

SUNBURY U3A
COVID-SAFE PLAN
9th March 2021

SUNBURY U3A

COVID-SAFE PLAN – March 2021

OPENING STATEMENTS

1. Sunbury U3A will take reasonable care to provide a safe environment for members, recognising many are in vulnerable categories. However, members attending face-to-face activities do so at their own risk or may choose to participate only in the online activities on offer.
2. The Committee of Management reserves the right to suspend all face-to-face activities at short notice should the necessity arise.
3. Members must adhere to the latest requirements or restrictions publicised on the Victorian Government DHHS website: <https://www.dhhs.vic.gov.au/coronavirus>.

Sunbury U3A Committee of Management Responsibilities

The Committee of Management will:

- be responsible for the coordination and supervision of this plan and reporting to DHHS should any need arise.
- finalise use of venue and outings guidelines, including any cleaning requirements.
- inform all members of these rules and obligations to comply with mandatory Victorian DHHS requirements.
- appoint a COVID Emergency Contact Person who, in the unlikely event that a member contracts the virus, will liaise with venue management, advise tutors and group leaders of processes as required and will be the contact person for tutors and group leaders.
- ensure soap, hand sanitiser, appropriate cleaning equipment and rubbish bins are provided for all areas and venues as used by Sunbury U3A.
- issue a copy of the Sunbury U3A specific QR code to all Sunbury U3A tutors and group leaders who are using a venue or outdoor location where there is no QR code provided.
- ensure signs showing the limit on numbers in each room are displayed at the entrance of enclosed areas.
- ensure Victorian Government registered QR code is prominently displayed in the building so members may scan it with their phones to record their contact details.
- ensure that all tutors and leaders maintain independent (of QR Code) records of the names of members attending each class as listed on UMAS.
- ensure all attendance records be maintained and kept for 12 months.
- reinforce health messages during activities.
- select venues that have adequate ventilation; surfaces that can be adequately cleaned and sanitised; and separate access and egress where possible.
- liaise to ensure that each venue used by Sunbury U3A has a suitable COVID-safe plan for cleaning before and after sessions.
- notify DHHS and venue management if a member reports that they have contracted the virus and alert Sunbury U3A members, in particular fellow class members.
- regularly review and update this plan when restrictions or public health advice changes.
- ensure every Group Leader/Tutor has a copy of the plan to share with any non-members who are attending an event or activity. Where possible this plan will be emailed to the non-member prior to attending the course/event.

TUTORS/GROUP LEADERS' RESPONSIBILITIES

There is no obligation for tutors/group leaders to offer face-to-face activities.

Tutors and group leaders:

- must attend the COVID briefing presented by the Sunbury U3A Committee of Management prior to the commencement of face-to-face classes. It is implicit that, by choosing to offer face-to-face classes, the tutors and group leaders agree to comply with the COVID Safe plan and the Standard Operating procedures.
- must, at the first face-to-face meeting of the activity, go through the COVID Safe Plan with the participants and during all activities reinforce health messages.
- must maintain independent (of QR Code) records of the names of members attending and cleaning logs from each class. These are to be returned to the Courses co-ordinator at the end of each term. If necessary, these records will be collected by the COVID emergency contact person.
- must advise their enrolled members and the Courses Coordinator should they need to cancel an activity in advance due to their unavailability or ill health.
- must inform the COVID Emergency Contact Person if any member reports being ill. If someone shows any symptoms during a class, the Tutor/Leader should stop the class immediately and advise all participants to go home and follow guidelines outlined on the DHHS website.
- must comply with the cleaning requirements for their venue and record the cleaning on the cleaning log. (see attached Standard Operating Procedures)

QR CODE

- Courses at Boilerhouse, Sunbury Footy Social Club, Senior Citizens Centre and Sunbury Neighbourhood House need not register for a QR code. Attendees can register digitally using each venue's QR code. However, course leaders must also use the attendance sheet supplied (by the Committee) in the folder for attendees to sign-in manually.
- Leaders conducting courses at other venues, such as Dulap Wilim, should get an email from Service Victoria with QR code poster and visitor contact log template. Please print these to display near entrance to course venue for attendees to sign in either digitally or manually.
- Leaders may use the attendance sheet from the folder instead.

MEMBERS' RESPONSIBILITIES

It is implicit that members participating in a face-to-face activity agree to comply with this Covid Safe Plan.

