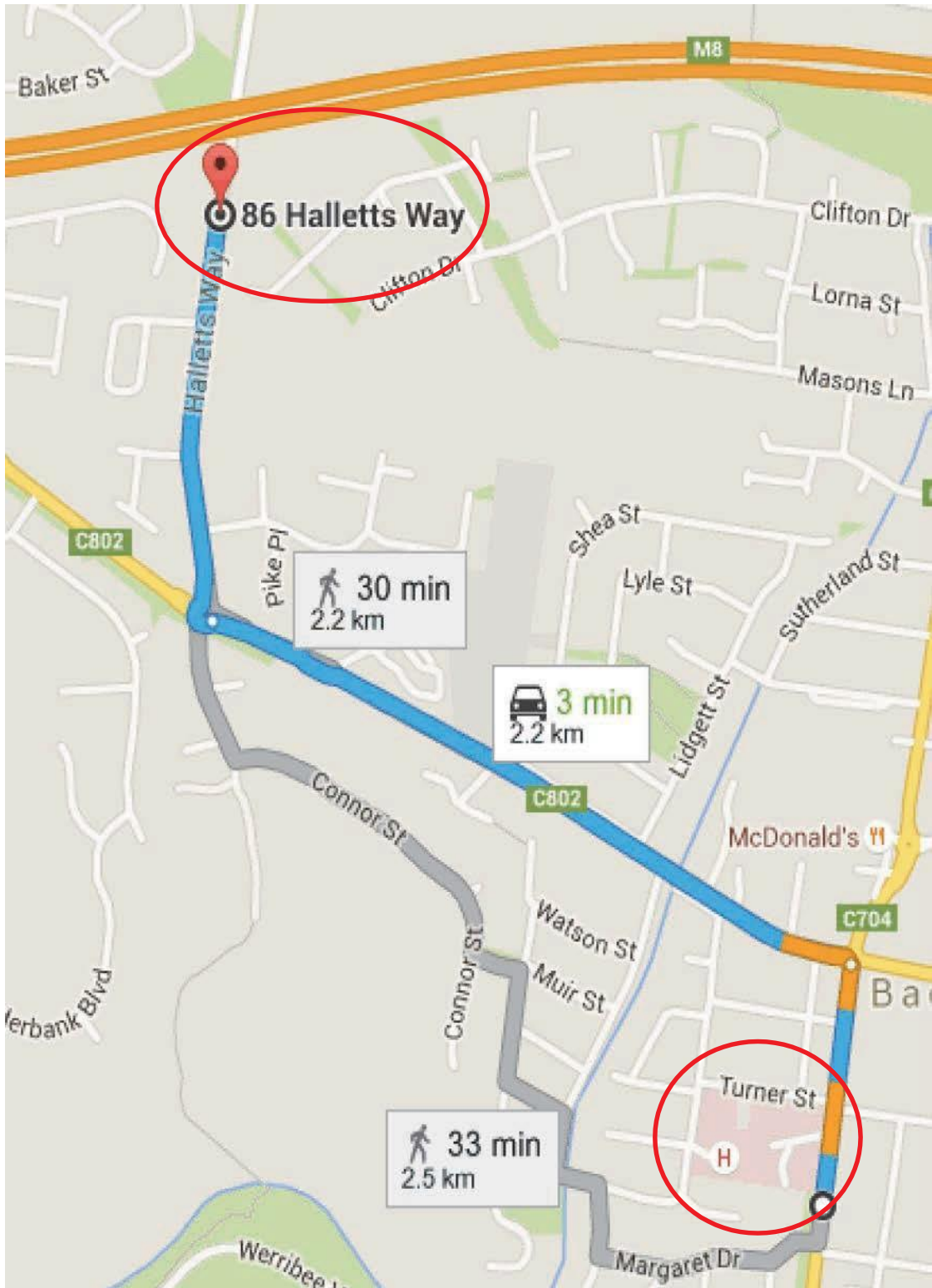


Student Accommodation Handbook

86 Halletts Way
Bacchus Marsh





86 Halletts Way, Bacchus Marsh, 3340

Bathrooms

Students are responsible for providing their own towels and toiletries. Please ensure floors and showers are kept clear of personal items. Toilet paper is provided.

All students are required to clean bathroom after use, using cleaning products provided. After cleaning, please ensure to complete cleaning checklist, which is located on the back of the bathroom door.

Bedrooms

Students are required to supply all bedding and bathroom linen (including sheets, doona's, blankets, towels, pillows and pillowcases).

Car parking

Parking is available in the driveway and off street in Clifton Drive. (Do not park across the road from the accommodation in Halletts Way).

The Health Service takes no responsibility for safety of your vehicle or your vehicle contents.

