



COVID SAFETY PLAN FOR U3A-ACT INC

This plan has been approved by the committee of U3A-ACT Inc on 19 June 2020

- The plan applies to all activities undertaken in U3A premises at Cook, Flynn and Hughes from that date
- 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 to include COVID-19 arrangements
- Members engaged in U3A activities in other locations may wish to draw on the plan for guidance in organising their affairs
- 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 will be available for courses from Monday 20 July 2020 subject to any further advice from the Courses Sub-Committee
- 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 and provide their phone number.

2. Physical distancing

- a. The one person per 4 square metre rule and the ACT limit on gatherings of 100 apply to all activities in U3A premises. As at 19 June the maximum occupancy of the rooms we use is as follows:

Premises	Room	Maximum number of people allowed including presenters and office volunteers	
Cook	Office	2	
	Store room	1	
	1	7	
	2	CLOSED TO MEMBERS	
	3	13	
	Meeting room	7	
	Kitchen	CLOSED TO MEMBERS	
	Flynn	1	13
		2	9
		3 and 4	22
3		13	
	4	9	
	Reception	12	
	Kitchen	CLOSED TO MEMBERS	
	Store room	2	
	Hughes	Office	2
1		2	
2		8	
3		21	
Store room		1	
	Kitchens	CLOSED TO MEMBERS	
	Hall (a community venue)	40	

- b. We will 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 may choose to include further risk management arrangements appropriate for the greater risks choirs face in transmission of COVID-19
 - 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, store rooms 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 water for their own consumption
 - 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 are to be left open as much as possible to reduce touching of door handles and 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 new 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 door knobs
- h. Office volunteers will clean high use areas of the office including keyboard, telephone, EFTPOS machine and door knobs 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
 - ii. Less common symptoms are loss of smell, loss of taste, runny nose, muscle pain, joint pain, diarrhoea, nausea, vomiting and loss of appetite
 - iii. Members should seek medical attention if they develop symptoms that could indicate COVID-19
- b. Members must stay at home if they are in self-quarantine under COVID-19 requirements
- c. We will put up signs about the symptoms of COVID-19

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 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. Notification must be made immediately after the manager becomes aware of the incident
 - iv. Notification is made by submitting the [online incident notification](#) template or by calling the ACT Government call centre on 13 22 81
 - 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. Course leaders and office volunteers will keep attendance registers that include date and time of attendance, name and phone contacts for all persons attending U3A premises for the purposes of contact tracing. These registers may be made available by the Facilities manager to the ACT health authorities if requested
- i. The COVID class attendance record for courses in U3A premises is a modified version of the current course attendance register for courses and can be used for both purposes. It can be found on the Course Leaders page on our website, under Course Leader Information
 - ii. The register for other attendees will be provided directly to site managers
 - iii. The registers must be left on the premises at all times in a secure place identified by the site manager. At Cook and Hughes course leaders will hand the registers in to the offices.
 - iv. Course leaders will pick up their register each time they come in and return it to the secure place when they leave.
 - v. As far as possible the register should be filled in by one person rather than being passed around
 - vi. The Facilities manager will keep a copy of any register provided to health authorities so that we continue to have a record of attendance
 - vii. We will treat personal health information in line with privacy requirements

- d. We recommend members load the COVIDSafe app on to their mobile phones where this is possible to assist with contact tracing

7. Person responsible

Louise Morauta, U3A Facilities manager

Contact details: facilities@u3acanberra.org.au or 02 6281 3758

8. References

Safe Work Australia Checklist for employers

(https://www.safeworkaustralia.gov.au/sites/default/files/2020-05/COVID-19_Workplace-Checklist.pdf)

ACT Government Safety plan guidelines

https://www.covid19.act.gov.au/_data/assets/pdf_file/0007/1554199/CV_Safety-Plan-Guidelines.pdf