



BANYULE
UNIVERSITY OF THE THIRD AGE

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U3A Banyule Inc.

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COVID SAFE PLAN - 19 October, 2021

To be used for all U3A Venues

This plan has been developed to ensure the health and safety of all U3A members and guests and adheres to Federal and State government, Banyule City Council and YPRL regulations.

It should be read in conjunction with U3A Banyule's:
Covid Policy, Terms and Conditions of Membership and Code of Conduct

To ensure this plan is consistently implemented the CoM or Course Committee will **appoint 2 COVID-19 monitors per class or event and provide training for them.**

The COVID monitors are responsible for the following requirements:

SOCIAL DISTANCING

- 1.5metres social distancing must be adhered to.
- Tables and chairs to be placed to meet current government density regulations.
- 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.
- Currently masks are required indoors and outdoors.
- COVID monitors need to ensure mask compliance.

CONTACT TRACING REQUIREMENTS – QR CODES AND EVIDENCE OF VACCINATION

- Monitors, positioned outside the classroom, will check that members scan the QR code at the classroom entrance.

Manual option: if members do not have a mobile phone, COVID monitors must ensure members names, phone numbers and times of entrance are registered.

- Monitors will check members vaccination record before they are permitted to enter the room. There must be no exceptions. Any complaints need to be passed on the Secretary.
- Attendance Lists must be maintained by a Covid monitor. This Attendance list is to be kept for 28 days. Add completed list to back of folder.
- Even if the venue you attend has a QR code we are asking for a separate list of attendees to be kept.

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 be admitted to class if they are feeling unwell, especially if the symptoms include cough, high temperature, breathing difficulties or other respiratory conditions.
- Our 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 classroom immediately 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.
- Where a classroom has two doors, one is to be designated for entry the other as the exit.
- Doors and windows need to remain open for adequate air circulation, wherever possible.

ENQUIRIES AND CONCERNS

Please contact **Alan Marks**, our Health and Safety Officer.

Email – ama64891@bigpond.net.au

Phone – 09499 2145 or 0418 123 015