



BANYULE
UNIVERSITY OF THE THIRD AGE

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Policy Guideline 8 – COVID 19 (Version 1) 25 October 2021

Introduction

The aim of this policy is to provide a safe environment for Members and Tutors of U3A Banyule and to ensure we meet current Federal Government, State Government and Local Government rules and regulations in relation to COVID-19.

The CoM will ensure that classes and events operate in compliance with State COVID-19 regulations and in line with ILCH and BCC requirements.

This Policy should be read in conjunction with the U3A Banyule COVID Safe Plan

Responsibilities of Members

1. Members are required to be fully vaccinated to participate in face-to-face inside and outside classes, events and in a volunteer capacity.
2. Members will be advised of this requirement by the provision of a reference to the U3A Banyule Terms and Conditions of Membership at the time of applying for membership and when renewing membership.
3. Members will be required to show a digital or printed government issued certificate at the commencement of each class to demonstrate that 'this person has received all required COVID-19 vaccinations'.
4. Members should not attend classes if they have symptoms of a COVID-19 infection or if they have been a recent close contact of a case.
5. Items 3 and 4 also apply to people wishing to enter the U3A Office and attend face-to-face on-and off-Committee meetings.

Responsibilities of U3A Banyule Committee of Management (CoM)

6. U3A Banyule will maintain a current COVID-19 Plan
7. The CoM will ensure that Members and Tutors are familiarised with the content of the COVID-19 Plan
8. CoM is responsible for policies, implementation and management of a Covid safe environment and must endure consistency of implementation.
9. Decisions about whether classes and events occur, and related restrictions including class numbers will be made by the CoM after discussion with the Courses Team and Tutors.
10. Training to ensure the full implementation of the Covid Plan will be provided for tutors, volunteers and CoM members.
11. Communicating key points of the Covid Plan to members at the beginning of each semester and whenever there are changes to procedures.

12. Ensuring that COVID-19 Monitors or Tutors maintain an attendance record for every class or event.
13. Ensuring that COVID-19 Monitors or Tutors check carefully that members use a QR code and provide evidence of vaccination before commencing a class or event
14. Ensuring that COVID-19 Monitors or Tutors will that masks are worn and that hand hygiene and social distancing are practised
15. U3A Banyule will sight but not retain a copy of a member's vaccination certificate
16. U3A Banyule may record whether or not members are fully vaccinated to facilitate entry to classes
17. U3A Banyule will strive to be inclusive of non-vaccinated members by continuing to provide online classes.

Other relevant documents

U3A Banyule Covid Safe Plan (to be developed/revised)

Responsibilities of Covid Monitors

U3A Banyule Terms and Conditions of Membership (to be developed)

U3A Banyule Code of Conduct (to be revised)

1. This policy was adopted by the U3A Banyule Committee of Management on the 25th October 2021.

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| Endorsed by U3A Banyule Committee of Management | Date: October 25, 2021 |
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