Mannix College

2022

MANNIX COLLEGE
COVIDSafe Plan

Prepared by: Mannix College COVIDSafe Taskforce

Version 3 - April 4, 2022

Previous versions:

- Version 1 - January 28, 2022
- Version 2 - March 10, 2022

If and when this document is updated, a revised edition will be circulated to the College community with version control details.

Introduction

Mannix College continues to keep its community safe during the COVID-19 pandemic. Our key focus is always the safety, health and wellbeing of our students, staff and their families. This is why this COVIDSafe Plan has been created.

This Plan contains processes to prevent and mitigate risks that COVID-19 presents to the College.

To deliver this Plan, our community will be required to maintain strict adherence to the local, state and federal Government's social distancing requirements to protect the health of residents and staff, and the ongoing viability of the College. **Your cooperation in this effort is essential and invaluable.**

The College has sought information from the following organisations to inform this Plan:
- The World Health Organisation
- The Australian Federal Government
- The Victorian State Government
- Monash University
- University Colleges Australia

This Plan:

- Is divided in two sections:
    1. COVID-19 Procedures - details what the College will do and expect of residents and staff
    2. Operational and Procedural Impacts - details other impacts of COVIDSafe measures on College operations or procedures
- Presents information in the Operational Change segment alphabetically to help readers find the information they need quickly; and
- Shall be frequently reviewed to ensure it reflects current advice, directions and regulations put in place by the Australian Government and/or the Victorian Government.

1. Purpose and Goals

The purpose of this Plan 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; and
2. Ensuring that practices within the residential College adhere to current governmental advice and recommendations regarding the safety of the community during COVID-19

2. Key Principles

This plan adopts the following principles of COVIDSafe decision making:

Health, safety and wellbeing focused in all	We give priority to the health, safety and wellbeing of our community-at-large. Whilst we are concerned about the unique needs of individuals, at times we

that we do	may have to prioritise the general needs of the community above all else.
Nimble and quick	We will be agile and adaptable in our decision making, planning and implementation to address rapid changes in our operating environment.
Logical and evidence-based	All our decisions and actions are informed by evidence and the latest advice from the government and relevant health authorities.
Easy to understand	Our protocols and documents are easy to explain in simple language. They make sense to our students, staff and stakeholders.
Individual accountability	We require students and staff have a responsibility to act as ethical bystanders and support one another in doing the right thing

3.   A COVID-Safe College

Mannix College:
- Commits to fully implementing the Commonwealth and State Government requirements to stop the spread of COVID-19 and to keep the community safe and healthy;
- Plans to maintain sustainable on-campus activities whilst also ensuring that those students and staff who cannot attend on campus remain engaged and supported;
- Places the ongoing and sustainable on-campus experience within the context of the College's occupational health and safety responsibilities, with due consideration for the equitable treatment of all members of the College community, including those who may face special challenges or risks in relation to the pandemic (e.g. vulnerable residents or staff).

NOTE: Where there is a discrepancy between this COVIDSafe Plan and the Victorian Government Pandemic Orders – the Pandemic Orders take precedence unless clearly stated otherwise in this plan.

4.   COVIDSafe Taskforce

From 2022, the Principal convenes a representative group to support the Principal in the design, delivery and enforcement of this COVIDSafe Plan and all associated activities. The following are members of this group:

1. Andrew Swan, Principal
2. Dr Sergio Fabris, Deputy Principal
3. Dom Kilduff, Business Manager
4. Peter Hyslop, Catering Manager
5. Sarah Morrison, Marketing, Admissions and Guest Manager
6. Olivia Putland, Senior Resident Advisor
7. Aidan Hanrahan, MCSS President
8. Fletcher Smith, General Student Representative
9. Jeremy Bolton, General Student Representative

The Taskforce will communicate regularly with one another and the College community, with any substantive changes being added to this COVIDSafe Plan. Other members can be added to the Taskforce by invitation from the Principal.

5. General Rules

All residents, staff and guests must adhere to the current public health directions, including without limitation:
- All residents and staff must stay home and/or isolate if unwell;
- Maintain physical distancing of 1.5m;
- Maintain good hand hygiene;
- Maintain good coughing/sneezing hygiene;
- Self-isolation of anyone displaying COVID symptoms; and
- Undergo testing for COVID whenever required.

