

# AVID SUMMER INSTITUTE 2022

## COVID SAFE PLAN

Date updated: 09/11/2022

# Contents

## Contents

Date updated: 09/11/2022.....	1
<b>SECTION 1: Introduction.....</b>	<b>3</b>
Five Principles of COVID Safe Decision-Making .....	3
Current Victorian Government Health Recommendations .....	4
<b>SECTION 2: Scope of Plan .....</b>	<b>5</b>
<b>SECTION 3: Our COVID Safe Strategies .....</b>	<b>7</b>
Strategy 1 – Running safe events on campus.....	7
Strategy 2 – Physical Distancing .....	8
Strategy 3 – Face Coverings .....	9
Strategy 4 – Continue to Practice Good Personal Hygiene .....	10
Strategy 5 –Cleaning Regime.....	11
Strategy 6 – Well-Ventilated Spaces .....	12
Strategy 7 – Positive Case Management.....	13
Strategy 8 – Vaccinations.....	14
Strategy 9 – Wellbeing .....	15
Strategy 10 – Additional COVID Safe Activities .....	15
<b>SECTION 4: Risk Assessment for COVID Safe Return to Campus.....</b>	<b>16</b>

For any queries relating to this document, contact [coronavirus.response@vu.edu.au](mailto:coronavirus.response@vu.edu.au)

# SECTION 1: Introduction

The health and safety of the Victoria University (VU) community is the highest priority. VU is committed to protecting the VU community from the transmission of COVID-19 through a risk control framework. The risk controls outlined work together to protect the students, staff, contractors and visitors to the University and are applied to the diverse range of spaces and activities the University undertakes.

- This plan ensures compliance with the Victorian Government’s Recommendations
- Consultation on the Plan has occurred with relevant senior staff and health and safety representatives as well as the broader university community.
- This plan is specific to the Victoria University AVID Summer Institute Event

## Five Principles of COVID Safe Decision-Making

<b>1. Health, safety and well-being focused</b>	In all that we do, we give priority to the health, safety and well-being of our students, staff colleagues and communities.
<b>2. Nimble and quick</b>	We will be agile and adaptable in our decision-making, planning and implementation -to address changes in our operating environment.
<b>3. Logical and evidence-based</b>	All our decisions and actions are informed by evidence and the latest advice from the government and relevant health authorities.
<b>4. Hybrid approach</b>	Our operating model relies upon the most suitable hybrid strategy—employing technologies and ‘in person’ solutions, often concurrently.
<b>5. Sensible and easy to understand</b>	In the context of our common-sense approach, our decisions and actions are easy to explain in simple language. They make sense to our stakeholders and colleagues.

## Current Victorian Government Health Recommendations

The Victorian Government issued the following health recommendations, active from 9 November 2022.

### Vaccination requirements for Event

- Participants are not required to be vaccinated to attend AVID Summer Institute Event 2022.

### QR codes

QR Code check-in via the Service Victoria app is no longer required.

### Record keeping

The University is not required to collect, store or record COVID-19 test results. Victoria University will publish any reported confirmed cases who attended Summer Institute on the Victoria University Website which will be displayed for up to seven (7) days after the event.

### Close (household) contacts

A close (household) contact should undertake a Rapid Antigen Test each day for seven days after a person in their household tests positive for COVID-19. Any close (household) contact should immediately isolate and should not attend the event if they develop any symptoms within this seven (7) day period.

**NOTE:** close contact only relates to a person who lives in the same residential location with a confirmed COVID-19 case. A close contact does not include a person who has a social or workplace exposure.

## SECTION 2: Scope of Plan

This is a dynamic document that reflects the risks, mitigations and controls developed in response to COVID-19.

<b>Assessment Date:</b> 09/11/2022 The risk ratings were reviewed 09/11/2022	<b>Completed by:</b> COVID Manager, Andrew Williams	<b>Event Location:</b> VU City Tower Campus <b>Wednesday 30 November 2022 – Friday 2 December 2022</b>
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### Describe what is being assessed for hazards:

- Victoria University AVID Summer Institute Event 2022

### Scope:

This plan applies to all activities held at Victoria University, AVID Summer Institute Event 2022.

Whilst the COVID-19 situation is fluid and constantly changing, this document will cover the requirements for a COVID Safe AVID Summer Institute Event 2022.

This document shall remain current until the AVID Summer Institute Event 2022 or until replaced with an amended document. This document will be updated following any changes in Government recommendations in response to the COVID-19 situation that are introduced after 09 November 2022. Any printed version of this document may not be the current version.

