

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 in June 2022.

The policy outlines the action that Glen Eira U3A will apply in response to Victorian pandemic orders from 12 July 2022.

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 arbitrary vaccine mandate for members

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

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

2. Face to face classes

Each face-to-face class or activity will either be

- Covid restricted to members who have been at least double vaccinated or
- Open to any members, including those who may be unvaccinated against Covid.

Members enrolling in courses and activities will need to check the course description to determine whether it is open, or Covid restricted.

Existing members of Covid restricted classes will have been canvassed before the tutor has decided to open the class to all members.

If you are a member of a class that has since been opened to all members, you may choose to move to another class, or delete yourself online, or by contacting reception.

Members enrolled in Covid restricted courses may be requested to show evidence of their vaccination status to the tutor.

3. Zoom courses

All Zoom courses will remain open to all members independent of Covid vaccination.

4. Vaccination status of volunteers

All volunteers are encouraged to follow vaccination guidelines.

Volunteer tutors leading face to face classes that are Covid restricted are required to be at least double vaccinated against Covid.

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 which are Covid restricted, will be required to be fully vaccinated with at least two doses of vaccine.

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 of Covid restricted courses 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 June 2022