

COVID Safe Measures Excursions & Camps Information Sheet

Scope and Purpose

Monash University is recommending offsite activities, including excursions, camps and field trips.

These offsite activities may be:

- Day trips or overnight camps
- Educational or social in nature

To support the recommencement of these activities, the University has developed a number of COVID control measures to limit risk for these events in the current COVID context.

All activities are required to adopt the COVID control measures noted below. It is anticipated that these requirements will be in place until mid-April 2022, at which time they will be further reviewed.

Planning

It is an existing requirement that the activity be recorded in SARA in an Event Risk Management Plan. The same requirement continues.

COVID Safe measures must be reviewed in line with the current Monash University COVID Safe Plan.

Where an external venue, for example a function or accommodation venue, is being utilised it is important to ensure that they also have a COVID Safe Plan in place.

Monash COVID Safe Principles	Actions
Vaccination	<p>All staff, students, associates and visitors are required to hold and provide evidence acceptable to the University of their up-to-date COVID-19 vaccination or medical exemption in order to enter and remain on any University premises or off-campus locations used for the purpose of conducting a Monash University activity, per the Monash University Immunisation Procedure.</p> <p>Note: a person who is medically exempt from vaccination should discuss with their GP their particular circumstances, including their suitability to attend an overnight camp and measures to be taken, for example the person may need to wear a mask when indoors.</p>
Come to campus if well	<p>The activity organiser must:</p> <ul style="list-style-type: none"> • Inform all persons attending the activity that they will be unable to attend if they are unwell. • If a person is unwell, they must not be permitted to attend the activity.

	<p>For overnight trips or camps:</p> <ul style="list-style-type: none"> In the 24 hours prior to embarking, each person who will be attending the activity is asked to complete a rapid antigen test (RAT). The activity organiser should keep a record noting who has completed a RAT. <p>Note: any persons who test positive or have not completed a test are NOT permitted to attend the activity. Any person who tests positive must notify Monash University that they have tested positive (through the staff or student form), notify the Department of Health and self-isolate (quarantine) for 7 days.</p>
Physical distancing	<p>Where possible, keep people physically distanced.</p> <p>Activities may need to be reviewed to achieve this, for example spreading field teams out and separating seats where possible when sitting as a group.</p>
Face coverings	<p>Face coverings are required to be worn during travel, including on public transport, and in any shared bus, minibus or car.</p> <p>Face coverings are strongly recommended to be worn in all other indoor settings.</p>
Practice good personal hygiene	<ul style="list-style-type: none"> Regular handwashing should be encouraged. If soap and water are not available, hand sanitiser should be made available. Attendees should be reminded to practice good personal hygiene, for example cover your cough or sneeze and avoid touching your face.
Increased cleaning	<p>Regular cleaning of high touch surfaces, for example shared tools or equipment are used during activities, should be undertaken.</p>
Well ventilated spaces	<p>Where possible, consider:</p> <ul style="list-style-type: none"> Ensuring 100% outside air during the journey (for example by ensuring the bus air-conditioning is not set to recirculate). Holding activities outside.
Positive case management	<p>If a person were to become unwell during the activity:</p> <ul style="list-style-type: none"> Ensure they are looked after. Give them a mask to wear (surgical or N95/P2/KN95). Isolate them from others. Ask them to complete a RAT. <p>If a person with symptoms tested negative on a RAT or had an invalid result:</p> <ul style="list-style-type: none"> Keep the person separate from everyone else. Complete a second RAT in 2 hours. If the result is still invalid, the person should seek a PCR test. If the person remains unwell preferable option is to either take the person straight home, or ensure that someone from their household is there to collect them and take them home immediately.

	<p>If there was more than one positive case detected at a single trip/activity notify covidresults@monash.edu.</p>
<ul style="list-style-type: none"> Day trips 	<p>For a day trip, if a person tested positive to COVID-19 –</p> <p>Where transport was provided:</p> <ul style="list-style-type: none"> The person who has tested positive should be separated from others for the journey home. This may involve putting the positive case in to a separate vehicle, seated in the back seat with all parties masked and the vehicle windows open. If there is only one transport vehicle, separate the person from others as much as possible, ensure all persons are masked and open some windows/check ventilation is not on recirculate where possible. Arrange for the person to be collected immediately by a person from their household upon arrival back at the drop off point. All persons who were at the activity must be advised to monitor for symptoms and get tested if any appear. <p>Where no transport was provided, for example if everyone met at an urban location:</p> <ul style="list-style-type: none"> It is preferred that the person is collected by a member of their household. If this is not possible, a taxi or rideshare vehicle (sit in the back with a mask on and the vehicle windows open) is an option. Public transport should not be used.
<ul style="list-style-type: none"> Overnight activities 	<p>For an overnight activity within Victoria, if a person tested positive to COVID-19:</p> <ul style="list-style-type: none"> The person who has tested positive needs to leave the camp as soon as possible. The preferred option is to either take the person straight home, or ensure that someone from their household is there to collect them and take them home immediately. The person will need to isolate (quarantine) at home for 7 days. The activity organisers need to identify who would be considered to be a 'household-like contact' (see definition below). The preferred option is to either take these persons straight home, or ensure that someone from their household is there to collect them and take them home immediately. They will need to isolate (quarantine) for 7 days, completing a RAT on day 1 and day 6. The activity organisers need to identify who would be considered to be a 'social contact'. All persons who were at the activity must be advised to monitor for symptoms and get tested if any appear. If available, they may also source some RATs to monitor themselves over the next 5 days. There is no need to isolate (quarantine).
<ul style="list-style-type: none"> Interstate activities 	<p>For an interstate activity, if a person tested positive to COVID-19:</p> <ul style="list-style-type: none"> The person will be unable to travel and arrangements will need to be made for the person/s (including household contacts as relevant) to quarantine as per the particular state's requirements. The persons will need to be provided with suitable