### The following groups will be consulted for the plan:

1. AVID Summer Institute Event 2022 Organising Group
2. COVID Operations Coordinator

# SECTION 3: Our COVID Safe Strategies

## Strategy 1 – Running safe events on campus

### Victorian Government, WorkSafe and Department of Health Recommendations and Guidelines relating to Victoria University

1. You should support workers, including event participants to get tested and stay home even if they only have mild symptoms.
2. For more information on current restrictions, visit [coronavirus.vic.gov.au](https://coronavirus.vic.gov.au). It is the single destination for all Victorian COVID-19 information and resources, including information about higher education, TAFE and training providers, apprentices and trainees, and health and wellbeing.

For more information visit, [COVIDSafe workplaces](#).

### Communication

- The University continues to communicate advice that is consistent with the Government's health recommendations to all participants to only attend event if they are well.
- All persons attending Victoria University campuses and sites including participants are responsible for continually monitoring themselves for symptoms.
- VU continues to reinforce these messages by communicating with:
  - Staff attending the event: Participants must get tested at the first sign of COVID-19 symptoms and not attend the event until they no longer have symptoms and have received a negative test.
  - If a participant who has tested positive for COVID-19 has attended at the event during their infectious period (defined as the 48 hours before first symptoms or positive test results), they must inform the COVID Safe Team as soon as possible by completing the [online web form](#). The staff member should email [coronavirus.response@vu.edu.au](mailto:coronavirus.response@vu.edu.au) and this will be added to the SharePoint site under 'Exposure sites' and on the general – public website.
  - Event attendees: It is essential that all event attendees, if they are feeling unwell and showing any signs of COVID-19 symptoms, do not attend the event.

- COVID Advice is available via the event Website:

### Rapid Antigen Monitoring

- VU will follow the recommended Rapid Antigen monitoring protocols as described in the Victorian Department of Health [testing requirements for contacts and exposed persons](#)
- Rapid Antigen Tests will be available from the event facilitators.
- If any person develops symptoms whilst at the event, they must immediately put a mask on and go home and get tested at home. RA Tests must not be completed on campus during event.

## Strategy 2 – Physical Distancing

### **Victorian Government, WorkSafe and Department of Health recommendations and guidelines relating to Victoria University**

1. You should provide information to event attendee's on physical distancing expectations while participating and socialising.

### **Density Limits and Quotients**

- Victoria University monitors the Health Departments' recommendations. At the time of writing, all density limits there are no current density requirements.
- Keeping 1.5 meters distance where possible remains a recommended control measure. VU will support staff to maintain physical distancing where possible.
- The University will continue to encourage students and staff to maintain safe physical distancing, but it is not mandated.
- Where physical distancing cannot or may not be maintained, we strongly recommend that you wear a mask.
- Facilitators should monitor areas for crowding where physical distancing is not being maintained. Each facilitator should take all reasonable actions to encourage physical distancing where possible.
- Facilitators should encourage the use of masks were the 1.5m physical distancing is not possible.

## Strategy 3 – Face Coverings

### Victorian Government, WorkSafe and Department of Health recommendations and guidelines relating to Victoria University

- The Victorian Government recommendations relating to face masks:
  - Face masks are no longer required in most indoor settings.
  - Face masks should be worn by any participant who is a close contact and has no symptoms.
- Face masks are strongly recommended for all event attendees.
- Face masks are strongly recommended for times where physical distancing may not be possible.

### *Face Masks in Certain Settings*

- While masks are no longer mandated, all attendees will be strongly encouraged to wear masks indoors and outdoors.
- The University will provide N95 and/or Surgical face masks to event attendees which can be obtained from the facilitator on each day of the event.
- Participants may use their own face mask if they wish.
- Facilitators will ensure that face masks are available and encouraged at locations where physical distancing cannot be maintained.
- Any person who is in close contact under the definitions of the Victorian Department of Health (any person who lives with a person who has tested positive in the last seven days) should wear a face mask at all times whilst at the event.



## Strategy 4 – Continue to Practice Good Personal Hygiene

### Victorian Government, WorkSafe and Department of Health requirements and guidelines relating to Victoria University

1. Soap and hand sanitiser should be available for all workers, visitors and customers throughout the worksite and encourage regular handwashing.

### Accessible Hand Sanitiser and Soap

- The University has deployed highly visible and accessible hand sanitiser bottles across the event.
- All hygiene products used will meet the Australian Standards and Department of Health guidelines.
- Our contracted cleaners ensure that adequate soap is available in all bathrooms.
- Facilitators must report any time that either soap dispensers or hand sanitizer dispensers are empty – these will be immediately replaced / refilled.