Contacts

Bacchus Marsh Hospital

Main Reception: (03) 5367 2000 or

student.accommodation@wh.org.au

Cleaning

Cleaners attend the house once per week to clean shared and communal areas. Bedrooms are not cleaned until checkout. **It is the responsibility of the tenants to maintain the cleanliness of the bedroom and all shared areas.**

*Students are required to clean shared and high touch surfaces (ie. door handles) thoroughly after use, using disinfectant wipes and cleaning products provided.

*Please ensure that surfaces such as kitchen benches are kept clear of dishes, food and rubbish. Students are responsible for their own dishes and cleaning of spills on the oven or hotplate.

A vacuum cleaner and other cleaning supplies are provided for student use.

Please keep your room clean and tidy.

Internal bins need to be cleared and rubbish placed in the wheelie bins provided.

Please ensure correct bins are put out for rubbish collection and returned to the front of the property after collection.

Computer Facilities

Wireless internet access is available at the house for use on your smart phones, laptop, iPad and other devices.

Wi-Fi Account Details:

Wi-Fi login details below:

- **Wireless Network Name (SSID):** Telstra05C3 (for 2.4Ghz)
- **Wireless Network Name (SSID):** Telstra05C3-5G (for 5Ghz)
- **Password or Security Key:** 9530456348

How to Connect:

1. Open your device's Wi-Fi settings.
2. Select the wireless network name (**SSID**) listed above.
3. Enter password or security key when prompted.
4. Save the network for automatic connection in the future.

Contractors

Occasionally maintenance may be required on site. Contractors need to have authorisation and keys issued from our Engineering staff when carrying out works.

Never give access to anyone claiming to be a contractor who does not have keys or contractor identification.

*COVID-19 Safe Principles

Students must be diligent and adhere to COVID-19 safe principles at all times.

Any student with any symptoms of COVID-19, no matter how mild, must be tested and return home to self-isolate until a negative result is received. Students must not return to the student accommodation until they are free of symptoms.

Please see Appendix 1: [COVID-19 Case Management Plan](#) for further details.

Damage

Any item of the property that becomes damaged or broken either by way of accident or intention will be repaired and the costs to repair or replace the goods will be charged back to the persons responsible.

If you damage anyone's property, you will be responsible for the costs.

Electrical items

Privately owned electrical items are to be in a serviceable and safe condition before being used in the student accommodation.

Please see student information for additional useful numbers (located on the coffee table in the dining room).

Emergency Procedures

Please read and familiarise yourself with the Emergency Evacuation Plan located in the main dining area of the house. Take care not to activate smoke detectors.

Emergency contacts '000' for Ambulance, Fire or Police.

Eviction

Failure to comply with the guidelines will result in a warning, if it is considered a minor infringement or eviction if the infringement is deemed to be significant.

Food

All students must supply their own food/meals. Please ensure you label and date your food prior to storing in the fridge and pantry.

Food must not be stored, consumed or prepared in bedrooms.

Meals are available from the hospital kitchen at reasonable prices. Please consult your student information (located on coffee table in dining area) for closest dine-in and takeaway options.

Fire

In the event of a fire dial '000' and state the address of the accommodation (86 Hallett's Way, Bacchus Marsh) and the nearest intersections – Corner of Hallett's Way & Clifton Drive, Bacchus Marsh.

Fire Safety

Candles and incense must not be burnt in the accommodation as these are a fire risk and can trigger the fire/smoke detectors. The tenant responsible will be liable for the CFA callout charge.

Portable heating devices and air conditioners are forbidden for use in rooms. The house has a fully ducted reverse cycle air conditioner.

Firearms and Weaponry

Firearms, ammunition, knives or any other kind of weaponry are strictly prohibited. They will be confiscated if found and removed from the premises along with the occupant responsible.

Furniture and Fittings

Do not remove furniture or fittings that have been supplied in each room.
Do not take furniture outside.

Government regulations prevent using fridges, jugs, toasters, rice cookers or other cooking utensils in rooms other than the kitchen.

Do not bring extra furniture or electrical appliances without prior approval.

Please do not use drawing pins, adhesive tape, stickers, blue tack or glue on walls, doors, ceilings or any furniture or whitegoods.

Damage should be reported immediately to the Bacchus Marsh Hospital reception on **5367 2000**.

Guests

No guests are allowed to visit or stay in the student accommodation.

Heating and Air Conditioning

Please make sure you turn off heater or air conditioner before leaving your accommodation each day.

Please do not set the temperature higher or lower than 22°C as this temperature will be most efficient.

Insurance

The organisation does not accept responsibility for any loss or damage to tenant's personal property.

