

## U3A Croydon Inc

### COVID SAFE PLAN as at 11.59 p.m. 18th November, 2021

Our COVID Safe Plan details the actions that must be applied by members and visitors to help prevent the introduction of coronavirus (COVID-19) into venues where our activities are held.

**U3A Croydon has developed rules to sit within our COVID-19 policy statement and in accordance with State Government and Maroondah Council guidelines.**

#### Vaccinations

- **In line with Maroondah Council and State Government guidelines, all individuals will need to prove that they are fully vaccinated before attending any of our classes/activities. This will apply to both indoor and outdoor groups (i.e it will not be sufficient for members or visitors to say that they are vaccinated).**
- All members/visitors will be required to check in with a QR Code. The COVID marshal will be required to check their vaccination status. If a member does not have this information on their phone, a member will be requested to bring a paper version to class, once sighted and recorded on the attendance sheet the document will be returned to the member. U3A Croydon will not retain these documents once sighted. If a member can't get any of the approved COVID-19 vaccines for medical, this reason will be recorded on their immunisation history statement and COVID-19 digital certificate. Members will not be admitted to class unless they produce documentary evidence.

<https://www.servicesaustralia.gov.au/individuals/subjects/getting-help-during-coronavirus-covid-19/covid-19-vaccinations/how-get-proof/if-you-cant-have-covid-19-vaccination-medical-reasons>

#### Keep records and act quickly

- All members and visitors must record their name, contact telephone number, date and time attending their class and vaccination status, for contact tracing purposes (the use of the Victorian Government QR Code is our primary method but those who cannot use the QR System must record their details in our paper record). All online and paper records are destroyed after 28 days.
- Should any member be diagnosed with COVID or be deemed to be a close contact, the President or her/his nominee will immediately;
  - inform the Maroondah Council;
  - inform all other venues used by the U3A Croydon;
  - inform all U3A Croydon members of the potential exposure;
  - temporarily suspend all face to face classes;
  - consult with the Maroondah Council so that the DHHS can be informed of actions taken; and
  - the Committee will not allow any face to face class to recommence unless there is Maroondah Council and DHHS agreement that it is safe to resume.

- In the event that U3A Croydon is instructed to close a venue all affected members will be immediately notified by email or telephone.

### **Mask Wearing**

- Masks – no longer required to be worn during classes, either indoors or outdoors as from 11.59 p.m. November 18<sup>th</sup> 2021.

### **Physical distancing**

- Venue density (social distancing) - no longer applicable to all U3A Croydon venues as from 11.59 p.m. November 18<sup>th</sup> 2021.

### **Practice good hygiene**

- If a member feels unwell with COVID like symptoms get tested and stay at home.
- Members/visitors must sanitise their hands before joining their activity (sanitising liquid will be provided).
- COVID marshalls must ensure that the class members sanitise all equipment (where practical), tables, door knobs, switches and remote controls etc, at the beginning of the first class of the day and after each class;
- Office Day Managers must ensure that office volunteers sanitise all equipment, office telephone, kitchen area, touched areas at the beginning and end of their duty period.
- Each Member/volunteer will be responsible to clean the toilet with the wipes provided after each use. All wipes to be bagged at the end of a class and placed in the outside bins located at each venue. Do not leave used waste bags in the venue.
- Members/visitors to bring their own water bottle to class this will reduce the kitchen cleaning process.
- The Committee will ensure that sanitising materials are available for all classrooms.

*Approved by the Committee of Management – U3A Croydon Inc*