



COVID SAFE PLAN

Prepared by:

Dictum Society Executive Committee



EXECUTIVE SUMMARY

This document represents the processes to prevent and mitigate risks that COVID-19 presents to the university. The ultimate aim of the plan is to ensure a safe and progressive student focused learning environment that will accommodate the needs of the vast majority of the VU Community. This plan will ensure compliance with the Victorian Government's Pandemic Orders.

The plan is written under the banner of Victoria university and encompasses the College of Law & Justice Dictum Society programs.

This plan adopts VU's five principles of COVID Safe Decision Making & Covid Safe Plan structure:

1. Health, safety, and well-being focused	In all that the Dictum Society does, priority is given to the health, safety and well-being of all students, staff colleagues and communities.
2. Nimble and quick	Dictum Society will be agile and adaptable with decision making, planning and implementation - to address changes in our operating environment.
3. Logical and evidence-based	All Dictum Society decisions and actions are informed by evidence and the latest advice from Victoria University and the government and relevant health authorities.
4. Hybrid approach	Dictum Society's operating model relies upon the most suitable hybrid strategy—employing technologies and 'in person' solutions, often concurrently and as per the VU strategy.
5. Sensible and easy to understand	In the context of Dictum Society's common-sense approach, its decisions and actions are easy to explain in simple language.



PURPOSE

This document provides a single source of information on how Dictum Society will manage the planning, response, and recovery from the COVID-19 Pandemic. This is applicable to the College of Law & Justice Campus on Queen Street in the CBD and is prepared to support Victoria University including the Federal and State Government guidelines/directives and orders. The development of this document has been conducted using the Victoria University principles. It aims to maintain the health and safety of all members of the College of Law community during the gradual process of returning activities back to campus.

SCOPE

This plan applies to all activities and premises of the Victoria University College of Law's Dictum Society. Whilst the COVID-19 situation is fluid and constantly changing, this document will cover the requirements for a safe in person conducting of events and activities hosted by Dictum Society, whilst on campus. This document shall remain current until further notice. This document will be updated following any changes in Government & Victoria University recommendations in response to the pandemic and subsequently the outcomes of COVID-19 task force meetings. Any printed version of this document may not be the current version. This plan is prepared for the College of Law Dictum Society.

GUIDING PRINCIPLES

Dictum Society:

- Commits to fully implementing Victoria University & 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 are accommodated by either a blended or online option.
- Places the ongoing and sustainable on campus process within the context of Victoria University's occupational health and safety responsibilities, with due consideration for the equitable treatment of all members of the university community, including those who may face special challenges or risks in relation to the pandemic (e.g. vulnerable workers).

NOTE: Where there is a discrepancy between this COVID Safe Plan, Victoria University's Safe Plan, and the Victorian Government Pandemic Orders – the Pandemic Orders take precedence unless clearly stated otherwise in this plan.



