



COVIDSafe Plan

Business name: U3A Kyneton Inc

Facility: Red Brick Hall

Address: 23 Yaldwyn St West, Kyneton 3444

Version 2.1

Plan completed by: John Taubman

Position: Course Coordinator

Approved by: Peter Johnson

Position: President Kyneton U3A

Date approved: 22nd November 2021

Approved by: Macedon Ranges Shire Council

Date approved: 28th October 2021¹

¹ Approved by Adrian Shand email dated 28th October 2021

Version History

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
1.3	P. Johnson	J. Taubman	13 th January 2021	Expanded cleaning requirements, cleaning log
1.4	P. Johnson	J. Taubman	18 th January 2021	Mask wearing relaxed
1.5	P. Johnson	J. Taubman	19 th January 2021	Minor edits
1.6	P. Johnson	J. Taubman	4 th February 2021	Change to mask wearing
1.7	P. Johnson	J. Taubman	7 th February 2021	Amended to be applicable to all venues.
1.8	P. Johnson	J. Taubman	10 th February 2021	Revised
1.9	P. Johnson	J. Taubman	6 th October 2021	Revised vaccination requirements
2.0	P. Johnson	J. Taubman	26 th October 2021	Revised density limits
2.1	P. Johnson	J. Taubman	22 nd November 2021	Lifting of most COVID restrictions

Contents

1.	Introduction.....	4
2.	Tutor responsibility.....	4
3.	Ensure physical distancing.....	4
4.	COVID – 19 Vaccination	5
5.	Wearing of a face covering.....	5
6.	Practise good hygiene.	5
7.	Keep records and act quickly if members become unwell.	6
8.	Avoid interactions in enclosed spaces.....	6
9.	Review.....	6
10.	Proof of Vaccination Status	7

1. Introduction

This plan is based on the Red Brick Hall where most of our courses are held, it is also applicable to other venues that we use, ignoring the RBH specifics.

Our obligations may be stricter than other venues due to our unique requirements and situation. These rules are the minimum acceptable standard for courses and activities conducted by U3A Kyneton.

QR Codes are available for all venues, please contact the Course Coordinator if you require additional QR codes or for a new venue. Please note that QR codes have been updated and should be replaced new codes are available from the Course Coordinator.

All meetings and activities conducted must comply with the current health directives issued by the Chief Health Officer.

2. Tutor responsibility

It is the Tutors' responsibility to ensure that the protocols for the conduct of the class are safe and adequate for their own particular situation. No plan, such as this, can cover every situation or class type and the general advice provided here needs to be adapted to the individual class.

In essence we need to be flexible and adaptable to each situation.

3. Ensure physical distancing

Social Distancing

- Signs at the entrance no longer show member number limits.
- There is to be no more than one member per two square metres 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 of someone who has COVID-19, are not to attend the hall or any other U3A Kyneton venue under any circumstances.

Entry

- There is a maximum of 60 people allowed in the Red Brick Hall at any one time other venues apply the 2 square meter rule.
- The front and rear doors should be pinned open to allow increased airflow.
- **Registration is by a unique U3A Kyneton Red Brick Hall 'QR' code with a backup paper-based registration sheet for those members without a Smart Device. QR codes are available for other venues.**

- The Tutor (or COVID Monitor) is to monitor the registration process and observe participants for signs of COVID-19.
- Members showing any symptoms of COVID-19 are not to be permitted entry.
- The RBH toilets are classed as Public Toilets and are cleaned daily by MRSC. There is no requirement for U3A members to clean the toilets.

4. COVID – 19 Vaccination

- Any person who attends **any** face-to-face activity (indoor or outdoor) or course organised by U3A Kyneton must be fully vaccinated in accordance with Victorian Government current Guidelines and Public Health Orders. This does not apply to online activities or courses.
- This information is recorded on our member management system (U-MAS) after sighting a members 'proof of vaccination'. Lists of members' vaccination status attending individual courses will be provided to Tutors before each class.

5. Wearing of a face covering

- **Face masks are no longer required but should be carried at all times.**
- 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>.

6. 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, chairs and other 'touch' items such as playing cards. If a chair or table is used, for example, they must be disinfected before and after use, but not all the chairs and tables in the hall if they have not been used.

You must:

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

7. Keep records and act quickly if members become unwell

Encourage members present 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
 - Course Coordinator 0417 933 886 or 5422 2552.

8. 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.

9. Review

The Course Coordinator is responsible for implementation of the plan, monitoring its effectiveness and reviewing any amendments required.

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

10. Proof of Vaccination Status

Attendees aged 16 or over must show proof of COVID-19 vaccination or as a condition of entry to access activities and courses.

Here is what is accepted:

