

Janet Clarke Hall

The University of Melbourne

COLLEGE POLICIES AND PROCEDURES

Document title:	INFECTIOUS DISEASES PROCEDURES	
Applies to:	All staff, students, visitors, Council members	
Drafted by:	Deputy Principal	January 2020
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Purpose

This document explains how Janet Clarke Hall (“the College”) aims to mitigate the risks associated with infectious diseases for people living on site or entering the College.

Communicable illnesses or infectious diseases may be contracted person-to-person in the community. Reducing student/staff/contractor/ visitor risk of contracting or sharing illness or infection is integral to the health of the College community.

A cold or flu are communicable illnesses caused by a virus. It can be spread to other people by coughing and sneezing, or by close contact with another person, such as shaking hands or kissing.

One can limit the spread of communicable illnesses by:

- Regularly washing hands throughout the day. Consider personal use of alcohol-based hand sanitiser gel, which is commonly available for purchase from pharmacies and supermarkets.
- Limiting personal contact (such as handshaking) if possible, and keeping a reasonable distance (about a metre) during contact with people who indicate that they are unwell or think they may be unwell.
- Covering nose and mouth with a tissue when coughing or sneezing. Throw the tissue in a plastic-lined rubbish bin after use. Then wash hands.
- Avoiding touching your eyes, nose or mouth.
- Wash hands afterwards if you have been in contact with a person or material (such as paperwork) from someone suspected of being unwell, before moving on to other business.
- Seek medical advice if you have cold or flu like symptoms. Do this as soon as possible if you have a pre-existing medical condition, are an older person, are pregnant, or are in another high-risk category for complications from illness.
- Wiping shared surfaces regularly with a disinfectant wipe.
- Practising good hygiene in meeting rooms, offices, common areas and where there is shared preparation of food.
- Obtaining a flu vaccination. Vaccination may be available during flu season for staff at IH’s cost.

- Not attending work if you are ill, and go home if you fall ill during the day. Let your manager know if you are unwell and will be absent from work, or are caring for a family member who is unwell.
- Students contacting their Student Centre if they have any queries or concerns about their studies that arise from their illness.

Students who are unwell with symptoms of a communicable illness, should:

- Not attend University until they have recovered. If they are at University and fall ill during the day, they should go home.
- Avoid public places and close contact with others.
- Seek medical advice. They should do this as soon as possible, especially if they have a pre-existing medical condition, are an older person, are pregnant or are in another high-risk category for complications from illness.

SPECIFIC ACTION TO BE UNDERTAKEN FOR AN OUTBREAK

Pre-Outbreak Plan

- When public health warnings indicate the possibility of a contagious illness, JCH management will issue information to all residents and staff about symptoms and recommend that they should see a doctor if they are concerned.
- Residents and staff to be informed of health issues and actions to be undertaken through University and College emails
- Residents and staff will be advised to seek a vaccination where possible.
- All residents and staff will be instructed to monitor the Department of Health and Human Services website for required actions.
- Cleaners to be instructed to use disinfectant cleaner on frequently used surfaces such as banisters, tables, door handles and bathrooms.
- Face masks are to be kept on site and used during the time illness is in the college if advised by the Public Health authorities

Outbreak Plan

- At all times residents and staff who exhibit flu like illness are required to seek medical diagnosis.
- If there is a confirmed case of an infectious disease in the College the Public Health authorities are to be contacted.
- All residents, staff and the University Health Service will be advised of the situation.
- If a contagious illness enters the College medical advice will be sought regarding isolation or removal of resident(s).
- All staff except for those ensuring essential services are to work from home.
- Staff who will be required in the College are kitchen staff, cleaning staff, the Principal and the Deputy Principal.
- Hand wash lotion (antibacterial soap) will be located in bathrooms and common areas.
- Common bathrooms/toilets will be cleaned with antibacterial cleaner daily.
- Kitchen and catering staff will implement their cleaning/serving plan.
- All meals will be served over the counter and there is to be no sharing of food bars. Isolated students will have meals delivered to their rooms if required.
- All communications with the media will be handled by the Principal.