

## **POLICY 9 – LOCKDOWN AND EMERGENCY POLICY**

### **INTRODUCTION:**

Croydon U3A Inc. regards the safety of all its members to be of vital importance to the organisation. The recent pandemic has caused instability within the community and has affected how people interact with one another. Croydon U3A Inc. is fully aware that its role within the Seniors' Community must ensure that classes and other related activities adhere to government regulations for the safety of its members.

### **PURPOSE:**

The purpose of this document is to outline Croydon U3A's process that will be followed as the organisation emerges from a lockdown or emergency. This policy, created because of COVID 19, can be adapted for future pandemics or major medical situations and emergencies as outlined by either State or Federal governments.

### **POLICY:**

1. Croydon U3A Inc. has a duty of care to provide a safe environment and acts on its duty of care by following the guidelines as laid out by State and Federal Health Authorities, and State and Federal Governments.
2. If a lockdown is called, all face-to-face classes will cease immediately.
3. During a lockdown, Tutors will be given the opportunity to use ZOOM (or a similar program) to continue working with their participants online in the safety of their own home.
4. As restrictions are lifted and government regulations are eased, the Committee of Management shall decide when classes will resume.

### **PROCEDURES:**

1. If a lockdown or medical emergency is called, the Committee of Management will delegate to a Subcommittee to decide on the process to be followed.
2. Members will be notified electronically and through the Croydon U3A website regarding the process or plan that will be followed.
3. Tutors will be notified of the cancellation of classes to give them the opportunity to change their face-to-face class to ZOOM.
4. The Class Coordinator will remain in touch with members to provide them with updated information as provided by government authorities, the Committee of Management and tutors.
5. If U3A Croydon is instructed to close a venue, all affected members will be immediately notified by email or telephone.

### **RESPONSIBILITIES:**

Croydon U3A Inc.'s Committee of Management is responsible for:

1. developing, adopting, implementing and publishing this policy together with the relevant plan and procedures.
2. ensuring that all members, volunteers and employees (if any) are aware of this policy and of their obligations in relation to contributing to a safe working environment,
3. monitoring and revising this policy as and when the need arises.
4. ensuring that all members and volunteers are made aware of their obligations and responsibilities to foster a safe U3A environment,
5. ensuring that all members are provided with the information necessary to make an informed decision regarding their involvement in classes during this time.

**AUTHORISATION:**

This Policy was adopted by the Committee of Management of U3A Croydon Inc. on 9<sup>th</sup> Dec 2021. This policy will be published by the Committee of Management of U3A Croydon on its website within 4 weeks of the date of this authorisation.

Version Number	POLICY 9 – LOCKDOWN POLICY
9 <sup>th</sup> Dec 2021	Date endorsed by Committee of Management of U3A Croydon Inc.