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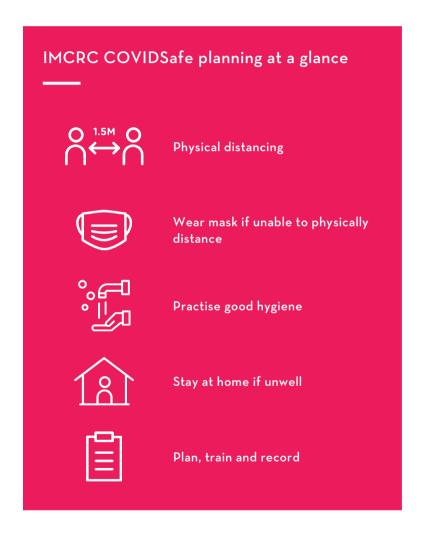
IMCRC COVIDSafe Plan

February 2021, Version 1.0

IMCRC COVIDSafe Plan

The health, safety and wellbeing of IMCRC's staff, contractors and visitors, and their respective families and communities, is our priority. IMCRC has developed this COVIDSafe Plan to communicate the principles and protocols IMCRC is following to facilitate a gradual, controlled and ultimately safe transition back to the office.

This COVIDSafe Plan outlines how we are:

- Ensuring physical distancing
- Utilising face masks where required
- Practising good hygiene
- Avoiding interactions in enclosed spaces
- Keeping records and acting quickly in a situation of suspected or confirmed infection
- Aligning, where necessary, with COVIDSafe planning of our landlord, RMIT

IMCRC COVIDSafe planning at a glance

1.5M Physical distancing

Wear mask if unable to physically distance

Practise good hygiene

Stay at home if unwell

Plan, train and record

Ensuring physical distancing

Requirements	Actions
Ensure staff, contractors and visitors are at least 1.5 metres apart as far as possible	• Allocate a dedicated workstation to each staff member, contractor and any visitor • Ensure there is separation of at least 1.5m between staff members, contactors and visitors when sitting at their workstations • Modify workstations to ensure staff members, contractors and/or visitors do not directly face each other • Utilise table marking to ensure there is separation of at least 1.5m between staff members, contractors and/or visitors when sitting in meeting rooms (reducing room capacity if required) • Cease non-business-related deliveries to the office
Ensure there is no more than one staff member, contractor and visitor per two square metres of enclosed workspace	• Establish a roster for staff members, contractors and any visitors to limit daily attendance in the office to appropriate limit • Rearrange or remove seats in meeting/common/reception areas to ensure appropriate limit of staff members, contractors and visitors • Introduce signage in meeting/common areas to provide notice of appropriate limit of team members, contractors and visitors

Provide training and additional sources of health information to staff members, contractors and visitors	• Ensure all staff members (and contractors who are based at IMCRC) successfully complete RMIT COVIDSafe Training before being approved to return to the office
	• Utilise office signage
	• Note additional advice can be found at:
	   o International: WHO
	   o Australia: Department of Health
	   o Victoria: Department of Health & Human Services

Utilising face masks when required

Requirements	Actions
All staff members, contractors and visitors must wear a face mask when this is required by health authorities or by RMIT	• When required (e.g. on instruction by health authorities) ensure all staff, contractors and visitors wear an appropriate face mask in the office when it is not possible to physically distance (unless lawfully exempt) • Ensure disposable masks are carried by all staff, contractors and visitors • Ensure the office has disposable face masks available and facilities for their safe disposal

Practising good hygiene

Requirements	Actions
Encourage and enable good hygiene practices (e.g. regular hand washing, sneezing etiquette)	• Ensure all staff members, contractors and visitors have access to handwashing facilities and alcohol-based hand sanitiser • Ensure the office has facilities for safe disposal of disposable towels and tissues • Ensure all staff members and contractors are aware of good handwashing/hand sanitising and sneezing practice
Frequently clean and disinfect workstations, including high-touch items such as keyboards and mouses	• Ensure all staff members and contractors have access to appropriate surface cleaners • Encourage staff members and contractors to clean workstations when arriving and leaving the office
Frequently clean and disinfect shared spaces, including high-touch communal items such as door handles, kitchen benches, remote controls	• Arrange for RMIT cleaners to appropriately clean and disinfect shared spaces • Remove reusable and shared equipment (e.g. glasses, cutlery, fabric towels) and replace with sustainably produced/recyclable single-use alternatives