	<p>accommodation, food and care for the quarantine period. This may be by utilising a Government hotel quarantine arrangement, for which a fee is payable.</p> <ul style="list-style-type: none"> • A contingency plan must be in place prior to the excursion/trip taking place. In the event that a suitable contingency plan cannot be developed, the trip may need to be postponed. • In the event of a positive case being detected while interstate, the Monash University Chief Medical Officer must be advised.
Work arrangements	<p>The activity organiser keeps a list of the persons who both attend and are involved with the activity (for example, presenters) so that where a person subsequently tests positive the participants can be informed promptly. The record needs to be held for 28 days.</p>

Provisions

For **day activities**, a COVID Safe Kit should be gathered which includes:

- A small number of RATs in case a person becomes symptomatic and needs to be tested
- Spare face masks
- Hand sanitiser, disinfectant wipes, tissues
- First aid kit includes thermometer and paracetamol

For **overnight activities**, a COVID Safe Kit should be gathered which includes:

- Sufficient RATs for emergency use (2 per activity attendee)
- Spare face masks
- Hand sanitiser, disinfectant wipes, tissues
- First aid kit includes thermometer and paracetamol

Ensure that you have researched and **documented the location of these facilities** nearest to where the activity is occurring:

- Closest GP clinic
- Closest hospital
- Closest PCR test facility

Notes regarding rapid antigen tests:

- RATs utilised must be approved for use by the Australian Therapeutic Goods Administration and should be the highest sensitivity rating for which supply can be obtained.
- RATs have specific storage requirements, which usually includes storing them with a 4-30 degree temperature range. Check the particular requirement on the RATs you are transporting. Do not leave RATs in a hot vehicle.
- The University will supply RATs for educational activities including unit field trips in line with the [COVID Safe Plan](#).
- Unused RATs should be returned to the Faculty/area/club and kept for use for the next camp/excursion.

Duties

The person arranging the activity is responsible for ensuring that suitable pre-planning and management of the activity if a person was to test positive.

Q&A

What are the symptoms of COVID-19?

Symptoms to watch for are – fever, chills or sweats, cough, sore throat, shortness of breath, runny nose, loss or change in sense of smell or taste. Some people may also experience headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea. See further information [here](#).

What if someone tests positive and they are feeling fine?

If someone receives a positive result they must be treated as positive, whether they have symptoms or not. If the positive diagnosis is a surprise to them – for example they do not have any COVID symptoms and have not been in contact with anyone recently who has tested positive - one option is to source a PCR test to confirm your result. The person will need to isolate away from others while awaiting confirmation of the PCR test result.

What if we need some help or advice while we are away?

If someone tests positive while attending your activity and you need some further advice, you can contact:

- Nurse on Call (Victoria) – 24/7 health advice – 1300 60 60 24
- Victorian COVID Hotline – 1800 675 398

If travelling interstate, your contingency plan will also need to include local resources.

Further Information and Definitions

Household-like contacts = those who have spent more than 4 hours together inside an accommodation setting, for example, sharing bunk rooms or tents. Isolation is required for 7 days with COVID testing on day 1 and day 6.

Social contacts = people you have spent time with during the activity, generally less than 4 hours and face to face. RAT recommended. If negative they can remain at the camp. If test returns a positive result, follow the actions for a positive case (above).

Legislation and Related Documents

Legislation Mandating Compliance

- [Pandemic Orders](#)

Monash OHS documents

- [COVID Safe Plan](#)
- [COVID-19 Updates](#)
- [Immunisation Procedure](#)

Document History

Version	Date of Issue	Changes made to document
1	18/3/22	First edition
2	23/3/22	Second edition. Further clarification added regarding medical exemption, interstate activities, local urban excursions.