

RMIT COVIDSafe Plan

Maintaining a COVIDSafe campus

1 February 2023

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1. Overview

This document provides guidance and advice for the RMIT Group entities based on our Victorian campuses. Our COVIDSafe approach recognises RMIT's large presence in Melbourne's Central Business District and occupation of other large spaces across Melbourne and Victoria.

In 2023, RMIT's COVIDSafe Plan evolves to outline key information for operating in a COVID Normal way, with an ongoing commitment to the health, safety and wellbeing of our staff and students at the centre of our decision-making.

With consideration of Victorian Government advice and our own safety and risk assessments, maintaining a COVIDSafe environment on campus requires cooperation from the entire University. By adhering to this plan, together, we can safely deliver learning, teaching, research and operational activities on campus.

In safely transitioning back to campus, the following **assumptions** should be made:

1. As Victorian Government restrictions progressively ease, return to campus will not happen immediately for every staff member or student.
2. Victorian Government restrictions may be relaxed or tightened at any time dependent on the advice of the Chief Health Officer and through Victorian Government Pandemic Orders.
3. As government advice evolves, we will review RMIT's position regularly and update RMIT's COVIDSafe Plan as needed.

This document is broad, and decisions about how to apply its guidance should be made in accordance with RMIT's agreed principles by each College, Portfolio and Entity, under the direction of RMIT's University Executive Team, led by Vice-Chancellor Alec Cameron.

This document is current as of 16 January 2023 and is subject to change in line with changes to the Australian Government and state/territory governments' general health directions, advice and guidelines.

2. RMIT's principles

RMIT has agreed the following principles for managing a COVIDSafe campus:

- Overall principles
- Learning and teaching principles
- Research principles
- Work Integrated Learning principles
- People principles
- Use of shared spaces principles.

Overall principles

- We will balance government and medical advice with our own assessment of the risk for any specific building, space or teaching or research scenario.
- We will follow the direction of the Victorian State Government and Chief Health Officer.
- We will follow guidelines developed by the Australian Health Protection Principal Committee (AHPPC) for universities and apply specific sector-based guidelines to all entities on campus where relevant (e.g., childcare centre, schools, sporting facilities, cafes etc.).
- We will be consistent and pragmatic, making sustainable decisions based on clear principles and criteria. There will be no exceptions to this approach.

We will apply these principles across all Australian campuses, and all areas within the University and entities.

3. COVIDSafe governance, roles and responsibilities

To operate the University in a COVIDSafe manner, clear governance processes and roles and responsibilities have been established.

Governance

Vice-Chancellor's Executive Team

Approval and oversight of the COVIDSafe Plan.

COVID Management Team

Ownership and administration of the COVIDSafe Plan.

Roles and responsibilities

Keeping the RMIT community safe is a shared responsibility. The table below outlines key roles and responsibilities for COVID Safety.

Role	Responsibility
All people leaders	<ul style="list-style-type: none"> • Conduct regular wellbeing checks with staff. • Consult with Health and Safety Representatives or employees on any planned changes. • Share relevant information with staff about health and safety issues, such as any COVID-19 related processes that have been put in place or updated. • Promote reporting of hazards, incidents or injuries related to COVID-19 in PRIME.
All staff and students	<ul style="list-style-type: none"> • Adhere to government mandated safety measures including wearing a face covering, where this applies. • Observe any new requirements for physical distancing (even if it means performing tasks in a different way to what you are used to). • Follow instructions (e.g., about how to wash hands thoroughly or use equipment). • Use personal protective equipment (PPE) such as gloves in the way you were trained and instructed to use it. • Report any unsafe or unhealthy situations (e.g., a lack of soap in the dispenser). • Clean your work/learning space or equipment after you have used it as directed. • Report hazards, incidents or injuries related to COVID-19 via PRIME or your Course Coordinator. • Report a positive COVID-19 test result to the government as required, and fulfil individual obligations
Deans	<ul style="list-style-type: none"> • Be a visible leadership presence for staff and students in activated spaces regularly checking on COVIDSafe protocols and staff/student wellbeing. • Approve risk assessments for facilities and equipment for learning and teaching and research activities. • Promote reporting of hazards, incidents or injuries related to COVID-19 in PRIME. • Ensure consultation with staff-elected health and safety representative on application of COVIDSafe protocols.
Research leaders	<ul style="list-style-type: none"> • Be a visible leadership presence for staff and HDR students in activated spaces regularly checking on COVIDSafe protocols and staff/student wellbeing. • Ensure the conduct of risk assessments for facilities and equipment for research activities is completed.
Teaching staff	<ul style="list-style-type: none"> • Ensure students understand the COVIDSafe protocols (distancing, workflow cleaning) for your specific learning space. • Monitor application of the protocols and intervene respectfully if they are not being adhered to. • Monitor room capacity to ensure it is not exceeded.

