

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

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

9th March 2021

Updated with Addendum – 5th August 2021 & 29th September 2021

APPENDIX 1

STANDARD OPERATING PROCEDURES

GENERAL OPERATIONS

Appendix 1 Addendum

Sunbury U3A will follow the requirements of the Victorian Government and DHS outlined in **Victoria's Roadmap Delivering the National Plan: 80% of 16+ fully vaccinated.**

[Victoria's Roadmap: Delivering The National Plan | Premier of Victoria](#)

All Sunbury U3A members attending face-to-face classes, events and activities must be fully vaccinated to be permitted entry into Community Facilities.

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 0491 109 515.
- 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

ADDENDUM

APPENDIX 3

STANDARD OPERATING PROCEDURES

COVID CHECK-IN MARSHALS

A COVID Check-in Marshal must be present at all public entrances whenever a facility is operational. [How we work: Current restrictions | Coronavirus Victoria](#)

A [COVID Check-in Marshal](#) is an employee or volunteer responsible for ensuring each person who enters a venue uses the [Service Victoria QR code](#) OR sign-in sheet to check in on arrival. A COVID Check-in Marshal can only request that people entering show them confirmation of a successful check-in and cannot compel anyone to do so.

If a person refuses to show evidence of a successful check in, the COVID Check-in Marshal can ask that person not to enter the venue. If the person does not comply with the request, the COVID Check-in Marshal is not required or encouraged to enforce the refusal of entry. Venue hirers are encouraged to contact security or the police if refusal of entry enforcement is required.

The COVID check-in marshal is present whenever a facility is operational. They must be present at all public entrances for a reasonable amount of time prior to the booking start time, and until everyone has registered their attendance using the Victorian Government QR Code or sign-in sheet.

Hume City Council requires, where Sunbury U3A is using its venues, that the details of the appointed COVID Check-in marshals for each course or event be submitted to Hume City Council. Hire of the venues is dependent on the submission of this form. [COVID Check-in Marshal form](#)

Venues and facilities can be checked at any time by Government or managers to ensure that regulations are followed.

TRAINING OF COVID CHECK-IN MARSHALS

COVID Check-in Marshals are not required to complete any role-specific training, though guidance should be provided, where practical, to ensure COVID Check-in Marshals understand their role and what they are required to do.

However, employers and organisations should note that the workplace health and safety obligations remain under the Occupational Health and Safety Act 2004 (OHS Act). Organisations must comply with their obligations under the OHS Act.

For further information on obligations under the OHS Act, please visit the [WorkSafe website](#).

SUNBURY U3A COVID CHECK-IN MARSHALS

Sunbury U3A will appoint COVID CHECK-IN MARSHALS for each course or event to ensure that the above requirements are met and to support the venue managers in meeting their requirements.

COVID Check-in Marshals in Sunbury U3A are volunteers responsible for ensuring each member who enters the venues where Sunbury U3A courses and events are held, uses the [Service Victoria QR code](#) or sign-in sheet to check in on arrival.

IT IS INCUMBENT ON ALL MEMBERS TO SUPPORT THE MARSHAL BY CHECKING IN ON ARRIVAL AT COURSES AND EVENTS.

The COVID Check-in Marshal can only request that people entering show them confirmation of a successful check-in and cannot compel anyone to do so. If a person refuses to show evidence of a successful check in, the COVID Check-

in Marshal will ask that member not to enter the venue. If the person does not comply with the request, the COVID Check-in Marshal is not required or encouraged to enforce the refusal of entry.

COMMITTEE OF MANAGEMENT RESPONSIBILITIES

SUNBURY U3A Committee of Management is responsible for appointing and training of volunteers as COVID Check-in Marshals.

The Committee will ensure the appointed Covid check-in marshals are adequately supported to carry out their COVID Check-in Marshal duties with training and resources. The Committee will:

- Ensure QR codes and alternative record keeping methods (sign-in sheets) are readily available at each course or activity
- Where necessary Sunbury U3A may need to appoint more than one COVID Check-in Marshal if there are multiple entrances to the venue or where the course or event has larger numbers of participants .
- Supply badge identification to the Covid Check-in Marshals

APPENDIX 4

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 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. 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 5
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.