



COVID SAFE POLICY AND PLAN 2022

INTRODUCTION

The Committee of Management of Glen Eira U3A adopted an updated Covid safe policy and plan at its meeting on 9 May 2022.

The policy outlines the action that Glen Eira U3A will apply in response to the Pandemic (Workforce) Order 2022 (no 8) which applies in Victoria from 22 April in 2022. All elements of the plan will be implemented progressively from now, until the start of the second semester on 8 July.

PURPOSE

The policy and plan have been developed to keep members of Glen Eira U3A safe and Covid free to the extent possible.

POLICY

1. No vaccine mandate for members

It is no longer a requirement that members joining, or enrolling in, courses and activities at Glen Eira U3A meet mandatory vaccination requirements.

However, member details will still include a tick box to indicate that the member has self-identified as double vaccinated.

2. Collect record and hold vaccination status for volunteers

Glen Eira U3A requires that all volunteers working away from home, including committee members, tutors, and office volunteers, be fully vaccinated with at least two vaccine doses, as required by current health orders, reflected in Pandemic Order No 8.

Under Pandemic Order No 8, Glen Eira U3A will collect, record and hold vaccination information about the vaccination status of volunteers. Proof of vaccination will be required to be provided from volunteers and recorded.

All volunteers will be requested to provide the following information:

- Whether they have had a first, second, third or fourth dose of vaccine or exemptions, and
- The form of proof offered as evidence and recorded.

Tutors will be requested to provide information to a designated volunteer with permission at UMAS security level 1, 2 or 3. The vaccination status register will be held securely by the Secretary.

3. Tutors at high risk

The following high-risk people likely to suffer moderate to severe illness due to Covid 19 have been identified as:

- People 70 years and older;
- People with chronic health conditions; and
- People with weakened immune systems.

If a tutor is at high risk of moderate or severe illness due to Covid, the committee may grant approval for the face-to-face course offered by the tutor to be restricted only to members who have self-identified as double vaccinated.

If a face-to-face course is so approved by the committee, the course description should make it absolutely clear that only members who are double vaccinated should enrol, and attend.

The Course Coordinator will act as the delegate of the committee to identify those tutors at high risk.

Of course, tutors at high risk should consider offering courses by Zoom.

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 undertake a Rapid Antigen Test and/or get a standard (PCR) test and isolate until receiving a negative result.

Any member with a diagnosis of Covid who had recently attended U3A in the previous 48 hours, should advise the office and their tutor, so that casual contacts in courses they attended can be advised to look for symptoms.

2. Identifying possible symptoms

Any general 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 if required 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 does not require routine use of masks. However, members may make their own decision about use of masks.

7. Course and activity options

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

Tutors offering classes in 2022 will be required to be fully vaccinated in line with the current vaccination policy.

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

QR codes are no longer required at Glen Eira U3A venues.

10. Signing rolls

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

11. 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 courses offered by Glen Eira U3A.

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 policy and 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 required to meet fully vaccinated requirements.

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 9 May 2022



VACCINATION STATUS REGISTER

Template to be completed by all volunteers

Type of volunteer (Tick all)	Name of volunteer and member number	Covid 19 vaccination status (Record date of each dose)	Evidence provided (List)	Name and role of person checking vaccination status: (President, Secretary, Treasurer, Committee member, Back Office volunteer)	Date recorded
<ul style="list-style-type: none"> • Committee • Tutor • Office volunteer • Other volunteer 		First dose: Second dose: Third dose: Fourth dose: Exemptions:			

All volunteers should complete the register, show evidence of vaccination to a committee member or senior back office volunteer, and forward the completed template to secretary@gleneirau3a.org.au