Role	Responsibility
	<ul style="list-style-type: none"> • If a student seems unwell, follow the agreed protocols for isolation and health screening. • Monitor the wellbeing of your students and guide them to support options if they are in distress.
Technical Manager/ Officers	<ul style="list-style-type: none"> • Provide support for the completion of risk assessments. • Set up teaching and learning spaces to comply with COVIDSafe protocols. • Ensure adequate supplies of personal protective equipment (PPE) and cleaning equipment for relevant spaces.
Health Safety and Wellbeing Advisors	<ul style="list-style-type: none"> • Interpret the government guidance for COVIDSafe operations for application in the RMIT context and develop Safe Operating Procedures (SOPs) to operationalise the guidance. • Provide guidance and assistance in development of COVIDSafe risk assessments and protocols. • Audit of COVIDSafe protocols.
Health and Safety Representatives	<ul style="list-style-type: none"> • Participate in the risk assessment process during the planning to reactivate spaces. • Participate in consultation on health and safety matters. • Provide feedback through to management on the application and effectiveness of COVIDSafe protocols.
Security staff	<ul style="list-style-type: none"> • Participate in the risk assessment process and provide security advice as required. • Manage and monitor campus access for staff, students and visitors as appropriate. • Monitor and reinforce RMIT community compliance with COVIDSafe protocols when on campus and provide mandated PPE (face masks) where required and provide feedback to Safety Representatives and Executive staff on application and effectiveness of these protocols. • Act as first responders to all COVID-19 and non-COVID-19 related emergencies on RMIT campuses as per the COVIDSafe Plan and the RMIT Campus Emergency Plan.

4. Operating a COVIDSafe campus

In order to ensure consistency across our campuses and for our student and staff experience, some activities and decisions will be managed separately, and others will be delegated to the relevant colleges and portfolios. The table below summarises that decision-making approach.

Enterprise decisions/actions	College/Portfolio/Entity decisions/actions
<ul style="list-style-type: none"> • Interpretation and translation to RMIT of government directions, regulatory requirements and health or pandemic orders. • Contact tracing and COVID-19 case management processes, systems and communications where required. • Consultation with NTEU/AEU/RUSU • Communication with DH. • Communication with Worksafe • Provision of mandatory training. • Communication of RMIT's COVID response at an enterprise level. 	<ul style="list-style-type: none"> • Ensuring on-campus activity balances the needs of business continuity • Updating and maintaining risk assessments for teaching and research spaces. • Consultation with HSRs. • Direct communications to staff and students advising of local arrangements as required (e.g., returning to campus, changes to learning delivery)

Consultation

It is essential that all impacted staff are engaged on health and safety matters relating to COVID-19. This includes consulting when:

- assessing the risk COVID-19 presents to the health and safety of staff and students
- deciding on control measures to eliminate or minimise the risk of exposure to COVID-19
- deciding on the adequacy of facilities for the welfare of staff and students (e.g., hand washing facilities)
- proposing other changes to the workplace, as a result of COVID-19, which may affect health and safety.

At a minimum, consultation must include the staff-elected Health and Safety Representative (HSR) however involving other staff who are familiar with the activities affected will usually result in a better outcome.

Risk assessments

The table below outlines the type of risk assessments that must be conducted prior to learning and teaching or research activities transitioning back to campus. Risk assessments relating to on-campus activities must include consultation with the relevant staff-elected Health and Safety Representative (HSR) with the exception of those relating to individual circumstances.

