <b>there is no more than one member of the public per four square meters of publicly available space.</b></li> </ul> <p><b>Also consider installing screens or barriers.</b></p>	<p><i>All areas of the College have been assessed and adjusted to the maximum occupancy for spaces, based on the 4 square metre rule, and the 1.5 metre physical distancing requirement. Posters indicating maximum occupancy have been placed on all entry doors to common spaces, and resident rooms. A timetable will be created (using Calendly) to schedule and stagger meal times and the use of common spaces, in line with requirements. The number of tables and chairs has been reduced in the Dining Hall, learning spaces and communal areas to only accommodate the correct number of people per space. A room capacity and density report is available on request.</i></p> <p><i>Screens and barriers have been installed in the Dining Hall, and reception.</i></p>
<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>	<p><i>Floor markings have been installed in all areas where staff and residents may congregate, including reception, the Dining Hall, Junior Common Room, and lifts.</i></p>
<p><b>Modify the alignment of workstations so that workers do not face one another.</b></p>	<p><i>This does not affect Mannix staff in their workplace.</i></p>

<p><b>Minimise the build up of workers waiting to enter and exit the workplace.</b></p>	<p><i>The reduced number of staff and residents attending Mannix will eliminate a build-up of people at all entry and exit points from the College buildings and spaces. This will need to be addressed if we have a full College, with staggered dining times when providing meals.</i></p>
<p><b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunch breaks).</b></p>	<p><i>Physical distancing requirements are applied to all spaces and activities at Mannix. The Dining Hall has been modified to ensure 1.5 metre physical distancing. Food at College has transitioned to takeaway-only, and no in-house dining for large groups is permitted until restrictions are lifted. The college will follow government guidelines regarding patron capacity. Informal social spaces have all been modified to meet the 1.5 metre physical distancing requirements, with tables and chairs moved, or removed. Staff will undergo an induction program prior to re-commencing work.</i></p>
<p><b>Review delivery protocols to limit contact between delivery drivers and staff.</b></p>	<p><i>Contact-free delivery has been introduced as far as practical for our catering operations and parcel delivery, with physical distancing, hand hygiene and masks used to control the spread of COVID-19. Protocols regarding mail handling will be implemented by the Receptionist and Administrative Assistant at reception.</i></p>
<p><b>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b></p>	<p><i>Of the essential staff continuing to work at the College, interaction between staff has been minimised, and the wearing of masks and physical distancing protocols have been implemented to control the spread of COVID-19. Cleaning of the Dining Hall, offices and bathrooms is being undertaken throughout the lockdown period. Cross-team communication in Administration has moved to an online platform wherever possible.</i></p>
<p><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="#">‘four square metre’ rule</a>.</b></p>	<p><i>All general public areas within the College have been assessed and maximum occupancies determined, in line with the ‘four square metre rule’. Clear and visible signage and regular monitoring is in place to ensure the number of people in an area does not exceed the maximum occupancy.</i></p>

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
<p><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></p>	<p><i>Mannix has restricted its activities to essential staff attending College, at present. The number of visitors attending College has also been restricted. A visitor form and log must be completed before visitors enter the College.</i></p> <p><i>Visitor logs and sign-in/out online forms for contractors are being used to capture the attendance of non-Mannix persons at College. This information can be used to assist the DHHS and Monash University identify close contacts.</i></p> <p><i>No guests of residents may enter the College or stay overnight until authority is given by the Principal.</i></p>
<p><b>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</b></p>	<p><i>The College will utilise its Critical Incident Management Plan and COVID reporting system to record and respond to all COVID-related issues and actions. All staff and residents should notify their supervisors of any health-related issues or concerns, immediately.</i></p>

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>	<p><i>The College's Business Continuity Plan is discussed regularly between Senior Management and is actively used to guide the College's COVID response and management strategy. A Crisis Management Team (Senior Management and the Chair of Council) has been established, and has been meeting regularly to manage the ongoing impact of COVID on the College's business.</i></p>
<p><b>Prepare to identify close contacts and provide staff and visitor records to support contact tracing.</b></p>	<p><i>Mannix has provided a range of strategies to record the attendance of staff, residents, contractors and other visitors to the College. This includes visitor logs and sign-in/out systems (with temperature checks). This information can be utilised by the Department of Health and Human Services (DHHS) and Mannix to identify close contacts.</i></p>
<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>	<p><i>Mannix will engage Spotless to undertake cleaning. Spotless has trained personnel and have already conducted a site inspection of key areas of the College to understand the size and complexity of some areas, in preparation for deep cleaning.</i></p> <p><i>Mannix will re-engage the services of Spotless once the College has re-opened. At present, Spotless staff undertake a weekly clean of common bathrooms and office spaces. They will return full-time 1 week before residents return to undertake a deeper clean.</i></p>
<p><b>Prepare for how you will manage a suspected or confirmed case in a worker during work hours.</b></p>	<p><i>A detailed management plan has been developed for a positive or suspected case of COVID. The plan consists of:</i></p> <ol style="list-style-type: none"> <li><i>1. reporting procedures for staff and residents</i></li> <li><i>2. establishment of a case-management team</i></li> <li><i>3. care of the staff member or student involved</i></li> <li><i>4. engagement with DHHS</i></li> <li><i>5. management of internal communications, cleaning and building access, and reporting and monitoring</i></li> </ol>
<p><b>Prepare to notify workers and site visitors (including close contacts)</b></p>	<p><i>The positive case-management plan outlines that communication responsibilities will be managed by the Case Management team, and the Marketing, Admissions and Guest Manager (MAG Manager). The MAG Manager will use existing communications channels to ensure affected staff, residents and visitors are informed of a positive COVID case and provided instructions on the actions they are to undertake where applicable.</i></p>
<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>	<p><i>The positive case-management plan includes the notification of the Principal of a positive case. The Principal will undertake the mandatory WorkSafe notification under the requirements of the Occupational Health and Safety (COVID-19 Incident Notification) Regulations 2020, as well as notify Monash University (Chief Medical Officer and Executive Director of Campus Communities Division), and the Catholic Archdiocese of Melbourne.</i></p>
<p><b>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</b></p>	<p><i>The College's Crisis Management Team (Senior Management), in conjunction with Monash University's Chief Medical Officer and the DHHS will determine when the workplace is safe to re-open.</i></p>

<p><b>Documentation guiding our COVIDSafe Plan</b></p>	<p><i>Mannix College has produced a COVIDSafe Plan manual that staff and student leaders can refer to when needed. This plan is located in the office under the pigeon holes. The Plan contains informational material and posters from a variety of sources, including but not limited to:</i></p> <ul style="list-style-type: none"><li>● <i>World Health Organisation</i></li><li>● <i>Department of Health and Human Services</i></li><li>● <i>WorkSafe Victoria</i></li><li>● <i>Business Victoria and State of Victoria</i></li><li>● <i>UCA, APSAA, NAAUC, and other Australian Residential Colleges</i></li></ul> <p><i>Mannix is deemed an essential service under the 'Accommodation and Food Services' Sector by the Victorian Government. Mannix provides a Meals on Wheels service, and is a Residential College.</i></p> <p><i>Please refer to the State of Victoria document regarding exceptions for Mannix College - 'Multi-dwelling Properties with Shared Facilities - Guidelines for Coronavirus (COVID-19)', 18 July 2020</i></p>
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**I acknowledge and understand my responsibilities and have implemented this COVIDSafe plan in the workplace.**

Name: Sean Brito Babapulle (Principal)

Date: 7 August 2020