

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.

It has a Duty of Care to its members, class leaders and volunteers in relation to COVID-19. This includes following current Government Policy, Public Health Orders and Local Government Directions. Therefore:

- Any member who wishes to attend any face-to-face class or activity must have received a double vaccination against COVID-19 as defined by the Victorian State Government.
- Members must carry a suitable mask with them.

This policy will be updated as and when the relevant COVID-19 government restrictions are changed. All Federal, State and Local Government Health Directives are to be followed at all times.

Only people who have been fully vaccinated as defined by the Australian Federal Health Department are allowed to enrol in any face-to-face course run by U3A Darebin. Those with a valid medical exemption may enrol in any non-face-to-face courses and attend online events. This is for the protection of all members. All applicants for membership of U3A Darebin must certify to the above, and evidence of their status must be sighted by a Committee member before enrolments are approved. This can be done in one of the following ways:

- Showing their certificate when they enrol at our office.
- Forwarding a copy of their certificate, either electronically (info@u3adarebin.com.au) or by mail to the Secretary, (PO Box 44 Fairfield, 3078) who will record sighting it then destroy the copy.
- Producing evidence of full vaccination at our office during opening hours.

Tutors do not have the power to bypass this requirement. Only fully enrolled persons can be allowed to attend classes. In an emergency only, the tutor can accept a member into a class only if they physically sight the digital or original certificate. They must then notify the Secretary that this has been done.

Members who cannot produce evidence of being fully vaccinated are only allowed to enrol in non-face-to-face activities, such as Zoom classes. These classes may not always be held, or continue to be offered. For all face to face activities, the Tutor involved will be the designated **COVIDSafe Marshal**. They are responsible for checking the vaccination status of **all** people and for refusing entry to anyone who is unvaccinated or whose status is incomplete/unknown.

A. INDOOR VENUES

Fairfield Station building: the office is used for administration and the meeting room is used for classes. Other venues where U3A Darebin classes are held are: Darebin Council Senior Citizens' Centres (Northcote and East Preston), Darebin Libraries meeting rooms, SPAN Community House (Thornbury), PRACE Merrilands Community Centre (Keon Park), Alphington Community Centre, Fairfield Bowling Club and St. Andrew's Church hall (Fairfield). Each of these venues has their own COVIDSafe rules

B. OUTDOOR ACTIVITIES

Walking Groups, Cycling group, Outdoor Art, visits to Galleries, Museums, cafes and other venues.

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 government requirements.
- Display Victorian Government registered QR code prominently in the Fairfield Station building so members and others can record their attendance.
- Provide appropriate cleaning equipment and rubbish bins for all areas at the Fairfield Station premises.
- Liaise to ensure that each venue used by U3A Darebin has a suitable COVIDSafe Plan for sessions.
- Maintain records of the names of members attending each class and activity.
- Notify DHHS if a member reports that they have contracted coronavirus 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.
- must not attend any activities if they are unwell.

If displaying any symptoms, even if mild, get COVID-tested and stay home until results are received. If test results are positive, members must notify U3A Darebin immediately.

- must not attend a face-to-face class/activity if they do not have a current vaccination certificate.

TUTORS:

- must ensure that the name of every person attending a class or activity is recorded on the roll to enable COVID contact tracing if required.
- follow the **COVIDSafe Marshal** instruction.

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

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

Approved by U3A Darebin Committee 24 November 2021