Risk Assessment	Purpose	Approval	Stored
Specialist space facilities and equipment	Determines whether specialist spaces for learning and research can be operated in a COVIDSafe manner.	CIMT via BCM	In SOP – stored centrally by College
Course/program risk assessment	Determines whether a learning activity can be conducted in a COVIDSafe manner.	DVC	College centrally
Work Integrated Learning	Determines whether a specific placement has appropriate COVIDSafe procedures and that the assigned student is able to participate safely.	Deans	In Place
Field-based research activity	Determines whether a field-based research activity at a partner's organisation or community location can be conducted safely.	DPVC R&I	College centrally
Off-campus activity	Determines whether a non-research learning and teaching-related activity off-campus can be conducted safely.	DVC	College centrally
Off-campus activity – student clubs and activities	Determines whether a student club or student-led activities off-campus can be conducted safely.	Executive Director Students	Education Portfolio
HSW concerns	Determines whether a student or staff member should transition back to campus earlier due to unsafe conditions in their remote learning or work environment.	Director HSW	HSW

Controls identified in the COVID-19 risk assessment may need to be reflected in existing broader risk assessments and standard operating processes (SOPs). HSRs must be consulted on any change in process and included in any related communication. Supervision of all activities must ensure the highest standard of safety is maintained.

Process for liaising with Health, Safety and Wellbeing

Request for support or advice from the Health, Safety and Wellbeing team should be made via People Connect.

Childcare Centre

The Childcare Centre operates in line with government advice for early childhood centres, adhering to all safety measures and protocols to ensure the centre is COVIDSafe. A risk assessment has been conducted and measures are in place to manage the care of children in accordance with approved carer-to-child ratios for childcare providers in Victoria.

5. Communicating to staff and students

RMIT will continue to communicate to staff and students as required, guided by the following principles:

- transparent and open
- timely information, sequenced and aligned updates
- relevant to audience.

Where to find COVID information

Information and guidance about COVID for staff, students, visitors and other members of the RMIT is available on our staff and student websites:

- [WorkLife](#) (for staff)
- [RMIT website](#) (for students and general public)

Information on specific topics that may be impacted by COVID, such as cleaning, travel, international students and hybrid working and learning etc, is available on the webpages that cover these topics.

Staff and students should use the search function to find this information.

Role of University Communications

The University Communications team will be responsible for enterprise communications for all COVID or public health related information.

For local and college/portfolio specific arrangements, wherever possible, staff should receive their information from their senior leaders and managers. Information relating to specific work arrangements and instructions is the responsibility of the staff member's College or Portfolio and relayed through their direct manager.

Wherever possible, students should receive their information from their Course Coordinator, Program Manager or equivalent. Information relating to specific courses, programs, classes and tutorials, as well as guidance relating to changes to program and course delivery is the responsibility of the School and must align to central messaging.

University Communications is available for guidance and advice for any COVID-related communications.

Communications channels

	Channel	Used for
Staff	WorkLife	Overarching narrative, sharing major news and announcements.
	RMIT Life	Sharing major news, announcements and thought leadership.
	Leader Life	Tactical information for people leaders, that they can use to direct and drive action.
	Leaders	Leader-led communication such as leadership messages in newsletter, email or team meetings.
	Briefings	Information sharing and answering questions.
	Portfolio/College newsletters	Tailored information and updates that are relevant for staff in specific colleges and portfolios.
	Team meetings	Tailored information and updates that are relevant for staff in specific colleges and portfolios.
	Digital screens	General awareness, alerts and reminders.
	Yammer	Encourage two-way conversation as relevant.
Students	Student website	Share major news and announcements.
	Email	Share major news and announcements.
	Canvas	Tailored information and updates that are relevant for students in specific courses and colleges.
	Digital screens	General awareness, alerts and reminders.
	Social media	Share major news and announcements. Encourage two-way conversation as relevant.

The approach to communication with staff is outlined below.

