

U3A Southern Highlands Inc.

Covid-19 Safety Plan and Practices, updated October 2021

For the protection of all U3A members, course leaders have responsibility for overseeing these practices and participants have a responsibility to understand and apply these practices. Please note that only course leaders and members who have been fully vaccinated against COVID-19 are permitted to attend face-to-face courses.

Venue:	Direction:	Actions:
ALL VENUES	Information and briefing on infection control provided to Course leaders and support volunteers	<ul style="list-style-type: none"> • Course leaders and support volunteers will be provided information briefing on infection control prior to the commencement of courses to ensure they understand and agree to the requirements of their role. Any updates or changes will be communicated as they occur
	Displayed signage	<p><i>At participants' entrance:</i> Signage advising conditions of entry, including -</p> <ul style="list-style-type: none"> • Persons with cold / flu-like symptoms will not be permitted to enter, should go home and arrange to be tested. Numbers per course will be limited to match the capacity of the venue under Covid-Safe conditions <p><i>In bathrooms:</i></p> <ul style="list-style-type: none"> • Ensure signage is displayed on correct hand washing technique
	Exclude entry to persons who are unwell or showing symptoms of Covid-19	<ul style="list-style-type: none"> • Prior to the start of the course, course leaders will inform participants of requirement for them to be vaccinated against Covid-19 and of any changes to requirements as advised by U3A Management Committee • Course leaders and participants are to assess their own health risk • Course leaders and members will be advised via newsletter, email and website to stay at home if they are unwell and/or have any cold or flu symptoms. NSW Dept. of Health advice and information on Covid-19 will be displayed on the U3A-SH web site
	Strategies to manage participants' entry into venues	<ul style="list-style-type: none"> • Participants to wear masks while indoors • They will be advised in newsletters, email and via website, to arrive and leave directly before and after sessions • Venues will open max. 40 mins prior to commencement of the session to allow for set up, pre-session cleaning and sanitising

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		<ul style="list-style-type: none"> • Participants are to maintain social distancing as advised by NSW Health whilst outside and inside the venue, while awaiting entry, entering and leaving the venue • The course assistant will mark names off the attendance list and ask participants to use hand sanitiser • U3A will provide sanitiser at the entry point of all course sessions, for each member to use when entering and exiting the venue • Where possible, windows to be opened to maintain air quality
ALL VENUES	Seating / Furniture placement	<ul style="list-style-type: none"> • Number of seats set out will be limited to the enrolled number or room capacity as advised by the venue • Placement of seating will comply with NSW Health requirements • Where tables are used, they will be positioned to preserve social distancing between members' seats • Participants will not reposition seating/furniture to break social distancing requirements
	Course leader's briefing to members at the commencement of the session	<ul style="list-style-type: none"> • The course leader will brief members on infection control techniques, including - • Safe sneeze / cough practices ie. covering the nose and mouth with elbow or tissue, disposing of tissue into bin immediately after use; and good hand hygiene practices ie. washing hands regularly for 20 seconds with soap and water or using sanitiser especially after sneezing / coughing or using toilet • Covid-19 is infected through contact with eyes, nose and mouth so it is important to avoid touching your face • One person capacity in the bathroom area • Any other relevant information provided by U3A or the venue
	Provision of detergent / disinfectant / sanitiser	<ul style="list-style-type: none"> • U3A will provide sanitiser and disinfectant wipes at the entry door and in the areas where the session is being held
	Clean touch points	<ul style="list-style-type: none"> • The set-up team will sanitise door handles, light switches, tables, chairs and all touch points including bathroom taps and equipment being used, prior to the start and at the end of each session

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		<ul style="list-style-type: none"> • The set-up team will wipe down tables and other applicable hard surfaces being used with disinfectant wipes provided by U3A, at the start and at the conclusion of the session • The course leader will be provided with disinfectant wipe/s to sanitise equipment and other hard surfaces he/she uses, before use and at the end of the session
ALL VENUES	Use of bathrooms	<ul style="list-style-type: none"> • Prior to the start of a session, the set-up team will check and ensure that the venue has supplied sufficient hand soap, paper towel and a packet of sanitised wipes to be made available in bathroom/s • 1 person capacity in bathroom at a time • Bathroom touchpoints including door handles, taps, to be sanitized after use • Any rubbish must not be left at venue • Set up team to sanitise bathroom taps and door handles at the conclusion of the session and remove all rubbish
	Serving of Refreshments	<ul style="list-style-type: none"> • No refreshments will be served at U3A session • Members may bring and take home their own personal water bottle or thermos, if they wish
	Maintenance of attendance records	<ul style="list-style-type: none"> • Where made available, course leader to use QR app on entering and leaving premises • Course assistant will mark attendees' names off the attendance roll provided to all course sessions and ask participants if they meet vaccination requirements • Pens will not be shared and must be sanitised before and after use • The course assistant or leader will return the attendance record to the Covid Officer at the end of the course or earlier if requested • Upon request, U3A-SH agrees to provide contact tracing details to the venue and/or NSW Health Dept. for any U3A group session or activity

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VENUES WHERE PHYSICAL ACTIVITY COURSES ARE HELD E.g: <ul style="list-style-type: none"> • Golf • Table Tennis • Tennis • Lawn Bowls • Bushwalking • Croquet 	Ensure equipment is safe to use	<ul style="list-style-type: none"> • Members participating in courses that require physical activity and the use of equipment must bring their own e.g. table tennis bats, golf clubs, tennis racquets, golf balls, towels, water bottles etc. • Course leaders will supply table tennis and tennis balls
	Maintain social distancing at all times	Members to maintain social distancing before, during and after the physical activity session
	Maintenance of attendance records	<ul style="list-style-type: none"> • Course assistant will mark attendees' names off the attendance roll provided to all course sessions • Pens will not be shared and must be sanitised before and after use • The course leader/course assistant will return the attendance record to the Covid Officer at the conclusion of each course or earlier if requested. • Upon request, U3A-SH agrees to provide contact tracing details to the venue and/or NSW Health Dept. for any U3A group session or activity
	Provision of sanitiser and disinfectant wipes	<ul style="list-style-type: none"> • If required, participants to use hand sanitiser as they present to the session and at the conclusion of the session • Course leaders or course support to ensure supply of sanitiser, disinfectant wipes for participants to use
Golf		<ul style="list-style-type: none"> • Flag poles should not be touched and must remain in the hole
Table Tennis		<ul style="list-style-type: none"> • Table tennis tables are to be wiped down prior to use and at the conclusion of the session. Masks to be worn when not actually playing.
Lawn Bowls Croquet etc		<ul style="list-style-type: none"> • Participants must sanitise the equipment they are to use prior to and at the conclusion of the session • Participants will follow Covid-19 protocols applicable to venue
Bushwalking		<ul style="list-style-type: none"> • Participants will maintain social distancing at all times • Participants will bring and take home their own water bottle as no refreshments will be provided