

## **Glen Eira U3A Covid Safety Plan for all sites other than 1151 Glenhuntley Road**

### **DETAILS:**

**Organisation Name:** Glen Eira U3A  
**ABN:**  
**Contacts:** <https://gleneirau3a.org.au/secretary@gleneirau3a.org.au>  
**Contact Person** David Collier. Mob: 0431 244 652  
**Phone Number:** Glen Eira U3A; (03) 9572 0571  
**Group Type:** Community Learning for older people teaching and learning from each other.  
**Address:** 1151 Glenhuntly Road, Glenhuntly, Victoria. 3163

### **1.KEEPING UP TO DATE.**

The nominated person, the Secretary (David Collier), will keep a weekly information sheet about the state of Covid 19 in Victoria. This log will be reported to the Committee of Management as a regular item on the monthly agenda and will be available weekly for all volunteer administrators to familiarise themselves, and to inform members. This information will be included in the regular newsletters of the Glen Eira U3A.

### **2. COMMUNICATING TO MEMBERS AND VOLUNTEERS.**

The weekly information sheet will be the regular method of communication. In addition, any more localised outbreaks of the infection will be notified through an update special email to the membership and posted on our website in the Covid 19 Updates section.

Future changes will be notified through the mechanisms outlined above. Any future changes to the Covid 19 restrictions must;

1) Comply with Vic Health Directions and Guidelines ([https://www.dhhs.vic.gov.au/ state-emergency](https://www.dhhs.vic.gov.au/state-emergency)) and;

2) Be approved by the Committee of Management prior to informing members and volunteers.

### **3.HEALTH OF MEMBERS AND VOLUNTEERS.**

The Glen Eira U3A will practice a very conservative attitude to return to face to face meetings. Our members and volunteer's safety is paramount in this approach and we recognise that we comprise a 'high risk' group of the population.

The Committee of Management demand that no members or volunteer's attend the premises where a Glen Eira U3A course is being run if they are feeling unwell.

On average it takes 5–6 days from when someone is infected with the virus for symptoms to show, however it can take up to 14 days.

The symptoms of Covid 19 are as follows:

**1** Most common symptoms:

- fever
- dry cough
- tiredness

People who believe they have mild symptoms and who are otherwise healthy, must get themselves tested and should then immediately self-isolate and manage their symptoms at home.

To find a testing site near you, **call the 24-hour hotline** [1800 675 398](tel:1800675398).

**2.** Less common symptoms:

- aches and pains
- sore throat
- diarrhoea
- conjunctivitis
- headache
- loss of taste or smell
- a rash on skin, or discolouration of fingers or toes

**3 Serious symptoms:**

difficulty breathing or shortness of breath  
chest pain or pressure  
loss of speech or movement

If you have serious symptoms, seek immediate medical attention. Always call before visiting your doctor or health facility.

**4. PERSONAL HYGIENE AND CLEANING PRACTISE STANDARDS**

All members and volunteers must bring masks when attending Glen Eira U3A courses until otherwise notified by the Committee of management.

Members and volunteers must follow the safety directions in the building they are attending and must, on entry sanitise hands before proceeding further. Please use the sanitiser at each point of contact.

The greatest change members will notice is that for the duration of these Covid 19 controls, the Committee of Management asks that members do not stand around socialising indoors.

The premises are thoroughly and tutors will spray a solution comprising 80% alcohol before and after class.

**5. COVID 19 SAFE ACTIVITIES AND COURSES**

The course co-ordinator will set maximum numbers for face-to-face courses once the Committee of Management approves that they run. This approval will be guided by the DHHS guidelines in the first instance.

## **6. COMPLIANCE AND REVIEW OF THIS COVID 19 PLAN**

The Glen Eira Covid Safety plan is only as good as our members and volunteer's compliance with the plan. The Secretary of the organisation has the responsibility for ensuring that all members and volunteers follow this plan.

Any reports of non-compliance will be followed up and in those cases of deliberate or wilful non-compliance the Committee of Management will consider termination of membership for that individual without refund of fees. To ensure on-going review of this plan the Glen Eira U3A, under the direction of the Secretary will apply the Glen Eira Covid 19 Safety Checklist.

This is as follows:

### **COVID-19 Safety Checklist**

#### **Before opening up to face-to-face meetings**

- A) Ensure your members and volunteers have been sent a copy of your *COVID-19 Safety Plan*.
- B) Use our registration system (UMAS) for recording members/volunteers contact details (first name and a contact phone number) to support contact tracing. Retain member attendance details securely for at least 28 days.
- C) Encourage members/volunteers who are unwell not to attend activities and be tested for coronavirus (COVID-19). Members/volunteers must remain in isolation at home until they get the result and it is negative for coronavirus (COVID-19).
- D) Encourage all patrons to download the COVIDSafe App prior to attending activities.
- E) Ensure members/volunteers know who to speak to should they become unwell or notice another member with symptoms of coronavirus (COVID-19).

**Daily**

- A) Ensure the venue is set up each day to support social distancing
  - B) Place hand sanitiser (80 per cent alcohol-based) at all entry and exit points so that members/volunteers can use it when arriving and leaving.
  - C) Sanitise any shared equipment between each use. Equipment that cannot be effectively sanitised should not be used.
  - D) Ensure all additional accessibility requirements currently implemented allow people of all abilities can access your venue and events safely and that physical distancing measures recognise the needs of people of all abilities.
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