

SUNBURY U3A
COVID-SAFE PLAN
9th March 2021

&

Standard Operating Procedures

(Updated with Addendum November 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.

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)

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 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 not attend any activities if unwell. If displaying any symptoms, even mild, they should get COVID tested and stay home until they receive the results. If results are positive, the member must notify their Tutor/ Group leader, the COVID Emergency Contact person or the secretary immediately.
- 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 must 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
2021**

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

9th March 2021

Updated with Addendum – 20th November 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

ADDENDUM

APPENDIX 4

STANDARD OPERATING PROCEDURES

COVID Vaccine Certificate Compliance

The Sunbury U3A COVID policy and plan outline our commitment to following State Government Directives and keeping our members safe. In addition, most of the venues we use require vaccination certificates to be sighted before attending the venue. Thus, we are required to sight Certificates of Current Vaccination showing full vaccination status before members or others can attend Sunbury U3A face-to-face activities. Where members are joining a course/event/outing by remote access this is not required.

The following process is to be followed:

1. All current members of Sunbury U3A must have their Certificates sighted by a member of committee.
2. This may be by sighting the Certificate on a smart phone or a paper copy.
3. We do not hold copies of the Certificates.
4. A list of members whose Certificates have been sighted is kept by the Committee. The list identifies the Committee member who sighted the Certificate and the date of sighting.
5. The Course Coordinator/Events Coordinator confirms the Certificate status of all members applying to join a course/event/outing.
6. Once a member is verified as having their Certificate sighted, they then will be allowed into the course/event/outing.
7. For sessions that can be run by hybrid or by remote access only, non-vaccinated members can join the remote access only portion of that session.
8. The Course Coordinator/Events Coordinator generates an attendance sheet for each course/event/outing, with a column that allows identification of members that have had their Certificates sighted and that sighting recorded.
9. The COVID Marshal for each course/event/outing ensures that only members listed as Certificate Sighted attend face to face activities.
10. COVID Certificate sighting may be required more than once depending on State Government requirements for boosters etc.
11. It is recommended that all members should, at all times, carry a copy of the Certificate (on phone or paper), as some venues may require sighting the certificate for every attendance.
12. Sunbury U3A will use UMAS to store the information about sighted Certificates. Members will be asked to tick a box saying if they are vaccinated when they register on UMAS for Members. When their vaccination

certificate has been sighted the committee member will add that information into UMAS. A physical sighting of the certificate by a Committee Member is required.

13. If a member attempts to join a session when they have not had their vaccination status sighted and recorded, they will be denied entry by the Covid Marshall for that session.
14. In the very unlikely event that there is a dispute the Course Leader should immediately cease the session and send everyone home.
15. If the member attempting to join the session persists, and Sunbury U3A is responsible for locking the venue on departure, the Police should be called to deal with the situation.

APPENDIX 5

STANDARD OPERATING PROCEDURES

HYGIENE AND PHYSICAL DISTANCING

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

ENTRY

All members are required to check in using the QR code or sign-in sheets on entry to the venue.

U3A COVID Check-in Marshals will be present at the commencement of all activities and events. The COVID Check-in Marshal will monitor and assist members to check in, using the QR code sign-in sheets. The 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 may 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.

The COVID Check-in marshal will notify the Committee of Management if this occurs.

- Tutors/ group leaders must ensure that U3A attendance sheets are still used.
- Members who are not following required Victorian Government mask regulations will not be permitted entry. Members who have mask wearing exemptions are 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 6
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.