



U3A Southern Highlands Covid-Safety Policy for Term 4 2020 As at 19 January 2021

The Management Committee's intent and responsibility to members is to provide a safe environment for participation in U3A activities. To that end, we keep abreast of and are guided by the NSW Department of Health and in particular their specific advice for seniors. As a result, we anticipate that from Term 1, 2021 onwards we will be offering a mix of online Zoom courses with face-to-face courses to ensure we offer learning as well as social opportunities to our members.

In providing our course offerings, the following will apply:

1. U3A Southern Highlands Inc. will hire only those venues that declare they comply with NSW Government Department of Health Covid Safety requirements.
2. Members must stay at home if they are unwell and/or have any cold or flu symptoms. For the sake of other members, they will be asked to go home if they attend.
3. Social (physical) distancing at 1.5 metres needs to be maintained by all members.
4. Numbers per course will be limited to match the capacity of the venue under Covid-Safe conditions.
5. Course attendance and contact details will be kept for each course to be made available in need for contact tracing purposes.
6. Hand-washing and hand-sanitizing practices must be followed at all venues.
7. Morning and afternoon teas will NOT be served during courses. Kitchens in venues will be kept closed.
8. Surfaces and touchpoints will be cleaned before and after each course session. Floors will be vacuumed/mopped after each session.
9. Wearing of masks is at a member's discretion.
10. Due to increased risk of virus spread, choir and playing of wind instruments together is not possible at this stage at U3A.
11. Involvement of Course Support volunteers is crucial
 - a. Course Assistants maintaining course attendance records are to mark off on behalf of members so there is no sharing of pens.
 - b. Set up volunteers to ensure distancing between chairs and to clean tables and touchpoints before and after course sessions.
12. Numbers of volunteers in setup teams will be increased to enable these extra responsibilities.
13. Course Leaders overall are responsible for ensuring compliance with this policy in their course.
14. This policy and related practices will be communicated with all members via our website, email and by post for those not on email.
15. A Committee member, Ingrid McCulloch, is designated with Covid responsibility to keep abreast of changes, to monitor effectiveness of our practices and as a reference point for course leaders and members.