Participating Members:

- **MUST NOT ATTEND ACTIVITIES IF FEELING UNWELL**
- should get COVID tested if feeling unwell and stay home until they receive the results.
- must notify their Tutor/ Group leader, the COVID Emergency Contact person or the secretary immediately after receiving a positive result.
- must enrol in UMAS prior to attendance in any activity.
- are not obliged to attend a class if they are in a high-risk group or feel unsafe.
- must ensure their attendance is recorded by the QR code and on the attendance records.
- are responsible for fully complying with the government requirements. Failure to do so could mean that the member is barred from class.
- are expected to assist with cleaning requirements at the end of each class or session under the guidance of the Tutor/ Group Leader.
- must maintain social distancing wherever possible and wear a fitted mask where required by Victorian Government regulations as outlined on the DHHS Guidelines. **These requirements may change at any time based on DHHS advice.** <https://www.coronavirus.vic.gov.au/face-masks>
- may wear a mask should they choose to do so based on their own individual concerns.

- must follow good hygiene practices as outlined on the DHHS website e.g. use hand sanitiser/ frequent handwashing during the activity.
- are responsible for bringing their own water and food in individual containers which must not be shared.

NON -MEMBER PARTICIPANTS

Non-member participants should be enrolled in UMAS in advance of attending any activity and must sign in on arrival to ensure contact tracing can be done if required.

INDOOR REQUIREMENTS

- The maximum number of participants permitted to enrol in an activity will be limited according to the density limits of the venue / room in use.
- Attendees will only be able to enter the building during their scheduled class time. Anyone arriving early will be asked to wait in their car until their commencement time.
- 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.
- Social distancing requirements must be maintained.
- All furniture is set to comply with DHHS social distancing requirements, therefore no furniture is to be moved in any venue.

OUTDOOR REQUIREMENTS

- Members will always abide by the rules for social distancing of 1.5 metres.
- Wash hands frequently, especially after touching surfaces or use hand sanitiser.
- According to current DHHS requirements, members will wear a mask.

**SUNBURY U3A
COVID-SAFE
STANDARD OPERATING PROCEDURES
March 2021**

TO BE USED IN CONJUNCTION WITH THE SUNBURY U3A COVID-SAFE PLAN

APPENDIX 1

STANDARD OPERATING PROCEDURES

GENERAL OPERATIONS

The following documents support the implementation of the COVID plan.

SUNBURY U3A WILL MONITOR THE COVID SITUATION DAILY, CHECK THE DHHS WEBSITE AND TAKE ADVICE FROM THE GOVERNMENT AND DHHS.

IN THE EVENT OF A MEMBER OR A CLOSE CONTACT OF A MEMBER CONTRACTING COVID ALL FACE-TO-FACE CLASSES WILL BE CANCELLED UNTIL SAFE TO RECOMMENCE.

1. A copy of the COVID plan will be distributed to all members prior to recommencement of face-to-face activities.
2. Tutors and Group leaders will be briefed at a meeting before face-to-face classes recommence.
3. There is no pressure to return to face-to-face activities. Each Tutor/group leader can determine whether their class will be delivered face-to-face or via zoom.
4. Sunbury U3A will establish an independent QR code account and register non QR code registered venues.
5. The Committee will liaise with venue managers regularly to support tutors/ group leaders to ensure safety of our members.
6. Tutors and group leaders will be provided with a COVID information package.
This package will include:
 - A folder containing the COVIDsafe plan and the Standard Operating procedures appendices, cleaning logs, attendance records, display posters and Sunbury U3A QR code if required.
 - If a venue being used by Sunbury U3A is not using QR codes, the tutor will use the Sunbury U3A registered QR code for that venue.
 - In venues where cleaning must be carried out after a Sunbury U3A activity, a kit containing cleaning and sanitising instructions, a box of disposable masks, disposable gloves, sanitiser, detergent, soap, sanitiser, paper towel, disposable cloths (eg chux), alcohol wipes will be provided.
7. The maximum number of participants enrolled in a face-to- face class is determined by the size and capacity of the room to meet DHHS guidelines. There can be no increase to this enrolment number unless a larger venue is used.
 - 7A)** Signs are displayed to show member limits at the entrance of most venues.
 - 7B)** The number of people using a space will be limited according to government regulations for Community services facilities or, in the case of a venue such as the Football Club, following the government regulation seating requirements established at that venue.
 - 7C)** Seating will be located to ensure physical distancing as listed below:
 - There is to be no more than one member per two square metres of publicly available space if QR codes are used, e.g., if a space is 8 metres long and 1 metre wide, its total area is 8 square metres. Its density quotient is 2, so no more than 4 people would be permitted to be in that space at the same time.
 - Where there is no QR code in operation the density rule is 4 square metres: i.e., only 2 people would be permitted in an 8 square metre space.