Failure to adhere to COVIDSafe measures may result in disciplinary action, as per the Conditions of Residency. Additional COVIDSafe measures can be implemented by College staff to protect community safety at any time.

SECTION 1 - COVID-19 PROCEDURES

6. COVID-19 Incident Management

6.1. Key Information for Residents

Ensure you constantly refer to the current Government Advice and regulations and on-campus safety measures outlined in this document and/or by the Principal or Deputy Principal.

If you have any symptoms of COVID-19 (even mild symptoms), or if you think you have been exposed to COVID19, or if you need to self-isolate, you are required to follow the [Emergency Isolation Guide for Residents](#).

6.2. Rooms Suitable for Isolation in Mannix College

There are 25 Tier 1 Suitable Rooms available for student isolation in College. These are all located in Gryphon House which has private and controlled access points, separate to the residential floors of the College.These rooms have exclusive access to a bathroom, have a fridge for use, and are not connected to any communal areas. If required, other rooms with private bathrooms can be made available for isolation of students. Some other Tier 1 rooms in the College can be used for emergency isolation if 1) the resident living in them requires isolation and 2) if the room has its own, private bathroom.

6.3.   Rapid Isolation of Residents

In the instance of a suspected or confirmed case of COVID-19, follow the [Emergency Isolation Guide for Residents](#).

6.3.1.   *Preventing COVID-19 Outbreak*

In the case of a larger-scale potential outbreak, residents in the same wing or floor as affected resident(s), but are not close contacts, may be required to be relocated to safe accommodation off-site or in a different wing, floor or building. Mass isolation may be required.

6.4.   College Campus Lockdown or Closure

In the event that the College, in the interests of the health and wellbeing of its staff and students, is requested to enter lockdown or close by the Victorian Government due to COVID-19, the College will follow the direction of Victorian Department of Health and Human Services and communicate in a timely manner to all residents, families, guests, contractors, staff, prospective students, and visitors.

SECTION 2 - OPERATIONAL AND PROCEDURAL IMPACTS

7.   Cleaning and Hygiene

Hand sanitisers will continue to be in place at all entry and exit points of the College, and in all communal spaces. A revised cleaning plan has been developed to ensure it meets government hygiene guidelines. Additional cleaning will include:

- Daily cleaning of communal bathrooms and toilets;
- Spot clean of frequently touched surfaces, including the dining hall between each group of students during breakfast, lunch, and dinner; and
- Increased sanitary dispensers where required

8.   Communications

The College is committed to ensuring that the College community is kept informed of the College's COVIDSafe Plan and receives timely communications regarding any changes to how the College operates due to the COVID-19 pandemic, including any cases in the College.

9.   Events

9.1.   Community / Club Events

The MCSS, student groups and clubs play an important role in the life of the College and are encouraged to maintain links, whilst adhering to good hygiene practices and physical
distancing requirements.

Only official College student groups (eg. the MCSS, RA team or approved clubs) will be permitted to operate any event (single or ongoing) on College property. Non-affiliated student groups are not permitted to operate events on College property unless approved by the Principal.

All events must nominate a COVID Safety Officer who is responsible for ensuring compliance with COVIDSafe Plan during the event.The College has provided additional shading infrastructure to encourage use of outdoor venues for events and socialising.

All organised events and activities require a risk assessment to be approved by the Deputy Principal. Risk assessments must use the Mannix College Event Plan & Risk Assessment Template (see appendix 1) and should be submitted to the Deputy Principal for review at least one week before the proposed event. Event applications and proposed access to College facilities for events may be rejected if the organiser has not adequately assessed and/or planned to mitigate risks.

10. Face Masks

Face masks have proven to be effective at reducing the transmission of COVID. Staff and students are not required to wear masks but are most welcome to if they feel comfortable doing so. The College community respects the rights of each person to wear a mask or not.

