



**BANYULE**  
UNIVERSITY OF THE THIRD AGE

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## COVID-19 SAFE PLAN

This plan applies to all venues used by U3A Banyule and has been developed to ensure the health and safety of all U3A members and guests. It is consistent with current Federal and State government and Banyule City Council regulations. It should be read in conjunction with U3A Banyule's: COVID-19 Policy, Terms and Conditions of Membership and Code of Conduct.

### RESPONSIBILITIES OF MEMBERS

- Providing evidence of vaccination before each class.
- Wearing masks, using hand sanitiser and maintaining current social distancing guidelines.
- Check in using the QR code before each class.
- Wearing their U3A badges, with emergency contact details, when attending classes.
- Leaving the classroom immediately at class completion to allow COVID-19 monitors to complete cleaning.
- Complying with instructions from COVID-19 Monitors, Tutors and Course Facilitators.
- Protecting the health of other members by avoiding class attendance when displaying signs of COVID-19 or other contagious conditions.
- Contacting our Health and Safety Officer (Alan Marks) or Secretary (Margaret Jack) immediately on receipt of a positive COVID-19 test if they have recently attended classes.
- Not using tea and coffee facilities at venues. Members may bring take-away tea or coffee or their own thermos or bottle of water. Food is not to be shared.

### RESPONSIBILITIES OF COVID-SAFE MONITORS

To ensure this plan is consistently implemented the Committee of Management, Tutors or Course Facilitators will appoint one or two COVID-19 monitors per class or event and provide training for them.

- Checking that the venue is supplied with hand sanitiser and disinfectant wipes at the entry door.
- Placing tables and chairs to meet current government density regulations.
- Ensuring that numbers assigned for each venue for social distancing are not exceeded.
- Ensuring that doors and windows remain open for adequate air circulation.
- Designating separate doors for entry and exit when possible.
- Ensuring that masks are worn.
- Ensuring class members practice social distancing.
- Setting up outside the classroom to check that members and guests scan the QR code at the classroom (or library) entrance.

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

- As tutors and members arrive, sight the Covid-19 Vaccination valid digital certificate, this may be:
  - A digital certificate on the member's phone from the Service Victoria app or digital wallet
  - A printed copy of the digital certificate, together with photo id
  - A Printed copy of medical immunisation history statement with photo id
  - A letter of Medical exemption from a registered medical practitioner with photo id
    - After 12 November doctor's letters will no longer be accepted, as valid medical exemptions will be displayed as a digital certificate through the Services Victoria app
- There must be no exceptions. Members who have forgotten to bring their certificate, or have only a single dose cannot be admitted to face-2-face classes. Any questions or complaints need to be referred to the Health and Safety Officer, or to the Secretary in his absence.
- Once students have been admitted to the classroom, they are required to tick off the attendance sheet. Attendance sheets, including the name/s of the Covid-19 Monitors, are to be given to the Tutor or Course Facilitator at the end of the class.
- If members are feeling unwell or have cold or flu like symptoms, and they should not be permitted into the classroom,
- Cleaning all high-touch surfaces, including tables and U3A electronic equipment, at the beginning and at the end of the class.
- Preventing members from entering classrooms before cleaning has been completed.

## **RESPONSIBILITIES OF TUTORS AND COURSE FACILITATORS**

- Check in yourself using the QR code on arrival at the classroom.
- Minimising movement of the group during class, except for physical activity classes.
- Maintaining the attendance list for 28 days, or to meet Chief Health Officer's requirements. At the end of the course the sheets should be provided to the Course Coordinator via the office.
- Completing an Incident Report if a member becomes unwell during a class. The Health and Safety Officer should be notified.
- Asking members to leave the class in the case of non-compliance with the COVID-19 Safe Plan.
- Adding the names of appointed COVID-19 Safe Monitors to the attendance sheet.
- Ensuring that guest presenters are fully vaccinated.

## **RESPONSIBILITIES OF THE HEALTH AND SAFETY OFFICER**

Any questions or complaints need to be referred to the Health and Safety Officer, or to the Secretary in his absence.

- Ensuring that venues provide a safe environment.
- Taking appropriate action when advised of a member's illness.
- Assisting with training of Tutors, Course Facilitators and COVID-19 Safe Monitors
- Responding to questions and complaints related to this Plan.

Alan Marks, U3A Banyule Health and Safety Officer  
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Approved by the U3A Banyule Committee of Management, 25 October 2021. Updated 6 November 2021