Central content: narrative, principles and framework			
Audiences	Leadership VCE, ELT, people managers	All staff – central source of truth	Local Portfolios/Colleges/Entit ies
Key channels	<ul style="list-style-type: none"> Email, Leader Life, Leader briefings, planning and resources email, Leadership at RMIT SharePoint 	<ul style="list-style-type: none"> WorkLife, RMIT Life, SYNTK, staff briefings 	<ul style="list-style-type: none"> Targeted emails, Newsletters, Yammer, Townhalls
Content templates/ collateral	<ul style="list-style-type: none"> Leadership messages (e.g. VCE email template) Manager guides and resources Leader brief and key messages FAQs 	<ul style="list-style-type: none"> Intranet content (tailored to cohorts – professional and academics) Support services – brief and key messages FAQs Staff messages Video and digital assets – infographics Posters Desktop/ screen saver background 	<ul style="list-style-type: none"> Specific information about local return to campus (e.g., scheduling of team’s return) Key messages Campaign content Event and staff engagement guidance Yammer campaigns
Awareness /education campaigns	<ul style="list-style-type: none"> The role of the leader Team planning tools and resources 	<ul style="list-style-type: none"> Flexibility and hybrid working Maintaining a COVIDSafe campus Health, safety and wellbeing 	<ul style="list-style-type: none"> Work with HR BP and Comms BP on what is required

Distributed content – what can you own	<ul style="list-style-type: none"> • Team meetings • One-one conversations • User generated content and advocacy content – sharing on Yammer, emails 	<ul style="list-style-type: none"> • User generated content and advocacy content – sharing on Yammer, emails 	<ul style="list-style-type: none"> • Tailored and bespoke email campaigns relating to a specific need (e.g., lab environment)
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The approach to communication with students is outlined below.

Central content: narrative, principles and framework		
Audiences	All students All staff – central source of truth	Local Colleges/Entities
Key channels	<ul style="list-style-type: none"> • WorkLife, RMIT Life, SYNTK, staff briefings 	<ul style="list-style-type: none"> • Canvas, Targeted emails
Content templates/ collateral	<ul style="list-style-type: none"> • Website content • Support services • FAQs • Student messages • Video and digital assets – infographics • Posters • Desktop/screen saver background 	<ul style="list-style-type: none"> • Specific information about local return to campus (e.g., class schedule) • Key messages • Campaign content • Events
Awareness /education campaigns	<ul style="list-style-type: none"> • Reinduction to COVIDSafe campus • Health, safety and wellbeing • Coming to campus 	<ul style="list-style-type: none"> • Work with Student Communications and your Comms BP as required
Distributed content – what can you own		<ul style="list-style-type: none"> • Tailored and bespoke communications relating to all learning, research and teaching, class and timetabling information

6. RMIT on-campus health and safety measures

A set of health, safety and wellbeing protocols, including clear accountabilities and responsibilities, are in place to guide all members of the RMIT community on how to protect their health and the health of others when on-campus.

Staying informed

As this is a rapidly evolving situation, staff and students are encouraged to stay up to date on the latest developments and to adhere to government restrictions and advice as required.

The latest information from the Victorian Government is available on the [Victorian Government Coronavirus website](#).

The RMIT application of any government direction will be detailed on our COVID-19 WorkLife section and RMIT student website.

COVID-19 Vaccinations

RMIT no longer requires that all staff, students and visitors to campus are vaccinated against COVID-19. There may continue to be a vaccination requirement for students on placements in sensitive settings and for staff who visit those settings. The current requirements and process are detailed on [WorkLife](#) and the [RMIT student website](#). RMIT continues to encourage remaining up to date with COVID-19 vaccinations to ensure the best protection against serious illness.

General advice for staff and students

Good hygiene

The following basic hygiene advice should always be followed:

- **Do consider** carrying a mask with you at all times on campus. Wear mask in accordance with the latest government advice or where it is required.
- **Don't** come to campus if you are unwell or have COVID. If you must come to campus, you should wear a mask.
- **Do** cover your mouth when you cough or sneeze (with a flexed elbow or tissue, not your hand) – dispose of any tissues in the bin immediately and wash your hands.
- **Do** wash your hands regularly for a minimum of 20-30 seconds. Ensure hands are dried thoroughly with paper towel.
- **Do** apply hand sanitisers with at least 60% ethanol or 70% isopropanol if soap and water is not available.
- **Do** contact your doctor if you feel sick. The [Medical Hub@RMIT](#) is also available.
- **Don't** touch your mouth, nose or eyes if you have not washed your hands.
- **Don't** spend time with people who are sick.

Hand sanitiser

Wall mounted and free-standing hand sanitiser stations will be available at the entrance to and throughout every reactivated building. Cleaning staff will check content levels daily to ensure sufficient supplies.

