



COVID SAFETY PLAN 2022

INTRODUCTION

This plan outlines action that Glen Eira U3A will implement in 2022.

PURPOSE

The plan has been developed to keep members of Glen Eira U3A safe and Covid free.

POLICY

Glen Eira U3A has developed a policy in relation to vaccination and proof of vaccination. Please refer to that policy.

PROCEDURES

1. Avoiding exposure to Covid

Any member who has been exposed to Covid must not attend Glen Eira U3A during the recommended quarantine period.

Any member who experiences symptoms of Covid, should contact their social and work contacts and get a standard (PCR) test and isolate until receiving a negative result.

Any member with a diagnosis of Covid who had recently attended U3A should advise the office and their tutor so that contacts can be advised.

2. Identifying possible symptoms

Any member showing possible symptoms (such as fever, chills, sweats, cough, sore throat, breathing problems, runny nose or loss of smell) will be encouraged to apologise and not attend classes and activities.

3. Monitoring Covid advice and restrictions

The Secretary will monitor the latest Covid advice and restrictions, and keep the committee and members advised.

4. Cleaning

The main campus occupied by Glen Eira will be routinely cleaned once a week, or as required.

Premises used by Glen Eira U3A should be regularly cleaned by the building owners.

5. Good hygiene

Glen Eira U3A will provide hand sanitiser at entry and exits at its main campus. Soap provided in bathrooms will be antiseptic. Key touch points will be wiped down regularly by tutors or designated volunteers.

At its main campus, care will be taken to avoid use of equipment that cannot be safely disinfected. For example, bridge players are now using their own bidding cards.

It is expected that external premises used by U3A will implement their own Covid safety plans, which will include appropriate hygiene practices.

6. Mask policy

Glen Eira U3A will require use of masks as required by current health orders from time to time.

7. Course and activity options

Glen Eira U3A has diversified its delivery of courses and activities. Both face to face and Zoom courses will be offered in 2022.

Face to face classes in 2022 will be restricted to those members who have been fully vaccinated in line with the vaccination policy.

Tutors conducting face to face classes will be required to be fully vaccinated, and will need to show their proof of vaccination to a member of the committee of management.

Tutors will have access to printed rolls which identify those who have self-declared to be fully vaccinated. At the first attendance at a course, the Tutor will sight the members' evidence of vaccination status.

8. Occupancy levels

Glen Eira U3A has calculated the maximum occupancy levels for each of its training rooms and will abide by the restrictions identified by health orders from time to time,

When using paid premises, Glen Eira will abide by the decisions of the venue operator in relation to safe occupancy levels.

9. QR codes

At the main campus, reception staff will monitor to ensure that members entering the building have logged in using the Glen Eira U3A QR code, or been offered assistance to do so.

Glen Eira U3A has provided QR codes for its main campus and has available a QR code for each of the venues used. Members attending external venues should use the QR code provided by the venue operator if available.

Each tutor using an external venue should either nominate a trusted volunteer, or take personal responsibility, for overseeing use of QR codes by members attending. Members without a smart device may be assisted to login or asked to sign a written register.

All members attending a Glen Eira U3A course or activity must sign the computer printed roll. The tutors should maintain the rolls to enable tracing of participants in the case of possible Covid detection.

10. Communication to members

Members of U3A will need to be kept up to date about:

- Policy in relation to Covid
- Covid advice and restriction changes
- The Covid safety plan, and
- Covid cases in the surrounding area.

Communication will occur through:

- Signage
- Mailchimp emails
- Quarterly newsletters
- Website content, and
- Facebook for U3A members.

RESPONSIBILITY

The Committee of Management is responsible for endorsing and monitoring compliance with the Covid safety plan.

The Secretary is responsible for keeping the committee and members advised of the current health orders and operation of the plan.

The Course Coordinator is responsible for ensuring that occupancy levels are kept consistent with health orders.

Tutors are responsible for monitoring compliance with the plan, particularly by ensuring QR code check in when using external premises.

Members need to stay up to date with Covid requirements.

AUTHORISATION

This plan was endorsed by the Committee of Management and will be updated as required as Covid advice and restrictions change.

Endorsed 10 January 2022