



Covid Safe Plan.

PLEASE NOTE THE MAJOR CHANGES TO THIS PLAN

Surfcoast U3A Covid Safe subcommittee	
Jennie Deneefe.	Sue Crowe
Richard Porter.	Marg Parsons
Richard Drury.	Jo Turnbull

Date of Plan: 5/10/22

Date of Review: as required

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Vaccination status is no longer a requirement of this Covid Plan.

At the commencement of Term 4 2022, U3A Surf Coast face-to-face classes will proceed for all members, including occasional lectures, and short courses. Zoom classes will continue as usual.


Please stay at home if you are unwell.

The Pandemic orders were extended until 12th October 2022. As such a Covid plan is essential in keeping members safe and well. Obligation #148 of the Pandemic Order extension says "An employer must implement a COVIDSafe Plan which


addresses the health and safety issues arising from COVID-19 including mitigating the introduction of COVID-19 and the process of responding to a symptomatic person or confirmed case of COVID-19 in the work premises.”


Our plan and the contingency plan in this document satisfy the Committee of Management of the Surfcoast U3A that we are taking all reasonable caution for members.


Coronavirus (COVID-19)





How to avoid infection and spreading the virus


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Wash your hands often for at least 20 seconds
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Avoid touching your eyes, nose or mouth
- 

Cover your mouth and nose when coughing or sneezing
- 

Practise physical distancing by staying 1.5m from others
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Wear a mask when in crowded situations
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Clean and disinfect frequently touched objects and surfaces
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Stay home if you are feeling unwell

Visit healthdirect.gov.au/coronavirus for more information and to find out about vaccinations and restrictions in your state or territory.

<p align="center">Covid Safe principles DHHS https://www.coronavirus.vic.gov.au/staying-safe</p>	<p align="center">Surfcoast U3A Actions</p>	<p align="center">Responsibility</p>
<p>1. Physical distancing 1.5m apart</p>	<p>Ensure physical distancing at all times</p>	<p>All participants please follow social distancing recommendations</p>
<p>2. Face coverings</p>	<p>We encourage the wearing of facemasks</p>	<p align="center">All participants</p>
<p>3. Maintain clean and hygienic spaces</p>	<p>Hand sanitiser is a personal responsibility</p> <p>Cleaning of chairs and tables if used and prior to putting away</p> <p>Kitchen accessibility is venue dependent</p>	<p align="center">All participants</p> <p>We have decided to continue this practice where and when we are responsible for the packing up of equipment</p>
<p>4. Avoid interactions in enclosed spaces and encourage well ventilated areas</p>	<p>Keep windows and doors open at all times where possible</p> <p>U3A Office</p>	<p>Class assistant</p> <p>Plastic Hygiene screen for office</p>

Surfcoast U3A Contingency Plan 5/10/22

1. VACCINATION:

At the commencement of Term 4 2022, U3A Surf Coast face-to-face classes will proceed for all members, including occasional lectures, short courses. Zoom classes will continue as usual.

It is each member's responsibility to decide whether they attend face-to-face classes, following the guidelines set out by this plan, with the assumption there may be a class member who is not vaccinated.

2. OFFICE PROCEDURES:

- Doors and windows to be open when feasible.
- Desk across office door with sneeze screen attached
- Masks to be worn if physical distancing cannot be maintained
- Hygiene and sanitising procedures
- Social distancing

3. UPDATED CONDITIONS

Member responsibilities

- To follow Tutor or class assistant instructions
- If test positive isolate for 7 days from U3A classes
- Be familiar with your responsibilities from <https://www.coronavirus.vic.gov.au/checklist-cases>

Tutor responsibilities

- To follow Covid Safe committee instructions.
- To familiarize themselves and their class with updated Covid Plan,

Covid safe subcommittee responsibilities

- Jen Deneefe to update plan according to new instructions and circulate to Committee of Management.
- Jo Turnbull to circulate updated Covid Plan to Tutors with instructions to delete previous plan.
- Kelvin to upload the updated covid plan to the website.

4. IF YOU ARE A CLOSE CONTACT.

<https://www.coronavirus.vic.gov.au/checklist-cases>

5. POSITIVE CASE: if you test positive for Covid:

Member responsibilities

- To notify the tutor immediately.
- If test positive isolate for 7 days from U3A classes
- Read the checklist <https://www.coronavirus.vic.gov.au/checklist-cases>

Tutor responsibilities

If a positive case becomes known in a class immediately **NOTIFY** Sue Crowe or one of the following Covid Safe subcommittee

1. Sue Crowe 0418 357 484
2. Jennie Deneefe 0417061603
3. Richard Porter. 0418 171 812
4. Marg Parsons 0418 540 331
5. Jo Turnbull. 0411 114 950
6. Richard Drury. 0417 236 615

Covid safe subcommittee responsibilities

1. It is the responsibility of the Committee person contacted by the tutor to contact all members of the Surfcoast U3A Committee of Management on group email
2. Contact member (curtesy contact) who has tested positive to confirm member is okay and the details involved- **Either Sue or Richard Porter to do**
3. Contact class members of the positive case to notify them that there was a positive case in their class- available on Surfcoast U3A website-**Marg to do**