11. Gym

Users should try to socially distance and must bring their own towel and use the sanitiser sprays provided to clean the equipment after use.The gym is regularly cleaned by the College. Residents are reminded that:

- the open-air back astro is available to them for exercise.
- they can access the open-air fields at Monash University, as well as the Monash University Gym

12. Hygiene

Residents are encouraged to apply the following:
- Washing your hands regularly for 20 to 30 seconds.
- If soap and water is not available, use a hand sanitiser with at least 60% alcohol.
- Hand sanitiser is a convenient choice and can help you avoid getting sick and spreading germs to others.
- Hand sanitiser does not replace washing your hands after using the bathroom.
- Always use soap and water if your hands are visibly soiled.
- Avoiding touching your eyes, nose and mouth.
- Covering your mouth and nose when coughing and sneezing with a tissue or coughing into your elbow.
- Dispose of used tissues into a bin immediately and wash your hands afterwards.

13. Hand Sanitisers

The College has installed and will continue to stock hand sanitiser stations at:

- On all dining hall tables
- Entrance of College (at the front office)
- Entrances to the residential floors
- Within the residential floors

- Entrance to lift on each level
- Entrance to each bathroom
- Entrance to the laundry
- Within the laundry
- Entrance to the dining hall
- Within the dining hall
- Entrances to the residential common rooms
- Within the residential common rooms
- Entrance to gym
- Within the gym
- Entrances to tutorial rooms
- Within the tutorial rooms
- Entrances to the JCR
- Within the JCR
- Entrances to the SCR
- Within the SCR

Residents and staff are encouraged to utilise these stations wherever they are encountered, and to procure their own personal supply for their bedroom.

14.   Outdoor Areas

All community members are encouraged to utilise outdoor venues for work and socialising where possible. Additional shade structures have been purchased to encourage outdoor meetings and events in outdoor venues, which includes:
- East and West courtyards
- Alfresco dining area
- Chapel courtyard
- Gazebo
- Back astro
- Parker St garden
- Cobain St garden

15.   Pastoral Care

The provision of quality pastoral care remains a priority for the College. In order to observe social distancing, all face-to-face meetings should be conducted in a suitable room and whilst meeting social distancing requirements. Where possible, meeting outdoors is encouraged.

16.   Physical Distancing

At all times try to maintain physical distancing of 1.5m.

17.   Student Leadership

The Student Leadership teams are the:

- Resident Advisors; and
- MCSS Committee

Student leaders are expected to set an example and to support staff in enforcing all actions detailed in this Plan.

18. Staff Health and Staffing Levels

The following safety arrangements should apply to staff health or staffing levels:

- staff who are sick or self-isolating should phone their manager/supervisor immediately and not attend work on campus until they receive medical clearance to do so;
- communication is to be sent out that no member of staff or students should come to campus if they are self-isolating, they have COVID-19 symptoms, or if they feel unwell;
- Managers / supervisors should consider temporary departmental closure or operational adjustments if staffing is reduced to unsafe levels.

Catering staff complete a health questionnaire before every shift (see appendix 5).

19. Vaccination Requirements

Unvaccinated persons are not permitted to attend or visit Mannix College.

Staff, residents and guests/visitors must be double vaccinated against COVID-19 and provide a copy of their vaccination certificate to Mannix College. Persons with an authorised medical exemption are encouraged to discuss their needs with the College before coming to the College.

All staff, residents and visitors/guests accept that this vaccination requirement may change subject to relevant health advice (e.g. a booster shot/s may be required), or College requirements. Booster shots are strongly encouraged to those who are eligible for them.

19.1. Proof of vaccination

Acceptable evidence:
- Certificate of Vaccination from Medicare* or MyGov*
- Certificate of Vaccination from Services Victoria App
- Signed statement from Medical Practitioner
- Certificate of Vaccination approved by another Commonwealth or State Agency

*When submitting any documentation from the Australian Immunisation Register or Medicare please ensure that your individual health identifier number is removed of blocked.

Advice for submitting proof of vaccination:
- Staff (including tutors, trades and contractors)– email evidence of vaccination to the Business Manager
- Visitors/Guests (including College Fellows)– email evidence of vaccination to the Business Manager
- Residents – upload evidence to the application portal

All documents collected will be treated in accordance with the Mannix College Privacy Policy.

20. Visitors/Guests

Essential visitors/guests are allowed into the College however should be limited in number and frequency out of care for the College community.

Visitors/Guests to the College are the responsibility of the resident/staff who has invited them and/or is hosting them. This means that the resident/staff is responsible for ensuring the visitor/guest:
- Does not present any COVID risk (does not have symptoms nor has been in close contact with a known case);
- Does not enter the College unless absolutely necessary;
- Is double vaccinated and has their booster is able;
- Check-ins via the QR codes on display at College entrances; and
- Abides by all other College rules.