Keys

Keys can be picked up and returned to reception staff at Bacchus Marsh Hospital during business hours (Monday - Friday, 8.30am - 5pm).

If outside these hours, please contact the Clinical Hospital Coordinator on (03) 5367 9603 or place keys in the Key Return box located at front reception at Bacchus Marsh Hospital.

Please note that a fee of \$200 will be charged for any keys that are lost or not returned to the Health Service. This fee will be charged to cover the labour and material to replace the lock and the cutting of new key(s).

Kitchen

Kitchens and equipment are designed for multiple users. Establishing kitchen etiquette with fellow tenants is a good idea to avoid disputes.

*The kitchen should be thoroughly cleaned by individuals after each use and rules of hygiene must be observed. Bench tops, sinks, stove tops must be kept clean, and items stored in cupboard or fridge provided. Dishwasher and dishwashing powder are supplied.

Please ensure that you follow instructions for use when using the dishwasher. Tea towels are provided. Please do not use any kitchen items or food belonging to other students.



Laundry

The laundry is equipped with a washing machine, dryer and iron. Students are to supply their own laundry detergents. Please make sure the laundry is well ventilated when operating the dryer. There is also a clothesline outside the laundry for use.

Maintenance

Maintenance issues Monday to Friday need to be communicated to the main reception at Bacchus Marsh Hospital by calling **5367 2000**. If you notice breakages, breakdowns or experience service faults, please provide enough details for us to locate and identify the issues. **Urgent after hour's maintenance** will require contacting the Clinical Hospital Coordinator on **5367 9603**, who will then contact on call maintenance staff, if necessary.

Noise

Undue noise disturbs fellow tenants trying to sleep or study.

Please be aware that nightshift workers use this facility. Please use headphones to listen to loud music and otherwise ensure that TV's, personal stereos and radios are inaudible outside rooms when the door is shut.

Door slamming, loud conversation and other noisy activity should be avoided in consideration of others working or relaxing in their rooms. Students disturbed by undue noise have a right to request quiet.

If repeated requests are ignored, please report to the Bacchus Marsh Hospital front reception on **5367 2000**.

Pets

No Pets are allowed in the student accommodation.

Recycling

Please segregate your waste and place your recycling material in the yellow 240 litre recycling bin at the front of the garage.

Security

Please keep your room locked when you are out or when you are sleeping. Do not leave access doors to the accommodation unlocked. Remember to lock windows and patio if opened. Always keep in mind your personal safety and that of fellow tenants.

Do not let people into the accommodation if you do not know who they are. Always make sure doors are closed behind you and do not prop doors open.

Smoking

The student accommodation is a non-smoking facility. Smoking is not permitted in any building or on the grounds of the student accommodation.

Unlawful substances/articles

Tenants are subject to state and federal laws and breaches may result in police action. The organisation will not condone illegal activity of any kind and will refer all allegations to the police.

APPENDIX 1

*COVID -19 Case Management Plan

Notification Requirements

In the event of a suspected or confirmed case of COVID-19 in the student accommodation, the Director of Nursing – Bacchus Marsh and the Infection Control Unit will be notified.

Specific Actions

Suspected Case

- Any student advising staff they have potential symptoms will be instructed to seek appropriate medical attention including COVID-19 testing immediately if they have not already.
- Refer contact details and information collected as above to the Director of Nursing – Bacchus Marsh and the Infection Control Unit.
- Ensure that current contact details for the student are recorded and make a note of the locations/areas they have visited in the work and/or learning environment and who they have been in close contact with.
- A student who is a suspected case will be required to **return home** until symptoms resolve.
- Until test results are confirmed, all students who have shared the accommodation with the suspect student can continue with their daily routine whilst monitoring themselves for symptoms.
- Where a suspect or positive case occurs, deep cleaning will be conducted of the relevant dwelling and any other area of the premises that the affected student has spent significant time in.
- If COVID-19 is excluded: The student may be able to return to the student accommodation once they are well and as guided by the infectious period for their condition as outlined by medical professionals.
- Confirmation and additional local protocols should be sought from the placement provider prior to student(s) return.

Confirmed Case

- Any student who is a confirmed case with a positive Covid-19 test is required to continue self-isolating if not hospitalised and/or follow all other directions from DHHS.
- Students who test positive for COVID-19 are requested to advise the Director of Nursing – Bacchus Marsh and the Infection Control Unit.
- An assessment will be made by the Director of Nursing – Bacchus Marsh and the Infection Control Unit of the affected area.
- All close contacts of any confirmed case will be notified and symptoms monitored for COVID-19.
- Additional deep cleaning will be conducted as required of all areas the confirmed case may have come into contact with, along with areas close contacts have spent time in.



Western Health