Use of masks on campus

The requirements for wearing masks will vary depending on the current government directions and the type of learning, research or work activity that is being undertaken. Staff and students are encouraged to stay up to date with the latest mask-wearing requirements.

When there is no Government indoor mask direction, there may be certain activities, rooms or spaces on campus where physical distancing cannot be maintained. Masks are required in these spaces based on local risk assessments, which will be clearly signposted.

Further information from the Victorian Government on wearing face masks is available at www.coronavirus.vic.gov.au/face-masks. For campus requirements, please visit [WorkLife](#).

Room capacity

Room capacities have returned to their designed number. The capacity of a room can be found on Property Central (link to the system) and in some cases on room signage.

The number of chairs available will indicate the capacity. Do not bring additional chairs into rooms or allow people to sit on stairs as this will overcrowd the room and potentially reduce the available airflow.

Bathrooms

High-use bathroom facilities have been updated to include hands-free taps.

There is a further program underway to complete less frequently used bathrooms with a view that all bathrooms will have touchless tapware going forward.

Ventilation

Victorian State Government initially released a Frequently Asked Questions document on this matter in December 2020 which was further revised in April 2021. Key advice from this document that is most relevant to RMIT's operations can be summarised as follows:

- Air conditioning and ventilation systems that are well-maintained and operated should not increase the risk of virus transmission
RMIT Response: *RMIT HVAC systems are very well-maintained using tier-1 services contractors.*
- All air conditioning and ventilation systems should be regularly inspected, maintained and cleaned.

RMIT Response: *RMIT have a comprehensive maintenance agreement in place for all planned and reactive maintenance on our campus infrastructure using qualified contractors and industry leading quality management systems to monitor performance.*

- Wherever possible, supply as much outdoor air as is reasonably possible (target 40% minimum).

RMIT Response: *RMIT have configured our HVAC systems to optimise the quantity of air fresh that can be delivered to indoor spaces based on the HVAC capacity.*

- For systems which cannot use outdoor air (run only on recycled air, i.e., split type systems); - Check manufacturer's device maintenance instructions to determine if there are any alternative options.

RMIT Response: *RMIT works with specialist contractors and Original Equipment Manufacturers directly to ensure optimised user outcomes across the portfolio.*

- In these cases, windows should be open as much as possible.

RMIT Response: *Where windows are able to be opened by the space users, RMIT supports this action. Some windows are not able to be opened (including where these have been sealed), as important factors including security need to be considered.*

RMIT are also conducting an air quality monitoring audit program for key rooms/spaces as our population returns to campus in order to monitor ventilation systems and address any concerns that may be discovered. The program will use portable sensors that provide real time information and if necessary, alert the RMIT Property Services team in the event indoor air quality drop below established thresholds.

Results of the air quality monitoring audit program are provided at this link, including any remedial actions taken.

<https://rmit.edu.au.sharepoint.com/sites/HealthSafetyandWellbeingCommunity/Lists/RMIT%20Air%20Monitoring%20Program/AllItems.aspx>

RMIT is fully compliant with government issued guidelines where the system capability allows, and this has been in place since January 2020. Further information, including a range of Frequently Asked Questions, can be located here:

<https://www.rmit.edu.au/staff/service-connect/safety-wellbeing/covid-19/covidsafe-facilities-and-shared-spaces>

Before coming to campus

Before coming to campus, all staff and students are recommended to complete the RMIT COVIDSafe 2023 training module.

Concerns for the wellbeing of others

If a staff member is concerned about a student or another staff member's health, they are asked to take the following steps:

1. **Check in:** Invite the person to have a chat in a location that respects their privacy.
2. **Express care and concern:** Ask if they are ok and express concern for their wellbeing. Avoid assumptions or judgements. Show kindness.
3. **Stay calm:** There is no need to cause alarm. It is not uncommon for people to feel unwell, so it is important not to make assumptions or try to diagnose them.
4. **Enquire and encourage:** Ask them if they have seen a doctor and encourage them to seek medical care and advice.
5. **Remind them:** That RMIT asks that they refrain from being on campus if they are unwell and suggest that they speak with their course coordinator or line manager about the need to be absent from campus.

Staff can also contact People Connect on 03 9925 8000 for additional support regarding staff or contact Student Connect on 03 9925 5000 for additional support regarding students.