Whilst guests/visitors can access the College foyer (as long as they meet our COVIDSafe criteria), the doors from the foyer into the College require electronic key access which only residents and staff have. Visitors/guests will need to be let in by the resident/staff hosting them.

21. Windows

Where a room has a window that can be safely opened to improve airflow whilst you are in the room, please open it. This is particularly important in communal areas such as:
1. Academic Centre
2. Tutorial Rooms
3. Common Rooms

Make sure to close the window if leaving the room unattended.

Appendices

1. Mannix College Event Plan & Risk Assessment Template

All College events require a Risk Management Plan to be completed a week before the event itself. A template for this is available [here](#). Hard copy versions of the template are available from the Deputy Principal.

EVENT & ACTIVITY PROPOSAL TEMPLATE

If you are working in a pair or a team to deliver this event or activity, make sure to share this document with your teammates.

STUDENT SERVICES APPROVAL	
Submitted	<<Timestamp>>
Event Owner	<<Event owner's name>>
Event Appro	<<Portfolio / Team>>

SUMMARY	
Name	<<Event name>>
Date	<<Event date>>
Start	<<Event start time>>
Finish	<<Event finish time>>
Frequency	<<Frequency>>
Day (if recurring)	<<Day of recurring (only if recurring)>>
Venue	<<Venue>>
Alcohol	<<Alcohol?>>
Purpose	<<Describe the purpose of this event in one sentence.>>
Wellbeing Targets	<<How does this event contribute to the wellbeing of our residents? How?>>
Risks	<<Risks and how you will manage them>>
Purchase Requests	<<What are the items/equipment/food you need to run this event?>>

BUDGET & ATTENDANCE	
Expected budget	<<Expected budget>>
Actual money spent	To be added after the event.
Expected attendance	<<Expected Attendance>>
Actual attendance	To be added after the event.

PROMOTION	
Promotional Blurb	<<50-word Promotional Blurb>>
Special Promotional Channels	<<Special Promotional Channels>>

TASKS TO BE DONE	
BEFORE THE EVENT	<insert task>
	<insert task>
	<insert task>
	<insert task>
DAY OF THE EVENT	<insert task>
	<insert task>
AFTER THE EVENT	<insert task>
	<insert task>

EVENT / ACTIVITY RUN SHEET	
<INSERT TIME>	<insert event/activity item eg. Venue set-up by 5:30. Guests arrive at 6pm.>
<INSERT TIME>	<insert event/activity item >
<INSERT TIME>	<insert event/activity item >
<INSERT TIME>	<insert event/activity item >
<INSERT TIME>	<insert event/activity item >
<INSERT TIME>	<insert event/activity item >
<INSERT TIME>	<insert event/activity item >
<INSERT TIME>	<insert event/activity item >

POST EVENT REVIEW	
What went well?	To be added after the event.
What could have been better?	To be added after the event.
Things to consider for future events?	To be added after the event.

2. Mannix College Room Capacities

All spaces have been identified and measured to determine the permitted density for each area. The areas have been identified below:

Room	m2	Room capacity at 2 m2	Room capacity at 4 m2
ADMIN LEFT TUTE ROOM	12	6	3
ADMIN OUTDOOR SEATING UPSTAIRS	76.45	38	19
ADMIN RESIDENTS KITCHEN	25.35	13	6
ADMIN RIGHT TUTE ROOM X 3	9.5	5	2
BOTTOM FLOOR STUDENT COMMON ROOM X 2	45.58	23	11
EAST WING COURTYARD	605	303	151
GATHERING COMMONS	55.32	28	14
GRYPHON HOUSE KITCHEN	24.05	12	6
GRYPHON HOUSE LOUNGE	39.42	20	10
GYMNASIUM	68.16	34	17
JUNIOR COMMON ROOM STAGE AREA	23.68	12	6
JUNIOR COMMON ROOM	100.64	50	25
JUNIOR COMMON ROOM BAR	4.3	2	1
JUNIOR COMMON ROOM HALL	257.62	129	64
MAIN DINING ROOM	403.94	202	101
MAIN DINING ROOM - ALFRESCO DINING AREA	183.47	92	46
MAIN DINING ROOM - PETERS OFFICE	5.52	3	1
MAIN DINING ROOM FOYER	75.24	38	19
MAIN DINING ROOM STAGE	24.09	12	6
MANNIX BOARDROOM	53.1	27	13
MIDDLE COMMON ROOM	27.3	14	7
MIDDLE FLOOR STUDENT COMMON ROOM X 2	45.58	23	11
MUSIC ROOM 1	15.85	8	4
MUSIC ROOM 2	15.2	8	4
MUSIC ROOM 3	20.14	10	5
OFFICE - BUSINESS MANAGER	14.7	7	4
OFFICE - DEPUTY PRINCIPALS OFFICE	15.08	8	4