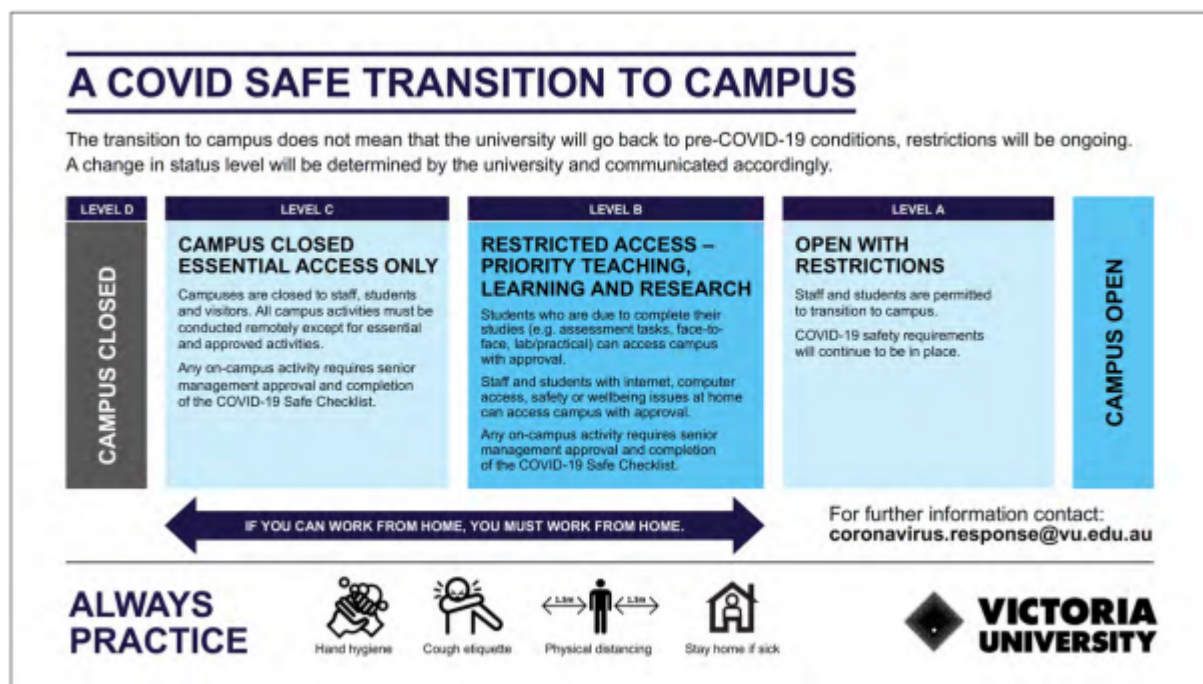
DEFINITIONS

TERM	DEFINITION
COVID19	<p>An infectious disease caused by a strain of the coronavirus group of viruses. The COVID-19 term includes all individual mutations or strains of the original coronavirus identified in 2019 from Wuhan Province in China. Symptoms include fever, coughing, sore throat, and shortness of breath. The virus can spread from person to person, but strict adherence to good hygiene practices and to physical distancing rules can reduce the risk of infection.</p> <p>YOU MUST NOT ATTEND DICTUM RELATED EVENTS IF YOU ARE UNWELL OR SICK.</p> <p>Any person who is feeling unwell or has any of the following symptoms are advised to stay away from the site and immediately seek medical attention.</p> <ul style="list-style-type: none"> ▪ Fever ▪ Sore throat ▪ Coughing/sneezing ▪ Running nose ▪ Loss or altered sense of taste/smell <p>It is important to note that these symptoms can also be symptoms of a host of other illnesses and infections. The presence of one or more symptoms is not sufficient for diagnosis. If you have one or more symptoms, you should consult your local doctor. If you feel unwell whilst onsite, leave as soon as you begin to feel unwell. Seek medical advice from a doctor or health practitioner. Inform the Dictum Co-ordinator by phone or email. Get tested</p>
COVID Safe Team	<p>The COVID Safe Team consists of the following members;</p> <ul style="list-style-type: none"> ▪ Manager COVID Operations ▪ Coordinator COVID Operations ▪ COVID Safe Officers
GOOD PERSONAL HYGIENE PRACTICES	<p>Wash your hands regularly for 20 to 30 seconds with soap and water. If soap and water are not available, use a hand sanitiser with at least 60 per cent alcohol. (Hand sanitiser does not replace washing your hands after using the toilet – use soap and water.) Use soap and water if your hands are visibly soiled. Avoid touching your eyes, nose, and mouth. Cover your mouth and nose with a tissue when coughing or sneezing, or cough or sneeze into your elbow.</p>
PHYSICAL DISTANCING RULES	<p>Separating all people present onsite as much as possible in all locations. Distancing rules include that we should:</p> <ul style="list-style-type: none"> ▪ keep a distance of 1.5 metre between yourself and other people at all times where practical (the '1.5m rule'). ▪ avoid crowds and large public gatherings whenever possible; and ▪ Avoid shaking hands, hugging, or kissing other people.
DICTUM COMMUNITY	<p>All persons on or off-campus who have an association with Dictum Society, including students, staff, members of Council and committees, tenants, visitors, contractors, consultants, volunteers, and people representing Dictum off-campus.</p>

GENERAL REQUIREMENTS

1. COVIDSAFE RETURN TO CAMPUS

Dictum Society is preparing to operate fully through the Victoria University model from January 2022.



2. CONSULTATION PROCESS

Each committee executive must ensure their regular occupational health and safety management activities are maintained throughout the pandemic response, recovery and return to campus.

- Consultation with other people including students, visitors, neighbours, and others conducting businesses or undertakings that may be affected by Dictum Society's activities
- Reporting incidents, including suspected or confirmed cases of COVID-19 infection
- Maintaining their program of implementation of their Annual OHS Plans and risk assessments with new provisions addressing COVID-19 risks
- Holding regular safety committee meetings with COVID-19 as an agenda item; and
- Regular inspections of implementation of COVID-19 control measures as necessary.