## Strategy 5 –Cleaning Regime

### Victorian Government, WorkSafe and Department of Health recommendation and guidelines relating to Victoria University

1. Businesses should regularly [clean and disinfect](#) shared spaces.

#### Cleaning of event locations

- The University will ensure that venue locations are cleaned at the completion of each day.
- Facilitators are to monitor and / or inspect areas to ensure the quality of the cleaning is maintained.
- Facilitators should report any concerns to the event organisers
- The following rooms will be used for the event and will be subject to a clean each night after the event has retired
  - Level 3 – rooms T307, T311, T312, T313 and T314
  - Level 4 – rooms T410, T411, T412, T413 and T414
  - Level 7 – rooms T710, T712 and T715
  - Level 8 – rooms T810, T811, T812, T813 and T814

## Strategy 6 – Well-Ventilated Spaces

### Victorian Government, WorkSafe and Department of Health requirements and guidelines relating to Victoria University

1. If businesses have natural ventilation available:
  - Open windows and leave doors open in hallways and corridors to increase outdoor airflow into the space.
  - Place a fan away from openable windows or door to increase air circulation within a space.
2. If businesses have mechanical ventilation available:
  - Maximise the amount of air being provided into the space at all times by disabling any control systems that vary the amount of fresh air based on occupancy.
  - Change the settings to increase the proportion of outdoor air recirculating in the space.
  - Install a higher-grade filter within the air handling unit.

### Safe and Health Spaces

- The University has undertaken a comprehensive assessment of all its spaces to ensure the ventilation systems are effectively providing sufficient outside air and do not represent an increased COVID transmission risk. VU is ensuring the ventilation systems are meeting or exceeding *Australian Standard 1668.2* and regular monitoring and maintenance of these systems is in place.
- The City Tower is a newly constructed building, and all ventilation systems comply with the Australian Standards and systems will be operated in accordance with the relevant guidelines.
- The City Tower ventilation system CO2 readings are monitored on a regular basis by permanently installed CO2 sensors.

## Strategy 7 – Positive Case Management

### Victorian Government, WorkSafe and Department of Health recommendations and guidelines relating to Victoria University

The Victorian Government COVID recommendations:

- COVID confirmed cases should isolate and not attend the event
- Participants with COVID should not attend or remain in the workplace
- The University should notify participants of any potential exposure
- The University will monitor and report any cluster of cases that indicate an outbreak
- The University will ensure that the cleaning regime occurs

### Notifications and Reporting

- Any person who has any COVID-19 symptoms should not attend the event.
- Any person who has returned a positive COVID-19 test result should not attend the event for five days after the positive test or once the symptoms have resolved.
- Any person who had been on campus 48 hours before COVID symptoms started should notify the COVID Safe Team via [covid.notification@vu.edu.au](mailto:covid.notification@vu.edu.au) or call 03 9919 6398 to speak with the COVID Safe Team
- Any event participant has been on campus during their infectious period (see above dot point) must advise the COVID Team via [covid.notification@vu.edu.au](mailto:covid.notification@vu.edu.au) or via the [web form](#).
- On campus COVID exposure sites will be published on the [website](#).
- VU is providing free RA Tests to participants via the event facilitator.

## Strategy 8 – Vaccinations

### Victorian Government, WorkSafe and Department of Health recommendation and guidelines relating to Victoria University

1. Participants attending the event are no longer required to be vaccinated.
2. Vaccination is recommended to provide the best defense against most COVID-19 variants

### Vaccination

- Participants are not required to be vaccinated to attend the event.
- Vaccinations continue to be strongly recommended.

### Encouraging Vaccination and Boosters

- Participants are strongly encouraged to get vaccinated.

## Strategy 9 – Wellbeing

### Victorian Government, WorkSafe and Department of Health requirements and guidelines relating to Victoria University

1. There are no obligations on employers under the current Pandemic Orders.

See [Managing COVID-19 risks: Mental health at work](#).

### Access to Support Services

- For staff including volunteers, the University will continue to provide resources such as the [Wellness Hub](#) and the [Employee Assistance Program](#) to assure the wellbeing, health and safety of staff.
- We will regularly review the resources available to support staff and student wellbeing, particularly with regards to COVID and the changing environment we work within.
- We have additional supports in place for staff who meet the Department of Health Guidelines for groups at greater COVID risk.

## Strategy 10 – Additional COVID Safe Activities

- **COVID Safe Team Support**
- COVID Coordinator to be available to the event organisers via phone 0466 695 067.
- COVID Safe Team can be contacted on the day to assist with any COVID Safe concerns raised by Facilitators
- All participants should raise any concerns with the Facilitator in the first instance.