APPENDIX 2

STANDARD OPERATING PROCEDURES

NOTIFICATION OF POTENTIAL CASE OF COVID

In the case of a potential case of COVID-19

TUTOR/GROUP LEADERS PROCEDURE:

- If the tutors/group leaders become aware that a member of their course is a potential case or has tested positive for COVID-19 they must advise the **COVID emergency contact person, Beris Cook** immediately on 0417 147 356. If not available contact, **Leigh Martin** secretary on 0412 660 702

COVID emergency contact person PROCEDURE

- Advise the president of the potential case immediately on 0413 004 546.
- Contact DHHS to inform of potential case.
- Contact Hume City Council if case occurs at a Council venue.
- Contact the Manager if at a private venue.
- Contact and notify other members of that class.
- Keep a detailed record of actions taken.

CONTACT NUMBERS

- DHHS 1800 675 398
- Hume Council (03) 9205 2200
- Emergency 000

APPENDIX 3
STANDARD OPERATING PROCEDURE
HYGIENE AND PHYSICAL DISTANCING

MAINTAIN SAFE PRACTICES such as physical distancing, frequent handwashing, wearing masks, and staying home if you are sick.

ENTRY

- Tutors/ group leaders should monitor the registration process.
- Members refusing to register are not permitted entry.
- Members who are not following required Victorian Government mask regulations are not to be permitted entry.
- Members showing any symptoms of COVID-19 are not to be permitted entry.

SOCIAL DISTANCING

1. While indoors, members must leave a space of at least 1.5 metres between each other and abide by the density requirements of the room or venue.

MASKS

1. Sunbury U3A requires that face masks be always worn according to Victorian Government regulations,
2. If the mask is visibly dirty or wet, it must be replaced.

These requirements may change at any time based on DHHS advice. <https://www.coronavirus.vic.gov.au/face-masks>

PRACTISE GOOD HYGIENE

1. Soap and hand sanitiser are available in all activities.
2. Wash or sanitise hands frequently.

APPENDIX 4
STANDARD OPERATING PROCEDURES
CLEANING PROCEDURES/ PLAN

1. Cleaning and sanitising practices are important to reduce the potential for COVID-19 virus contamination.
2. Hume Council will do a full clean at the end of each day in its venues.
3. Cleaning is not required at the Sunbury Football Club.
4. Cleaning after each class will be required at the following venues:
 - Building 27 (not to be used during the pandemic)
 - Boilerhouse Art Group facility.
 - Rainbow Court Hall – if booked by another class or community group after a Sunbury U3A class has finished.
 - Senior Citizens Hall
 - Other venues when in operation
5. Tutors/ group leaders will be provided with the necessary instructions and cleaning products for each venue.
6. Tutors must sanitise access keys before returning them to the lock box and take appropriate precautions (gloves/hand sanitizer) when retrieving them. (where lock box is at venue)
7. Tutors/ group leaders and members of courses are responsible for cleaning and sanitising shared spaces after each class, including high-touch communal surfaces.
8. Classes should finish a little early to allow time for cleaning. Each member must thoroughly clean their own space and then wipe with sanitising wipes.

High-touch communal surfaces include:

- tabletops/work surfaces
- chairs
- light switches
- doorknobs and window handles
- counter tops,
- bathroom surfaces,
- toilets and taps,
- touchscreen personal devices,
- equipment such as computer keyboards, photocopiers, printers, cameras, data projectors (if used by that class)
- kitchen and food preparation areas. (These will not be used by Sunbury U3A)

9. Toilet Cleaning Procedures

If no regular cleaning takes place at a specific venue, after using the toilet each member must use alcohol wipes to wipe the toilet seat, flush button and sink and dispose of the wipes in the bin provided.

10. PROCEDURE

- **Wear disposable gloves when cleaning.**
- **Cleaning Log:** A cleaning log is to be kept by the tutor/ group leader.
- Clean visibly dirty surfaces with soap and water prior to sanitising.
- Use a clean cloth and detergent to wash and then sanitise with alcohol wipes. Alcohol wipes will be provided to tutors for use at venues as required (see list above).
- Disposable single-use wipes should be replaced after cleaning each new surface.
- Identify the high touch surfaces and clean them first. Clean the cleanest surfaces before the dirtiest ones.
- **Top to bottom:** Clean from top to bottom so that soil or cleaning solutions do not spill onto surfaces that have already been cleaned.
- **Left to right:** Clean rooms systematically (i.e., left to right or right to left) so that no surfaces are missed.