



## COVID SAFETY PLAN FOR U3A-ACT INC

This plan has been approved by the committee of U3A-ACT Inc on 10 November 2021.

- The plan applies to all activities undertaken in U3A premises at Cook, Flynn and Hughes from 9am on 12 November 2021.
- All members using these premises are asked to follow the arrangements set down in this plan
- The safety briefings at the beginning of each course will be amended from time to time to reflect the COVID-19 Safety Plan requirements
- Members engaged in U3A activities in other locations will be guided by the Covid Safety arrangements in the venue they use
- The committee will monitor developments in government policy relating to COVID-19 and adjust the plan when necessary

### 1. Reducing visits to our premises

- a. Our premises began a two-stage opening from Monday 18 October 2021. Some rooms opened on Monday 18 October and some rooms on Friday 29 October
- b. We will minimise other face-to-face meetings
- c. We encourage courses to continue to use internet or phone-based activities where appropriate
- d. We ask members not to come into our offices at Cook and Hughes unless absolutely necessary:
  - i. Members are encouraged to use our website to join, renew membership and find out about courses
  - ii. Members should ring the office first before going in (Cook on 6251 8005 or Hughes on 6281 6998) to see if their enquiry can be handled over the phone
  - iii. Hughes office can renew memberships over the phone and post out membership forms to enquirers

- iv. People wanting to renew membership or join can also contact [membership@u3acanberra.org.au](mailto:membership@u3acanberra.org.au) and provide their phone number for a call back.

## 2. Physical distancing

- a. The one person per 2 square metre rule applies in all U3A premises. The occupancy limits arising from the 1 person per 2 square metre rule do not apply to course leaders. One course leader is allowed additional to the numbers shown in this table in each teaching room. As at 12 November 2021, the maximum occupancy of the rooms we use is as follows:

Premises	Room	Maximum number of people allowed (in teaching rooms the course leader can be additional to the number shown)
Cook	Office	2
	Storeroom	1
	1	15
	2	9
	3	27
	Meeting room	14
Flynn	Kitchen	CLOSED TO MEMBERS
	1	26
	2	18
	3 and 4	45
	Reception	25
	Kitchen	CLOSED TO MEMBERS
	Storeroom	2
Hughes	Office	2
	1	2
	2	16
	3	42
	Storeroom	1
	Kitchen	CLOSED TO MEMBERS

- b. We have put up posters about keeping 1.5m apart and place signs on doors showing maximum capacity of rooms
- c. Course leaders will nominate a person in each course to help members manage physical distancing
- d. We will move extra chairs either out of our teaching rooms or stack them at the side, so it is easier to arrange the smaller number of chairs to meet the distancing requirements
- e. The room bookings team will stagger course start times to avoid crowding in hallways and entrances
- f. Members are asked to move straight through hallways and entrances to their teaching room and not to gather in common areas. If members want to catch up with friends, they should do this after the class in outdoor areas beyond the building and maintaining social distancing
- g. U3A choirs, bands, orchestras, dance and physical movement classes must comply with any additional ACT Health requirements for their type of activity.
- h. In Hughes office there will be an additional table between the volunteer and the single visitor allowed at any time in the office to establish the 1.5m separation. There will be only one visitor's chair in the office
- i. At Cook office the office door will be locked, and members will talk to the volunteer on duty through the window near the office door. There will be a small table and chair outside the window

### 3. Hand washing and hygiene

- a. There will be hand sanitiser stations in all teaching rooms, storerooms and offices at Cook and Hughes and in the reception area at Flynn
- b. Members are asked to use the hand sanitiser stations at the beginning and end of their activity, for example a course session
- c. We will liaise with our landlords to ensure bathrooms are stocked with soap and paper towels
- d. We will put up posters about hand hygiene
- e. We want to minimise cash transactions. Members are asked to
  - i. Use other forms of payment where practical (arrangements are already in place for course treasurers to transfer funds by EFT to the U3A account)
  - ii. When cash is used bring the exact change and place the money in the box etc provided rather than handing it to the recipient. Course treasurers can then hand the box of cash to the office without touching the cash
  - iii. Wash/clean hands thoroughly after handling of cash including notes
- f. No refreshments will be served on U3A premises and kitchens will be closed to U3A members

- i. Members may bring drinks or refreshments for their own consumption. Refreshments may not be shared.
- ii. Whether standing or sitting members must maintain a minimum distance of 1.5m between each person.

