

## COVID-19 POLICY P5

### Introduction

Sunbury U3A Inc. is a voluntary not for profit organisation. Its members are retired or semi-retired and aged 50 plus.

Sunbury U3A Inc. functions solely through the efforts and contributions of our volunteer tutors and organisers.

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.

### Purpose

The purpose of this policy is to set out the rules relating to COVID-19 that fall within Terms and Conditions of being a member of Sunbury U3A Inc.

### Policy Statement

Sunbury U3A complies with all State Government and venue provider regulations relating to COVID-19 attendance in courses and activities particularly in regard to vaccination status.

### Rules

Sunbury U3A has developed rules to sit within our COVID-19 policy statement. These rules will be updated as Government regulations are updated.

1. Sunbury U3A has developed a COVID plan to manage our classes. All tutors and class members will comply with the plan and follow the directions of COVID marshalls.
2. Based on the Victorian roadmap, future face-to-face classes may be held in accordance with State and local Government restrictions. Zoom classes can continue throughout without restrictions.
3. The various conditions included in the roadmap have effectively been decided by the Victorian Government, Sunbury Council and other venue operators. Anyone who does not wish to abide by the restrictions will not be permitted to attend face-to-face classes.
4. In line with Government requirements, all individuals will need to prove that they are fully vaccinated before attending classes (i.e. it will not be sufficient for them simply to say that they are vaccinated). This can only be achieved by showing either their COVID-19 digital certificate or their immunisation history.
5. Vaccination status needs to be shown to each Tutor or COVID-19 Marshal prior to participating in the first class of the term.

6. Alternatively, status may also be provided to the Course Coordinator or Secretary by contacting them and they will assist the member. Tutors will be advised of a member's vaccination confirmation.
7. Confirmation of a member's vaccination status will be stored in the membership database. No electronic or hard copy versions of a member's certificate will be retained.
8. Where possible remote access will be offered to non-vaccinated members, if the class Tutor is happy to provide a hybrid class.
9. There is no obligation for tutors/group leaders to offer face-to-face activities, nor is there any obligation for fully vaccinated members to attend face to face activities.

## Responsibilities

All members, including Tutors registered to hold face-to-face classes must follow the above rules as per the Terms and Conditions of Sunbury U3A membership. The Course Co-ordinator will ensure that all Tutors meet the rules of this policy The Membership Coordinator will ensure that the UMASS database is maintained with the required data.

## Authorisation

This Policy was adopted by the Committee of Management of Sunbury U3A Inc. and minuted as such on 9 November 2021.

## Policy Review

This Policy will be reviewed at least annually or when circumstances change.

## Related Policies

- Privacy Policy for Members P1
- Code of Conduct P2
- Covid Safety Plan

Version Number	Covid Policy V1.0
Endorsed by Policy Devel. Sub-Committee	Date: 15 October 2021
Endorsed by Committee Management	Date: 9 November 2021