3. WELLBEING & CURRENT OPERATIONAL LEVEL

During the COVID-19 pandemic the physical and psychological monitoring of volunteer staff and students will continue to ensure that physical and mental health well-being is being considered as an important factor for all. Initiatives like Students Welfare for students are in place through Victoria University operations.

As shown in the above diagram in section 1, the return to campus process consists of four different levels (D, C, B and A). Each of the levels is explained in the Victoria University website [Covid-19 Safety Plan](#). The university is currently operating in Level B operations preparedness with the full return to level A from 26/04/2022.

Dictum Society will abide by Victoria University's operating recommendations.

4. COMMITTEE RESPONSIBILITIES

All committee members will be advised and will be required to ensure a COVID Safe environment. This will require them to undertake some personal precautions to assist in ensuring their own safety and that of others is maintained.

These activities will be developed in the local VU COVID plan but may include:

- Wiping down workspace areas at the beginning and at the end of each event;
- Ensuring that if any committee members are unwell, they then stay at home;
- Engaging in an appropriate hygiene regime such as regular hand washing;
- Using a face mask when indoors in line with Government Orders.
- Logging on to the University Wi-Fi Network (Eduroam)
- Completing the VU Safe Daily Screening questions each day prior to attending on campus.

5. GENERAL RESPONSIBILITIES

All members of the Dictum community must contribute actively to Dictum Society's efforts by strictly adhering to good hygiene practices and physical distancing, as well as complying with specific requirements implemented in their areas.

In addition, the following measures apply:

- Members of the Dictum community who feel they face special challenges or risks in relation to the pandemic, for whatever reason, must consult with the president before attending an onsite event.
- Those who face special challenges or risks in relation to the pandemic because of health conditions should seek medical advice from their health practitioner for informed decision-making regarding the suitability of attending an onsite event at the university campus environment.
- Users of indoor facilities should increase the amount of fresh air by opening windows/doors or adjusting air conditioning with the help of VU facilities services where it is appropriate to do so.

6. SAFETY & HEALTH ARRANGEMENTS

The following safety and health arrangements are to be followed for individuals who have pre-existing medical conditions that render them more vulnerable to the health risks of the coronavirus infection.

Note: Arrangements for those who may be Carers of vulnerable persons will also need to be considered on a case-to-case basis.

- Dictum Society should identify any participants who fall in the vulnerable individual or vulnerable circumstance category so they can ensure that the individual is given adequate protection and support to enable them to adhere to government health recommendations.
- No individuals in the vulnerable category should be expected to attend onsite events during the pandemic crisis or during recovery from lockdown restrictions.
- Those vulnerable individuals who wish to attend onsite events should be offered additional protections so that they can achieve effective physical distancing at all times whilst onsite.



The following safety arrangements should apply to all committee health levels:

- Committee members who are sick or self-isolating should contact their executive team immediately and not attend the organised events onsite until they receive medical clearance to do so.
- Communication is to be sent out that no member or students should come to campus if they are self-isolating, they have COVID-19 symptoms, or if they feel unwell.
- Executives should consider changing to online delivery of events if numbers are reduced to unsafe levels.

ACTIVITY – SPECIFIC REQUIREMENTS

1. GENERAL ACTIVITIES & OTHER SERVICES

Dictum Local onsite events to campus management plans, will ensure that appropriate physical distancing measures are included in the COVID-19 requirements. Dictum will refer to the current government orders, including Victoria university's directive on face masks.

Sanitizer wipes can be arranged through the Facilities Services help desk. It is the Dictum committee's responsibility to undertake cleaning of the workspace at the beginning and at the end of each session period. This is regardless of whether this is a shared or solely occupied space.

2. MEETINGS

Face-to-face meetings should continue online wherever possible. It is important to ensure that planning for meetings includes planning for those who may be attending remotely.

3. COMMUNITY EVENTS

Planning for 2022 events is currently being undertaken. Events that are proceeding will be organised in a way to ensure compliance with Victoria University and the Victorian Government Orders. The Dictum event organiser must undertake planning which will incorporate the late cancellation or postponing of the event.

4. WORKSHOPS & CONFERENCES

Face-to-face workshops and events including conferences may be attended, with the approval of the Victoria University Student Union executives. Conferences must be organised in a way to ensure compliance with all relevant orders and guidelines. The workshop, event or conference Dictum organiser must undertake planning which will incorporate the late cancellation of the workshop, event, or conference.

5. OUTDOOR AREAS OF CAMPUSES

Social and informal meetings by the Dictum team on campus will only be permitted under a COVID Safe manner. Face masks must be worn at all times when indoors.