## SECTION 4: Risk Assessment for COVID Safe Return to Campus

#	Risk Category	Risk Title	Risk Description	Cause/Threat	Potential Consequences	Accountable Officer	Current Mitigations	Risk Rating	Future Mitigations
1	People	People Contracting COVID-19	COVID Positive <u>Asymptomatic</u>	<ul style="list-style-type: none"> <li>COVID-19 in broader population</li> <li>Cessation of requirements and orders Victorian health rules</li> <li>International attendees who will have recently engaged in travel</li> </ul>	<ul style="list-style-type: none"> <li>Can transmit to others in VU or other settings.</li> <li>Can contain new variants of concerns</li> </ul>	Events	<ul style="list-style-type: none"> <li>Public Health Recommendations</li> <li>COVID Safe practices (COVID Safe Plan)</li> <li>Participants provided education and information on COVIDSafe</li> <li>Vaccination highly recommended and encouraged to all participants</li> <li>VU reporting protocols and contact tracing as detailed in the COVID Safe Plan</li> <li>COVID Safe practices:                             <ul style="list-style-type: none"> <li>Mask wearing in settings as recommended</li> <li>Physical distancing and voluntary mask wearing if physical distancing not possible</li> <li>Personal hygiene, provision of soap and hand sanitiser</li> </ul> </li> <li>Cleaning protocols</li> <li>Provision of masks being N95 or Surgical masks for event</li> <li>RA Tests from Facilitators</li> <li>Building ventilation monitored</li> <li>Proactive COVID communication and</li> </ul>	<p><b>Likelihood:</b> <i>Likely</i></p> <p><b>Consequence:</b> <i>Medium</i></p> <p><b>Risk Rating:</b> <i>Medium</i></p>	•

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management and active collaboration.

- Facilitator training includes COVID Safe practices
- COVID Safe Team support to Facilitators and event staff before, during and after the event.



#	Risk Category	Risk Title	Risk Description	Cause/Threat	Potential Consequences	Accountable Officer	Current Mitigations	Risk Rating	Future Mitigations
2	People	People Contracting COVID-19	COVID Positive <u>Symptomatic</u>	<ul style="list-style-type: none"> <li>COVID-19 in broader population</li> <li>Cessation of requirements and orders Victorian health rules</li> <li>International attendees who will have recently engaged in travel</li> </ul>	<ul style="list-style-type: none"> <li>Direct personal risk including symptoms (mild to serious) through to hospitalisation and long COVID</li> <li>Can transmit to others in VU or other settings.</li> </ul>	Events	<ul style="list-style-type: none"> <li>Public Health Recommendations</li> <li>COVID Safe practices (COVID Safe Plan)</li> <li>Participants provided education and information on COVIDSafe</li> <li>Vaccination highly recommended and encouraged to all participants</li> <li>VU reporting protocols and contact tracing as detailed in the COVID Safe Plan</li> <li>COVID Safe practices: <ul style="list-style-type: none"> <li>Mask wearing in settings as recommended</li> <li>Physical distancing and voluntary mask wearing if physical distancing not possible</li> <li>Personal hygiene, provision of soap and hand sanitiser</li> </ul> </li> <li>Cleaning protocols</li> <li>Provision of masks being N95 or Surgical masks for event</li> <li>RA Tests from Facilitators</li> <li>Building ventilation monitored</li> <li>Proactive COVID communication and management and active collaboration.</li> <li>Facilitator training</li> </ul>	<p><b>Likelihood:</b> <i>Likely</i></p> <p><b>Consequence:</b> <i>Medium</i></p> <p><b>Risk Rating:</b> <i>Medium</i></p>	

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includes COVID Safe practices

- COVID Safe Team support to Facilitators and event staff before, during and after the event.

#	Risk Category	Risk Title	Risk Description	Cause/Threat	Potential Consequences	Accountable Officer	Current Mitigations	Risk Rating	Future Mitigations
3	People	Mental Health & Anxiety	Maintaining the mental health of staff and students	<ul style="list-style-type: none"> <li>COVID-19 in broader population</li> </ul>	<ul style="list-style-type: none"> <li>Potential mental health injury</li> </ul>	Event team and all relevant Manager	Ensure that EAP and other support services provided to staff	<b>Likelihood:</b> <i>Possible</i>  <b>Consequence:</b> <i>Medium</i>	

#	Risk Category	Risk Title	Risk Description	Cause/Threat	Potential Consequences	Accountable Officer	Current Mitigations	Risk Rating	Future Mitigations
5	People	Impact on participant experience	Impact on Reputation and the Viability of the University	<ul style="list-style-type: none"> <li>Potential impact on international standing of the university</li> <li>Campus vibrancy and activation low</li> </ul>	<ul style="list-style-type: none"> <li>Poor participant experience.</li> <li>Revenue declines with organisational impacts.</li> </ul>	Events	<ul style="list-style-type: none"> <li>In person learning supported by COVID Safe practices</li> </ul>	<p><b>Likelihood:</b> <i>Unlikely</i></p> <p><b>Consequence:</b> <i>Significant</i></p> <p><b>Risk Rating:</b> <i>Low</i></p>	<ul style="list-style-type: none"> <li></li> </ul>