

U3A Darebin Inc. COVIDSafe Plan

U3A Darebin is a not-for-profit organisation which provides classes and activities to members who are over 50 and retired or semi-retired. It is entirely run by volunteers.

A. INDOOR VENUES:

At Fairfield Station, the office is used for administration and the meeting room is used for classes.

Other venues where classes are held are Darebin Council Senior Citizens' Centres at Northcote and East Preston, Reservoir Library meeting room, SPAN Community House in Thornbury, PRACE Merrilands Community Centre in Keon Park, Alphington Community Centre and St. Andrew's Church hall in Fairfield. Each of these venues has their own COVID-safe rules.

B. OUTDOOR ACTIVITIES:

Walking Groups, Cycling group, Outdoor Art, and visits to Galleries.

In developing our COVIDSafe plan, the different requirements for various activities are taken into account. Some principles apply to **all** participants in U3A Darebin activities.

Responsibilities

U3A DAREBIN COMMITTEE will:

- Inform all members of these rules and obligations in order to comply with mandatory Victorian DHHS requirements.
- Provide soap, hand sanitiser, appropriate cleaning equipment and rubbish bins for all areas at the Fairfield Station premises and locate them throughout the building.
- Limit numbers in venues to comply with Vic. DHHS requirements of one person per two square metres of space. The meeting room at Fairfield is 20 sq. metres, so this means a maximum of 8 to 10 people can be there at the same time under the "2 square metre rule". Tutors have discretion to decide on numbers. Two people can be in the office at the same time.
- Display signs at the entrance of enclosed areas showing the limit on numbers.
- Display Vic. Gov. registered QR code prominently in the building so members may scan it with their phones to record their contact details.
- Maintain records of the names of members attending each class.
- Reinforce health messages during activities.
- Liaise to ensure that each venue used by U3A Darebin has a suitable COVID-safe plan for cleaning before and after sessions.
- Notify DHHS if a member reports that they have contracted the virus and alert U3A members, in particular fellow class members.
- Regularly review and update this plan when restrictions or public health advice changes.

MEMBERS are not obliged to attend a class if they are in a high-risk group or feel unsafe.

Members **must not** attend any activities if unwell. If displaying any symptoms, even if mild, they should get COVID-tested and stay home until they receive the results. If results are positive, the member must notify U3A Darebin immediately.

The name of every person attending a class or activity **must** be recorded on the roll to enable contact tracing if required.

Every member is responsible for fully complying with the government requirements. Failure to do so could mean that the member is barred from class.

A. INDOOR CLASSES

- When entering and being indoors, a fitted mask which covers the nose and mouth must be worn. It will be either safely destroyed or washed after use. Should the mask become wet or visibly dirty, it must be immediately replaced with a clean one.
- Wash hands frequently. Hand sanitiser must be used at the start and finish of each class.
- Cover the mouth with a tissue when coughing or sneezing, then discard it safely.
- While indoors, members must leave a space of at least 1.5 metres between each other. The number of people using the space will be limited according to government regulations. Seating will be located to ensure physical distancing.

Classes should finish a little early to allow time for cleaning. Each member must thoroughly clean their own space with sanitising wipes. This includes the tabletop, chair and any other item touched. After using the toilet and washbasin or touching doorhandles, light switches, telephone, computer keyboard, etc. clean the surfaces with an appropriate product. After each activity, a class member must ensure that the rubbish bin is emptied and the garbage bag replaced with a clean one. Wipe the bin and take the rubbish home for disposal.

- If one class closely follows another, people from the second class must stand back until everyone from the first class has left the building.
- The kitchen will not be used.
- When possible, doors will be propped open to enhance air circulation.

Members will comply with all rules required by the management of the various venues where classes are held.

B. OUTDOOR ACTIVITIES

- Members will abide by the rules for personal distancing of 1.5 metres at all times.
- Wash hands frequently, especially after touching surfaces. Use hand sanitiser.
- Cover the mouth with a tissue when coughing or sneezing, then discard it safely.
- Where practical, wear a mask.

DHHS Coronavirus hotline 1800 675 398

Reference: Victorian State Government, Department of Health and Human Service - Coronavirus website

Approved by U3A Darebin Committee 13th January 2021