6. VISITORS

Dictum Visitors or special guest/s such as business guests should follow the standard visitor process when attending any events conducted by Dictum Society. Any person who does visit any of the College of Law campus must be compliant with good hygiene practices and physical distancing requirements. Dictum Society is required to ensure that the person's details are recorded along with their activity to ensure that any contact tracing requirements can be met. If required, then visitors should attend at Security or be signed in by the host.

All visitors must use the building QR Code when they enter and must be fully vaccinated.



7. DICTUM'S ROLE

Dictum Society plays an important role in the life of the College of Law & Justice site and are encouraged to maintain links, whilst adhering to good hygiene practices and physical distancing requirements. For example, Dictum may continue operating through the holding of meetings and events via video conferencing, social media platforms or phone calls. The Student Services and VUSU works with Dictum Society to ensure that activities are reinstated in line with the relaxation of government orders and the University's return to campus planning.

- Dictum Society will nominate a COVID Safety Officer for each event
- Face masks are required to be worn whilst indoors on campus.

8. SOCIAL GATHERINGS

Dictum gatherings can be considered but the following may apply.

Where the gathering is a Dictum Society related function such as a meeting, team building event or a social function, then the following will apply;

- All attendees must be fully vaccinated or be an approved accepted person. It is the event organisers responsibility to ensure this is adhered to; and
- All attendees are required to check in through the VU Safe App Daily Screening; and
- All attendees must sign in through the QR Code System; and
- If it is held at an external venue, all attendees must follow the COVID safe requirements of the venue; and
- The event organiser must keep a record of all attendees in the event of a COVID incident, and provide this list to the COVID Safe Team.

9. FACE MASKS

- **Face masks must be carried at all times when on campus.**
- **Face masks must be worn at all times when on campus.**

Face masks have proven to be effective at reducing transmission of COVID. You do not need to use a face mask when you are alone (or with a household member) in a vehicle (other than a pool vehicle), or by members engaged in teaching or presenting, and/or when engaging with individuals with hearing difficulties.

Face masks must be worn at all other times when on campus.

10. HEALTH SCREENING

All students and staff attending campus must undertake daily health screening. This can be undertaken using the VU Safe App. To learn more about the app and the health screening [CLICK HERE](#). Follow the instructions on the page for more information. Any person who has failed the screening and advised by the assessment not to attend campus must not attend campus. Any person on campus with a failed (red) will be required to immediately leave campus unless they have made a genuine error whilst logging in. Those with an orange badge must immediately complete the screening questions.

NOTE: even if you believe you have filled out the form incorrectly, until this is rectified you must not attend campus with a failed badge (Red). Any person who knowingly falsely answers any of the questions relating to the screening may be referred to the integrity unit or their executive manager for further action.



11. CAMPUS ENTRY REQUIREMENTS

Entry requirements for any person who is coming onsite to the campus is required to use the VU Safe App, QR Codes and Wi-Fi, which is mandatory under the Victoria University policy for all students and staff attending campus.

VU SAFE APP

- This must be completed on the day of attendance of the university and must be completed prior to entering the campus.
- Must be completed by all students and staff
- Must have a green badge to enter
- Where the student or staff does not have a smart device or the device is not compatible then the manual form must be completed. Forms are available via coronavirus.response@vu.edu.au.

WIFI LOG IN

As mentioned earlier all are required to log their devices to the university (Eduroam) Wi-Fi system. It is Dictum's responsibility to make attendees aware of how to log in - to learn how [CLICK HERE](#)

QR CODES

Everyone attending campus is required to use the QR Codes on each building or at specialist facilities/areas they attend.

RAPID ANTIGEN TESTING

The use of Rapid Antigen Tests (including the self-tests) is currently under review. Dictum will contact the Manager – COVID Operations prior to ordering or operating Rapid Antigen Testing.

REPORTING COVID CONFIRMED CASE

The Victorian Department of Health Policy states that all staff and students at an education facility must report any positive cases to the education facility. Dictum Society will need to notify the university who will need to assess reports to identify any on campus incidents:

- If the person was on campus, then an on-campus incident will be activated.
- If the person had not been on-campus the matter will be recorded.
- Any off-campus cases will assist with determining outcomes for this person with testing in any future incidents within 30 days of the infection.

RETAIL (FOOD) ARRANGEMENTS

Where a retail (food) tenant is approved, it is the retailer's responsibility to ensure they operate under their own COVID Safe Plan. Their COVID Safe Plan must include all industry specific requirements.