Avoiding interactions in enclosed spaces

Requirements	Actions
Minimise the amount of time staff members, contractors and visitors spend in enclosed spaces	• Configure the office, where possible, to minimise congregation in enclosed places through restricting capacity in enclosed spaces or moving communal resources into open spaces • Encourage outdoor or walking meetings (sunsmart and/or weather permitting) • Encourage staff members and contractors to take breaks and have lunch outdoors (sunsmart and/or weather permitting)

Keeping records and acting quickly

in a situation where a staff member, contractor and/or visitor feels unwell (i.e. suspected infection) or has a confirmed infection

Requirements	Actions
In the event of even mild COVID-19 symptoms in themselves or Household Contacts, or if they are a Close Contact, IMCRC staff, contractors and visitors stay home and get tested	• Confirm requirement that staff members, contractors and visitors must stay home and get tested if they, or their Household Contacts[1], feel unwell or otherwise suspect they are infected with COVID-19 or if they have been a Close Contact[2] of a confirmed COVID-19 infection • Staff members, contractors and visitors must notify IMCRC (through the IMCRC Pandemic Officer[3]) of the test result as soon as possible after it is known (and no later than 24hrs after it is known) • Staff members, contractors and visitors must not attend the office until they have received advice from health authorities that it is safe to do so • Ensure staff members, contractors (based at IMCRC) and visitors utilise the RMIT daily health declaration and adhere to any other relevant RMIT COVIDSafe requirements (e.g. temperature testing)
Ensure records are kept of all people who enter the workplace for contact tracing	• Establish a register to record contact details of all staff members, contractors and visitors to the office

Prepare response to a suspected or confirmed COVID-19 infection in office	• Identify an appropriate area to isolate unwell people suspected of having COVID-19 as soon as practically and safely possible, make arrangements to transfer unwell people from the office, including to get tested • Staff members, contractors and visitors must immediately notify IMCRC (through the IMCRC Pandemic Officer) of a confirmed COVID-19 infection in themselves, their Household Contacts or Close Contact (e.g. if they have been classified as a Close Contact by health authorities) • Ensure staff members, contractors and visitors who learn of a COVID-19 positive test whilst in the office are isolated and arrangements are made to be safely transferred from the office • The IMCRC Pandemic Officer must undertake any mandatory risk assessment
Official notifications and assistance	• Ensure IMCRC (through the Pandemic Officer) notifies DHHS, WorkSafe, any Close Contacts in the office and RMIT within prescribed timeframes (where applicable) • Ensure IMCRC (through the Pandemic Officer) provides required assistance to DHHS and WorkSafe • Confirm the process for RMIT notifying its tenants (including IMCRC) of any suspected or confirmed COVID-19 infection on campus
Clean the office (or part thereof) in the event of a confirmed infection	• Request RMIT to arrange appropriate cleaning response • Ensure staff members and contractors can work from home in case the office needs to be closed for cleaning
Confirm that staff members, contractors and visitors can return safely to the office and/or the office can safely re-open	• Ensure formal medical confirmation is received that unwell staff member, contractor or visitor (with a suspected or confirmed case) does not have COVID-19 before returning to office • Ensure IMCRC (through the Pandemic Officer) notifies DHHS and WorkSafe that the office is reopening (where it has been closed)

Note: detailed information on responding to suspected or confirmed infection can be found at the [Department of Health and Human Services.](#)

Review

Requirements	Actions
Ensure the IMCRC COVIDSafe Plan remains up to date	• Ensure this COVIDSafe Plan is reviewed at least monthly and updated if required, particularly upon any new advice from health authorities

[1]**Household Contact** is:
- Family and other people you live with (e.g. partner, children)
- People you otherwise spend significant time in close proximity to (e.g. boyfriend, girlfriend)

[2]**Close Contact** is:
- Spending more than 15 minutes face-to-face with someone who is a confirmed case of COVID-19 infection, in the 48 hours before they showed symptoms or after they showed symptoms
- Sharing a closed space for more than two hours with someone who is a confirmed case of COVID-19 infection, in the 48 hours before they showed symptoms or after they showed symptoms

[3]**IMCRC Pandemic Officer** is Dr Jason Coonan, IMCRC's COO (jason.coonan@imcrc.org, +61 418 359 815). If IMCRC' COO is unavailable, IMCRC's CEO and Managing Director, David Chuter, will assume the role.

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