



BANYULE
UNIVERSITY OF THE THIRD AGE

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COVID-SAFE PLAN for U3A BANYULE AT ALL VENUES

This plan has been developed to ensure the health and safety of all U3A members and guests and is in line with government and council policies.

To ensure this plan is able to be followed **each tutor must appoint 2 COVID-19 monitors.**

For guest speakers, **a member of the Course Coordination team must appoint 2 volunteers to be COVID monitors for the session.**

The **COVID monitors** are to be responsible for the following requirements:

SOCIAL DISTANCING

- 1.5 metres social distancing must be adhered to.
- Tables and chairs to be placed appropriately.
- Movement of group during class to be minimized, except for physical activity classes.
- Numbers assigned for each venue for social distancing must not be exceeded.
- Class to be reminded regularly to keep social distancing.

CLEANING AND HYGIENE

- The venue will be supplied with hand sanitiser and disinfectant wipes.
- Hand sanitiser to be at the entry of each venue.
- All high-touch surfaces to be cleaned at the beginning and at the end of the class.
- Members of the class not to enter until cleaning has been completed.

MANDATORY MASK WEARING

- Masks are to be worn according to the DHHS requirements.
- Masks are required indoors where social distancing may not be in place.
- Masks are not required to be worn in the venue if this social distancing is maintained.
- However, masks are to be carried at all times.
- COVID monitors need to ensure mask compliance where appropriate.

CONTACT TRACING REQUIREMENTS

- Tutors must bring clipboard with registration forms to each class without fail.
- COVID monitors must ensure members names, phone numbers and times of entrance are registered as they enter the venue.
- Departure times to be recorded as members leave.
- This registration list is to be kept for 28 days.
- Even if the venue you attend has a QR code and/or manual lists we are asking for a separate U3A Banyule list of attendees.

FOOD AND DRINK

- Tea and coffee facilities are not to be used in the venue.
- Members may bring take-away tea or coffee or their own thermos or bottle of water.
- Food is not to be shared.

MINIMISING RISK

- Members must not attend classes if they are feeling unwell.
- U3A Banyule Health and Safety Officer, Alan Marks, is to be immediately contacted if a positive COVID test of a member has been reported.
- All members must wear their U3A badges when attending classes.
- Members must leave the class at its completion to allow COVID monitors to complete cleaning.
- Members must comply with instructions from COVID monitors and tutors.
- In the case of non-compliance, members will be asked to leave the class.

PLEASE NOTE

This plan is subject to change to maintain its adherence to DHHS requirements.

ENQUIRIES AND CONCERNS

Please contact Alan Marks, Health and Safety Officer, U3A Banyule

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Phone – 0418 123 015