OFFICE - DEVELOPMENT OFFICE	10.24	5	3
OFFICE - MAG MANAGER	13.52	7	3
OFFICE - MAIN OFFICE	52.8	26	13
OFFICE - MEETING ROOM	19.24	10	5
OFFICE - PRINCIPALS OFFICE	22.1	11	6
OFFICE - RECEPTION	18.06	9	5
PRIVATE DINING ROOM - FITZGERALD ROOM	63.24	32	16
REFLECTIVE COURTYARD	207.06	104	52
SENIOR COMMON ROOM	101.4	51	25
SENIOR COMMON ROOM BAR	8.06	4	2
SIR MICHAEL CHAMBERLAIN LIBRARY	142	71	36
SPORTS COURT - COURT	688	344	172
SPORTS COURT - GAZEBO AREA	25.42	13	6
ST DOMINICS CHAPEL	89	45	22
STUDENT BATHROOMS ON FLOOR X 12	25.55	13	6
STUDENT COMMON ROOM GAMES ROOM X 6	14.91	7	4
STUDENT LAUNDRY	25.5	13	6
TOP FLOOR STUDENT COMMON ROOM X 2	45.58	23	11
TUTE ROOM 1 - SHEA ROOM	24.66	12	6
TUTE ROOM 2 - MCMULLIN ROOM	24.19	12	6
TUTE ROOM 3 - KNOWLES ROOM	23	12	6
TUTE ROOM 4 - SAUNDERS ROOM	39.01	20	10
TUTE ROOM 5 - MINNS ROOM	8.37	4	2
WEST WING COURTYARD	494.37	247	124

Students will be required to be responsible for ensuring density requirements are achieved. Regular communication will be forwarded to students reminding them of the density requirements and their responsibility to adhere to these. Staff will also randomly attend communal areas to inspect adherence to density numbers.

3. Mannix College Emergency Isolation Guide for Residents

See here.

4. Mannix College Catering and Cleaning Staff Health Questionnaire

Due to the nature and context of their work, all catering and cleaning staff are asked to complete this questionnaire before starting any shift/work and give your completed questionnaire to your manager to keep as a record.

Staff name: _____ Position: _____

Mobile: _____ Date: _____ Time of shift/work:_____

Are you currently required to be in isolation because you have been diagnosed with
coronavirus (COVID-19)?   □ YES   □ NO

Have you been directed to a period of 14-day quarantine by the Department of Health
and Human Services as a result of being a close contact of someone with coronavirus
(COVID-19)?   □ YES   □ NO

If you answered YES to either of the above questions you should not attend work until advised by the Department of Health and Human Services that you are released from isolation or until your 14-day quarantine period is complete.

If you answered NO to the above questions, proceed to the symptom checklist below.

Are you experiencing any of these symptoms?

Fever (You are considered to have a fever if above 37.5°C)	□ YES	□ NO
Chills	□ YES	□ NO
Cough	□ YES	□ NO
Sore throat	□ YES	□ NO
Shortness of breath	□ YES	□ NO
Runny nose	□ YES	□ NO
Loss of sense of smell	□ YES	□ NO

If you answered YES to any of the above questions you should not enter your workplace (or should leave your workplace). Tell your employer, go home, and get tested for coronavirus (COVID-19).

If you answered NO to all the above questions, you can enter your workplace. If you develop symptoms, stay at home and seek further advice from the 24-hour coronavirus (COVID-19) hotline 1800 675 398 or your general practitioner. If you feel ill at work, notify your manager immediately.

I have answered these questions truthfully. The safety and well-being of all staff and residents is the College's number one priority. Records should be kept for 28 days and then destroyed.