EMERGENCY MANAGEMENT

1. PLANNING

In preparation for Victoria University's return to campus, it is the approving manager's responsibility to ensure that a trained Warden is present in the area that will be used. Further information can be obtained regarding training of Wardens by contacting the Workplace Health and Safety Team or reading through VU's [Critical Incident & Business Continuity Procedure](#). It is Dictum's responsibility to look into this before any event/s.

2. RESPONSE TO EMERGENCIES

Response to emergencies is as per outlined in [the VU Emergency Management Plan and staff Emergency Management Module training on VU Develop](#).

Note: In the event of an evacuation occurring Dictums Society must cooperate with the Department Heads and Wardens in directing occupants to maintain physical distancing at the nominated assembly area.



COVID-19 INCIDENT MANAGEMENT

1. RESPONSE – CONFIRMED COVID-19 CASE

If a Dictum Committee member receives a notification from a fellow member or student that they have tested positive, a notification must be submitted to the COVID Safe Team via the website link. It is also recommended that you call the VU COVID line 03 9919 6398.

What do you need to do?

Dictum Society must Complete the VU COVID (online) Notification Form. If you cannot access the online form, email all details to covid.notification@vu.edu.au. Also call the VU COVID hotline on 9919 6398 to alert the team to the on-campus incident.

What will the COVID Team do?

- Register the incident
- Send you a spreadsheet to include all contact information needed for alerting people of the potential exposure.
- Notify all persons identified as a potential exposure risk.
- Arrange the relevant cleaning of the affected area in accordance with the Department of Health regime.

2. RESPONSE – CLEANING REGIME FOR COVID-19 CASES

The Department of Health no longer requires a deep clean to be undertaken following a COVID incident, unless otherwise directed.

3. RESPONSE – ISOLATION/QUARANTINE

Dictum Society abides to the instructions made by the university and requires any person who has been exposed or potentially exposed to COVID-19 to follow all orders and directives from the Department of Health or Health Official. Any person who breaches self-isolation and attends at the university, Dictum will ensure the incident is reported to the relevant authority.

4. RESPONSE – RETURNING ONSITE OR TO CAMPUS AFTER COVID-19

Where a member of the Dictum community is confirmed as having COVID-19, they may return to onsite activities after completing the required isolation which is 10 days from the date of the test. There is no clearance issued by the department of health for return.

5. RESPONSE - CONTACT TRACING

Contact tracing is no longer undertaken by the Department of Health except in some specific circumstances such as an outbreak or super-spreader event. Dictum Society abides by the instructions made by the university where it is required to undertake formal notification of any person that may have been exposed.

Exposure will be based on the following criteria;

- Where there has been any face-to-face exposure where 1.5m may not have been maintained – no matter how short the period of exposure
- Any close contact where masks are not worn
- Any enclosed space (such as a classroom) <2 hour (masks generally not worn)
- Any enclosed space (such as a classroom) >2 hours (masks being worn)



6. QR CODES

A QR Code System has been implemented by VU for use by all persons who enter any VU building. Only Service Victoria QR Codes can be used by the Department of Health for COVID contact tracing purposes. Dictum will ensure that the display of the QR Code is visible and accessible to all attendees, who participate onsite.

7. WI-FI LOG IN REQUIRED

As per instructions by VU, every student and staff with a suitable smartphone, tablet, or laptop must log in to the Universities Wi-Fi network. The Wi-Fi system will be used to identify casual and close contacts of a COVID Positive person. Failure to log in to the system may result in you and your close contacts from being unnecessarily quarantined. Any student or staff who fail to use the required systems may be considered as (tier one) close contacts if a COVID incident occurs in their building. Dictum Society will ensure that this has been made clear to all participants who attend onsite and will ensure that the majority understand the importance of the instructions.

8. VACCINATION

Unvaccinated persons are not permitted to attend campus. Vaccinations are mandated by VU under the Victorian Government Orders. Unvaccinated persons are not permitted to attend campus. Penalties apply for any person or organisation that allows an unvaccinated person on premises in breach of the Victorian Government Orders.