#### 4. Cleaning

- a. We will increase professional cleaning services at Cook and Flynn to twice weekly, noting that our rooms are not in continuous use. COTA has advised that there will be daily cleaning at Hughes
- b. Our cleaners at Cook and Flynn have been instructed to wear gloves and wash their hands thoroughly with soap or use an alcohol-based sanitiser before and after wearing gloves
- c. Doors and windows are to be left open as much as possible to improve air circulation.
- d. Members will use disinfectant wipes supplied by U3A to clean any hard areas they will touch, such as on their chair and table, at the beginning and end of every course session or other activity in U3A premises
- e. Used wipes and all other waste are to be placed in closed pedal bins
- f. If any equipment is used only one person should handle it and the equipment should be cleaned with disinfectant wipes before and after use
- g. The course leader will nominate a person in each course to help members manage this cleaning process and to cover any areas not covered such as cleaning doorknobs
- h. Office volunteers will clean high use areas of the office including keyboard, telephone, EFTPOS machine and doorknobs with wipes at the beginning and end of their shifts

#### 5. Monitor symptoms

- a. Members must stay home if they are sick and/or have any COVID-19 symptoms
  - i. The main symptoms of COVID-19 are fever, cough, sore throat and shortness of breath, loss of taste or smell, or runny or blocked nose.
  - ii. Less common symptoms are muscle pain, joint pain, diarrhoea, nausea, headache, vomiting, loss of appetite and fatigue.
  - iii. Members should get tested if they develop symptoms that could indicate COVID-19 and follow the instructions on the ACT health website.
- b. Members should not attend if they have been required to quarantine or self-isolate.

## 6. Plan ahead

- a. The Facilities manager and team are responsible to the committee for the implementation of this plan and for championing safe practices in U3A
- b. If there is a suspected or confirmed case of COVID-19 on U3A premises
  - i. Members must advise the Facilities manager of details of the case on [facilities@u3acanberra.org.au](mailto:facilities@u3acanberra.org.au) or 02 6281 3758 even if they have already informed health authorities
  - ii. If a member advises a course leader, the course leader should advise the Facilities manager
  - iii. The Facilities manager will notify WorkSafe ACT if it is suspected that a person may have contracted COVID-19 and requires treatment in hospital or meets the prescribed criteria for serious illnesses from within the workplace.
  - iv. Notification must be made immediately after the manager becomes aware of the incident by calling WorkSafe ACT on 6207 3000 (business hours) or 0419 120 028 (after hours) and submitting the Notification of incident form
  - v. Notification must be made regardless of whether ACT Health Protection Service is already aware of the case
  - vi. The Facilities manager will notify our landlords of the case under the terms of our lease and occupancy agreements
  - vii. The Facilities manager will advise the committee on any closure and reopening of the affected premises
  - viii. The Facilities manager will liaise with landlords about arrangements for a specialised cleaning company to deep clean the premises as required
- c. Everyone aged 16 years or over attending U3A premises for any period of time must be checked in using the Check In CBR app in one of the following three ways:
  - i. The person checks themselves in using their own phone and the Check In CBR app, and shows the green tick to the course leader, (or office volunteer if visiting an office). This is the preferred method
  - ii. If the person cannot check themselves in, the course leader (or office volunteer for visitors to the office) will check the person in using the Business Profile of the Check In CBR app linked to the QR code of the premises and entering the person's name and phone number. Where a person has a Check In CBR card this may be used to scan their details into the business profile
  - iii. If the person cannot check themselves in, members of the same household may check each other in using the guest part of the personal Check In CBR app, and show the green tick including the

- guest registration to the course leader, (or office volunteer if visiting an office)
- d. The course leader is responsible for ensuring that everyone is checked in using the Check In CBR app for courses and the office volunteer on duty at Cook and Hughes is responsible for ensuring that everyone who is not attending a course but comes into the office or U3A premises is checked in using the Check In CBR app.

## 7. Person responsible

Louise Morauta, U3A Facilities manager

Contact details: [facilities@u3acanberra.org.au](mailto:facilities@u3acanberra.org.au) or 02 6281 3758

## 8. References

Safe Work Australia Checklist for employers

[https://www.safeworkaustralia.gov.au/sites/default/files/2020-06/COVID-19\\_Workplace-Checklist\\_12June2020.pdf](https://www.safeworkaustralia.gov.au/sites/default/files/2020-06/COVID-19_Workplace-Checklist_12June2020.pdf)

ACT Government Safety plan guidelines

[https://www.covid19.act.gov.au/\\_data/assets/pdf\\_file/0007/1554199/PICC0016-COVID-safety-plan\\_v8.pdf](https://www.covid19.act.gov.au/_data/assets/pdf_file/0007/1554199/PICC0016-COVID-safety-plan_v8.pdf)

ACT Government Guidance for businesses

[https://www.act.gov.au/\\_data/assets/pdf\\_file/0007/1823335/PICC0362-FS-Guidance-for-businesses-and-workplaces-Covid-case\\_AW.1.pdf](https://www.act.gov.au/_data/assets/pdf_file/0007/1823335/PICC0362-FS-Guidance-for-businesses-and-workplaces-Covid-case_AW.1.pdf)