



COVIDSafe Plan

Business name: U3A Kyneton Inc
Facility: Red Brick Hall
Address: 23 Yaldwyn St West, Kyneton 3444
Version 1.2
Plan completed by: John Taubman
 Position: Course Coordinator
Approved by: Peter Johnson
 Position: President
Date approved: 5th January 2021
Approved by: Macedon Ranges Shire Council
Date approved: 5th January 2021

Version Number	Approved By	Drafted By	Date Published	Description
1.0	P. Johnson	J. Taubman	28 th December 2020	Initial Issue
1.1	P. Johnson	J. Taubman	4 th January 2021	Change to mask wearing
1.2	P. Johnson	J. Taubman	5 th January 2021	Mask wearing to refer to DHHS advice

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1. Ensure physical distancing

Social Distancing

- Signs are to show member limits at the entrance.
- There is to be no more than one member per two square meters of publicly available space.
- The Red Brick Hall is only used by one community group per day, there are some exceptions to this.
- U3A Kyneton has exclusive access to the RBH Mondays, Wednesday, Thursday and Friday from 0900 to 1600.
- Members who have tested positive to COVID -19 or are a close contact with someone who has COVID-19 are not to attend classes.

Entry

- There is a maximum of 40 people allowed in the Red Brick Hall at any one time.
- Entry is by the front door and exit by the rear door.
- The front and rear doors should be pinned open to allow increased airflow.
- Registration is by a unique U3A Kyneton QR code with a backup paper-based registration sheet for those members without a Smart Device.
- The Tutor should monitor the registration process and monitor participant's for signs of COVID-19.
- Members showing any symptoms of COVID-19 are not to be permitted entry.
- The toilets are classed as Public Toilets and are cleaned daily by MRSC.
- **The kitchen area is not to be used under any circumstances.**

2. Wear a face covering

- **Currently face masks are required to be worn by members at all times indoors. However this advice can change at short notice, members are to comply with current DHHS instructions on the wearing of face masks. DHHS advice can be found here <https://www.coronavirus.vic.gov.au/face-masks>.**
- Tutors should inform members that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.

3. Practise good hygiene

You must before and after each class clean and disinfect shared spaces, including high-touch communal items such as doorknobs, light switches, tables, and chairs.

You must:

- Clean surfaces with appropriate cleaning products, including detergent and disinfectant.
- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so.
- Cleaning before and after the class is the responsibility of the Tutor and class members.
- A cleaning log is to be kept.
- Soap and hand sanitiser are available throughout the hall and participants are encouraged to regular handwash.
- Cleaning of the toilets are not the responsibility of U3A Kyneton members.
- **Tutors must sanitise access keys before returning them to the lock box and take appropriate precautions (gloves/hand sanitizer) when retrieving them.**

4. Keep records and act quickly if members become unwell

Support members to get tested and stay home even if they only have mild symptoms.

- **In the case of a potential case of COVID-19 at the RBH, the RBH is to be evacuated immediately and closed.**
- Advise the Course Coordinator immediately on 0417 933 886 or 5422 2552.
- Leave all records and communal items in the RBH, do not take any communal items with you as these may be contaminated.
- Identify and notify close contacts.
- Keep a detailed record of actions taken.
- Contact MRSC and DHHS notifying the actions taken and contact details of any close contacts.
- Consider notifying WorkSafe Victoria, be advised by MRSC.
- MRSC will advise steps to be taken to re-open the hall.
- Contact numbers:
 - DHHS 1800 675 398
 - MRSC 5422 0333
 - WorkSafe 13 23 60
 - Emergency 000

5. Avoid interactions in enclosed spaces

Reducing the risk in enclosed spaces.

- Enhancing airflow by opening windows and doors where practicable.
- Optimising fresh air flow to allow air flow through the building.

6. Review

This plan and the associated Risk Assessment is to be reviewed and endorsed at the monthly U3A Committee Meeting.