

SUNBURY U3A
COVID-SAFE PLAN
March 2023

&

Standard Operating Procedures

(Updated March 2023)

SUNBURY U3A

COVID-SAFE PLAN – March 2023

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 online activities that may be 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 Contact Person within the committee who, in the event that a member contracts the virus, will be the contact person for tutors and group leaders.
- ensure soap, hand sanitizer and wipes are provided to the tutors.
- ensure all attendance records are maintained and kept for 12 months.
- reinforce health messages on the website and during activities as required.
- select venues that have adequate ventilation; surfaces that can be adequately cleaned and sanitized.
- 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.

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.

Tutors and group leaders:

- must, at the first face-to-face meeting of the activity, reinforce health messages.
- must maintain attendance records of the names of members. These are to be returned to the Courses coordinator at the end of each term.
- 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 Contact Person if any member reports being ill. If someone shows any symptoms during a class, the Tutor/Leader should advise that person to go home and follow guidelines outlined on the DHHS website.
- must comply with the cleaning requirements for their venue.

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 members must notify their Tutor/ Group leader or the COVID Contact person or the secretary immediately.
- must ensure their attendance is recorded on the attendance records.
- are responsible for fully complying with the Government's requirements.
- are expected to assist with cleaning requirements as required by the tutor or venue.
- 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.

NON -MEMBER PARTICIPANTS

Non-member participants must be enrolled in UMAS in advance of attending any activity and are required to be recorded on the attendance sheet.

INDOOR REQUIREMENTS

- The maximum number of participants permitted to enrol in an activity will be limited to the size of the venue / room in use as considered by the Courses Subcommittee.
- 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 must be maintained where required.

**SUNBURY
U3A COVID-
SAFE
STANDARD OPERATING PROCEDURES
2023**

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

March 2023

APPENDIX 1

STANDARD OPERATING PROCEDURES

Sunbury U3A will follow the requirements of the Victorian Government.

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

Sunbury U3A will monitor the covid situation, check the DHHS website and take advice from the government.

1. A copy of the COVID plan will be distributed to all members via the website.
2. Tutors and Group leaders will be briefed at regular meetings.
3. Each Tutor/group leader can determine whether their class will be delivered face-to-face or via zoom.
4. The Committee will liaise with venue managers regularly to support tutors/ group leaders to ensure the safety of our members.
5. The maximum number of participants enrolled in a face-to- face class is determined by the size and capacity of the room.

NOTIFICATION OF POTENTIAL CASE OF COVID

1. 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 contact person or secretary** on 0412 660 702.

COVID VACCINE CERTIFICATE COMPLIANCE

The Sunbury U3A COVID policy and plan outline our commitment to keeping our members safe. Therefore, we are continuing 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 or by the tutor.
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. The Course Coordinator/Events Coordinator confirms the Certificate status of all members applying to join a course/event/outing.
5. Once a member is verified as having their Certificate sighted, they then will be allowed into the course/event/outing.
6. 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.
7. 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.
8. 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 or tutor is required.
9. If a member attempts to join a session when they have not had their vaccination status sighted are recorded, they will be denied entry.

HYGIENE AND PHYSICAL DISTANCING

Sunbury U3A encourages members to maintain safe practices such as physical distancing, frequent handwashing, wearing masks, and staying home if you are sick.

1. Sunbury U3A encourages members to wear face masks.
2. If the mask is visibly dirty or wet, it must be replaced.
3. Hand sanitiser is available in all activities.

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