
COVID Safe Plan

in keeping with COVID-19 State Government directives

Intention & Purpose

This plan and procedure outline the actions required of U3A Bacchus Marsh to assist in preventing the local transmission of the COVID–19 virus. This plan applies to Group Leaders, Committee Members and General Members. We are all in this together and we all have parts to play.

Advice which informs our practices include:

- Federal and State Government advice and guidelines
- Public Health Orders issued from time to time by Public Health authorities
- Best practice guidelines for cleaning and hygiene

We will continue to update this plan as required and as government restrictions and guidelines change.

For information and advice please see the links at the end of this document or contact us by email president@u3abacchus.org.au or by phone 0400 143 392.

Definitions

- “Face to face” session - means both indoors and outdoors sessions, i.e., classroom activities and garden groups or walking groups, for example where attendees are physically present during the session.
- “online” session - means a session conducted wholly using computer programs such as Zoom, Microsoft Teams, etc. where attendees are not physically in attendance.
- “Hybrid session” - means a session conducted with both face to face and online attendees.
- “Face to face” attendance - occurs when a member, Group Leader or guest is physically present at a session.
- “online” attendance - occurs when a member, Group Leader or guest attends a session remotely using Zoom, Microsoft Teams or similar computer programs and is not physically present at a session.
- Group Leaders - includes, in addition to session or class leaders, general activity leaders or coordinators, i.e., for meet & greet, member lunches, member meetings, committee meetings, for example.

COVID-19 Vaccinations

- Bacchus Marsh U3A recommends and encourages members to get fully vaccinated.
- Bacchus Marsh U3A will not require members or session attendees to provide proof of vaccination.

Physical Distancing and Face Masks

- Physical distancing, venue capacity and face mask rules and recommendations are advised from time to time by Public Health Orders and by Coronavirus Victoria.
- The U3A Bacchus Marsh executive team will advise Group Leaders of changes to these rules and recommendations and how they apply to sessions.
- As at the time of writing, organisations such as Bacchus Marsh U3A are not required to sight proof of COVID-19 vaccinations.
- As far as possible, session leaders should encourage attendees to use physical distancing while in sessions.
- Attendees with COVID symptoms are encouraged to not attend sessions.
- Attendees with recent COVID infections should, as a courtesy to fellow attendees, wear an appropriate mask.

COVID Safe Procedures to be followed by all U3A members		
Person Responsible	A person to be responsible for the activity must be delegated for every activity (Group Leader)	
Vaccination Status	All “face to face” attendees at a session are not required to be fully vaccinated.	
COVID-19 Testing	When a member, Group Leader or guest is waiting on the result of a COVID-19 test or has been deemed a “close contact” they should not attend a “face to face” session.	
Contact Tracing	Every person attending a BM U3A session must be recorded on the Attendance Sheet maintained by the session leader. These sheets remain with the session leader until end of year.	
Physical Distancing	People attending an activity should adhere to social distancing practices (1.5 metre distance, 4 metre square space around each person, 8 square metres for physical activity).	
Session Hygiene	All “face to face” attendees should understand and adhere to safe hygiene practices including but not limited to: <ul style="list-style-type: none"> • Regular handwashing and/or use of hand sanitiser before and after attendance. • Cough and sneeze into a bent elbow • Using fitted face masks when prescribed by Public Health Orders. 	
Room Usage	Room Usage directions at any session venue must be adhered to.	
Food and Drink	BM U3A recommends hygienic practices be followed when preparing drinks or consuming food brought to or provided at the session venue. Groups need to adhere to any venue specific procedures.	
Group leader specific information	BM U3A will ensure that Leaders Packs are kept up to date and the attendance sheet completed at every session. The Session Leader should encourage and assist with social distancing wherever possible and ensure that Venue and Room Use procedures are observed.	
Equipment	Where session equipment is shared, attendees should ensure they use hand sanitizer and disinfectant wipes in between each use.	
Venue COVID Safe Requirements	All members must adhere to the COVID Safe plans and procedures of any venue where U3A sessions are held.	

Cleaning

The delegated responsible person for any “face to face” activity must ensure that tabletops and seats are clean before the session commences and after the session. Other surfaces must be cleaned if they become soiled during the session.

We strongly encourage someone within your group/activity to undertake the COVID-19 Infection Control training online at <https://covid-19training.gov.au/login> This is an online module to support good hygiene and infection control. The module is titled 'Infection Control Training - COVID 19'. All staff at the House will be required to undertake this training. For more information and advice please visit:

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

Enquiries, concerns, suggestions, and feedback about this document should be provided directly to president@u3abacchus.org.au or secretary@u3abacchus.org.au

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