It is important People Connect (staff) and Student Connect (students) is made aware of any students or staff who may be unwell or isolated so RMIT can ensure the appropriate care and support is provided to them.

7.Actions in the event of a confirmed case of COVID-19

If a student or staff member is unwell and think they have contracted COVID-19, they should follow the relevant Victorian Government advice on the actions they should take. This includes recommended isolation, and notifying contacts (including those from the RMIT community).

Notifying contacts

It is an individual responsibility for positive COVID-19 cases to notify their contacts, including contacts from RMIT, in accordance with government requirements. Where a staff member, student or visitor requires assistance, they should discuss with their line manager (staff) or course coordinator/program manager (students) in the first instance.

8. Facilities management

Shared and specialist spaces

For the purposes of this plan, the following definitions apply:

- Specialist space – a space with a room number (with the exception of lecture and tutorial rooms) – responsibility of colleges.
- Shared/common study or workspace – everything else, including corridors etc. – responsibility of Facilities and Asset Management, Campus Planning, HSW.

Cleaning

Cleaning and disinfecting the workplace is a necessary measure to prevent the spread of COVID-19. RMIT has regular cleaning schedules in place that can be further ramped up to tackle transmission of the virus due to cross-contamination. A detailed cleaning plan has been developed based on the following principles:

- Commonly used areas are cleaned daily, including a thorough cleaning with detergent or disinfectant every night after close of business.
- Frequently touched areas and surfaces are cleaned multiple times a day.
- Students and staff are encouraged to clean personal items that they bring to campus with disinfectant wipes.
- Personal protective equipment, such as gloves, are worn during cleaning and washing or sanitising hands afterwards.
- Additional waste disposal bins are provided in frequently used areas and waste collection schedules are increased.
- Ventilation within facilities is increased by opening windows or adjusting air-condition systems as appropriate.
- Cleaning of surfaces and frequently touched areas is important before disinfection because any dirt or grime can reduce effectiveness of disinfectant.

The detailed daily cleaning plan is retained by RMIT Facilities and is available to staff or DoH upon request. Further information is available on [WorkLife](#).

Across all buildings, classrooms, shared spaces

Cleaning protocols have been developed for all buildings, classrooms and shared spaces based on the guidance from SafeWork Australia. Where this guidance is deemed impractical, an appropriate alternative has been identified in consultation with the Health Safety and Wellbeing team. A summary of the RMIT cleaning protocols will be provided.

Specialist spaces for teaching and research

Each specialist space and type of equipment will be assessed and processes for maintaining hygiene documented using the cleaning SOP template and included in the room signage and/or on individual pieces of equipment. Cleaning processes should be based on the guidance from [SafeWork Australia](#). Where this guidance is deemed

impractical it should be documented in the risk assessment for the space or equipment, and an appropriate alternative identified in consultation with the Health, Safety and Wellbeing team.

Cleaning instructions should include:

- Frequency of cleaning, e.g., between individual users.
- Cleaning materials to be used.
- Cleaning responsibility.
- Safety considerations of cleaning products (as per Safety Data Sheet).

Technical officers and school managers are responsible for ensuring that adequate supplies are available.

Sports, Clubs and Associations

Indoor sports facilities and fitness centres

RMIT's indoor sports facilities and fitness centres will operate in accordance with government directions. Records will be maintained to support contract tracing if required. Strict cleaning and hygiene measures will be adhered to by all participants including:

- Bringing your gym towel; this requirement is mandatory for all gym users.
- Wiping down equipment with disinfectant wipes before and after use – this is in line with usual practice.
- Using hand sanitiser upon entry, after using each piece of equipment and upon exit.
- Avoiding touching your eyes, nose or mouth – using your towel.
- If using a paper towel or tissue, disposing of it immediately.

9. Events on campus

Refer to the University's [Events SharePoint](#).

10. Management of COVIDSafe breaches

All members of the RMIT Community are responsible for adhering to the COVIDSafe protocols as a condition of entry to the campus.

For staff, failure to adhere to the RMIT COVIDSafe protocols can be considered breaches of s.5.1 – 5.3 of the RMIT Code of Conduct and/or the Serious Misconduct provisions of the RMIT Enterprise Agreement.