Vaccination Type	Meaning
Fully Vaccinated	Where any of the following applies; <ul style="list-style-type: none">• Has had two doses of COVID-19 Vaccine• Has had two doses of COVID-19 Vaccine and has received a third (booster) dose of COVID Vaccine• Is an Excepted Person (see below)
Partially Vaccinated	Has had one dose of COVID-19 vaccine
Unvaccinated	Has not had any doses of COVID-19 vaccine and is not an Excepted Person (see below)
Excepted person	<p>Any person who has approved certification in accordance with the Victorian Government Orders. Approved evidence is limited to a valid medical certificate from a medical practitioner that has been issued for one of the following two reasons:</p> <ol style="list-style-type: none">1. A medical contraindication to vaccination such as anaphylaxis; or2. An acute medical illness including a recent COVID-19 infection. <p>The approved evidence should clearly indicate which of the above categories the approved evidence relates to. The approved evidence should have an expiry date and cannot be valid for any more than six months. Where an application is being made to the Australian Immunisation Register for a Certificate of Exemption from vaccination, the application will be accepted, however it is the applicant's responsibility to undertake one of the following actions once the application is reviewed by the Australian Immunisation Register;</p> <ol style="list-style-type: none">a. The application for a Certificate of Exemption is approved then the certificate must be uploaded via the standard certification portal; orb. The application for a certificate of Exception is denied, then the person must immediately notify the university via their manager/course convener. This person has become an unvaccinated person and must not attend campus. <p>An Excepted Person is responsible for ensuring that any medical review/follow up is undertaken prior to the expiry date on the previous approved evidence (medical certificate). The person will become an unvaccinated person as from 12.01AM the day</p>

	<p>after the expiry date. Extensions are not permitted and cannot be provided. Failure to undertake the medical review/follow up will automatically result in the excepted person becoming an unvaccinated person. Similarly, it is the excepted person's responsibility to ensure that the updated approved evidence (medical certificate) or first dose vaccine record is entered through the applicable portal.</p> <p>It is not the University's role or responsibility to provide reminders or prompt the excepted person into undertaking these reviews. These reviews are at the cost of the excepted person.</p>
--	--

9. VISITORS

All visitors must be fully vaccinated. For visitors it is the responsibility of the VU Dictum Society contact/host to have sighted the vaccination status of people attending campus. Ensure that you should not copy or record the certificate but should make a note that it was sighted.

The following is approved evidence for the purpose of the assessment

Vaccination type	Acceptable evidence
Fully Vaccinated	<ul style="list-style-type: none"> • 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 <p>*When submitting any documentation from the Australian Immunisation Register or Medicare, please ensure that your individual health identifier number is removed or blocked.</p>
Partially Vaccinated	Not permitted on campus
Excepted Person	<ul style="list-style-type: none"> ▪ An application to the Australian Immunisation Register for either an exception from vaccination certificate or delayed vaccination due to an acute medical condition including COVID-19 Infection

10. UNVACCINATED PERSON ON CAMPUS

It is an offence under the Victorian Government Pandemic Orders to knowingly allow an unvaccinated person to remain on campus. Once a Dictum Committee member identifies an unvaccinated person on-campus they must immediately undertake one of the following actions;

1. Ask the unvaccinated person to leave campus; or,
2. Contact Security and report the unvaccinated person on campus; or
3. Notify their manager/supervisor

If a person is asked to leave pursuant to dot point one above, Security must immediately be contacted on 6666 or via the **emergency button** on the [VU Safe App](#) and inform Security of the situation. If Security is contacted either for a refusal to leave, Security should undertake the following:

1. Security should request evidence of vaccination,
2. If the person refuses or fails to produce the approved evidence, then they must require the person to leave the site.
3. If the person fails or refuses to leave campus, Police shall be contacted and reported as a trespasser.



It is important to note that leaving campus involves physically leaving the property. Remaining outside in the grounds is remaining on premises and Security or police should be contacted.

11. REPORTING UNVACCINATED PERSON ON CAMPUS INCIDENTS

All Unvaccinated Person on Campus Incidents must be reported to the COVID Safe Team via email coronavirus.response@vu.edu.au.

12. COVID SAFE OFFICERS

Dictum Society will ensure the presence of Covid Safe Officers or marshals as per the Victoria Government requirements. These officers are required to undertake both static and mobile compliance activities to ensure that the university continues to operate within the Victorian Government Orders, or requirements from the Department of Education and Training or the University.

A COVID Safe Officer has the authority to check any or all of the following of any person who is on campus;

- **The VU Safe App for a green badge;**
- **The QR Code System to ensure that the person has checked in to the building;**
- **The approval status of a person on campus as a vaccinated person;**
- **COVID Safe Protocols (including (but not limited to) Masks, Physical Distancing etc.**

Any issues regarding failure or refusal to co-operate will be reported to Security Services or the Manager COVID Operations for follow up.