For students, failure to adhere to the RMIT COVIDSafe protocols are considered breaches of the Student Conduct Policy.

The consequences for breaching the protocols are [detailed in this document](#) and summarised in the following table.

	1st Breach	2nd Breach	3rd Breach
Students	<ul style="list-style-type: none"> Warning from supervisor/lecturer/COVIDSafe champion Coaching on protocols Record kept 	<ul style="list-style-type: none"> Temporary suspension from campus Complete the COVIDSafe training again Coaching on protocols Record kept 	<ul style="list-style-type: none"> Executive Suspension Student Conduct Board hearing
Staff	<ul style="list-style-type: none"> Counselling from supervisor/manager/COVIDSafe champion Coaching on protocols Record kept 	<ul style="list-style-type: none"> Letter of Counsel Complete the COVIDSafe training again Coaching on protocols Record kept 	<ul style="list-style-type: none"> Restriction from campus Workplace investigation Potentially leading to disciplinary action

Breaches of COVIDSafe Protocols should be recorded in [PRIME](#) as:

- Hazard
- Classification: Breach of policy/process
- Likely cause: COVID-19.

Breaches of government directions

Where members of the RMIT community knowingly breach a government direction relating to COVID-19 safety measures and refuse to comply, RMIT Security will assist in managing escalations.

11. RMIT off-campus health and safety measures

RMIT has a responsibility to provide a safe working environment for all staff. When working away from the office, staff are expected to take the following steps to ensure their alternate work location is safe and be aware of any potential risks:

1. Complete the [Ergonomic Training Module](#) and [Ergonomic self-assessment](#) (based on their home office).
2. Complete the [Working Remotely Agreement Form](#).
3. Share a photo of their intended alternative based workspace with their manager or supervisor.
4. Speak to their manager or supervisor and:
 - agree that their proposed workspace is safe

- agree on a method of supervision and communication for while they are working away from the office.

If additional assistance is required regarding the setup of a workspace, a virtual workstation assessment can be arranged through the HSW team by making a request via HR Assist.

Any work-related incidents while working remotely must be reported through [PRIME](#) incident reporting system.

More information about remote working is available on [WorkLife](#).

12. Monitoring and audit

The entire RMIT community has a responsibility for self-monitoring and auditing of the application of COVIDSafe protocols.

The table below outlines the specific responsibilities for monitoring the application of this COVIDSafe plan.

Role	Responsibility	Frequency	Resource/ checklist
Teaching Staff	<ul style="list-style-type: none"> • Monitor application of capacity and mask rules where relevant 	Each class	Nil
HSW/Security	<ul style="list-style-type: none"> • Conduct risk-based audits on activated spaces 	Weekly	Audit Template

13. Complaints

Feedback

Staff and students with feedback on RMIT's COVIDSafe Plan or any of the safety measures and protocols covered in this document should email the Health, Safety and Wellbeing team. Feedback should be raised with the COVID-19 Management Team for review and agreement of appropriate action/s.

14. Support available

RMIT is committed to supporting our staff and students and provides a range of options.

For students

- General student enquiries: [Student Connect 9925 5000](#)
- Medical care: [Medical Hub @ RMIT](#)
- [Financial support and assistance](#)
- [Study and assessment support](#)
- [Coronavirus health and wellbeing support](#)
- [Accommodation](#)
- [Victorian Department of Health](#) hotline: 1800 675 398

For staff

- Employee Assistance Program: [WorkLife](#) 1300 360 364
- [People Connect](#): 9925 8000
- [Medical Hub @ RMIT](#)
- [COVID-19 health and wellbeing support](#)
- [Victorian Department of Health](#) hotline: 1800 675 398

Resources

- [WorkLife COVID-19 and RTC central webpage](#)
- [COVIDSafe signage](#)

Templates

- [Specialist space facilities and equipment risk assessment](#)
- [Course/program risk assessment](#)
- [WIL Placement COVID Safe Checklist](#) (to be completed in conjunction with normal WIL placement risk assessment)
- [Field-based research activity risk assessment](#)
- [Off-campus activity risk assessment](#)
- [Specialist spaces cleaning SOP](#)
- [Communications guidelines with COVIDSafe messages and instructions for staff and students](#)
- [COVIDSafe audit template](#)