



U3A Southern Highlands Covid-Safety Policy October 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. We are now offering a mix of online Zoom courses and face-to-face courses to ensure we provide learning as well as social opportunities to our members.

In providing our face-to-face courses, 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. Course leaders and participants must have been fully vaccinated against COVID.
3. Participants must stay at home if they are unwell and/or have any cold or flu symptoms. For the sake of others, they will be asked to go home if they attend.
4. Government-mandated social (physical) distancing must be maintained by all participants.
5. Numbers per course will be limited to match the capacity of the venue under Covid-Safe conditions.
6. Where possible, windows should be opened to maintain air quality.
7. Where available, course leaders will use the QR app when entering and leaving venues.
8. Course attendance and contact details will be kept for each course and made available if needed for contact tracing purposes.
9. Hand-washing and hand-sanitising practices must be followed at all venues.
10. Morning and afternoon teas will NOT be served during courses. Kitchens in venues will be kept closed until we are notified.
11. Surfaces and touchpoints will be cleaned before and after each course session.
12. Participants must wear masks; there is some discretion, however, for course leaders who remain at the front of the class and for whom the wearing of a mask could prevent participants from hearing what is being said.
13. Due to increased risk of virus spread, choir and playing of wind instruments together will be subject to the advice of NSW Health.
14. Involvement of course support volunteers is crucial
 - a. Course assistants – to maintain course attendance records by marking off names on behalf of participants so there is no sharing of pens.
 - b. Set up volunteers - to ensure distancing between chairs and to clean tables, chairs and touchpoints before and after course sessions.
15. Numbers of volunteers in setup teams will be increased to enable these extra responsibilities.
16. Course leaders overall are responsible for ensuring compliance with this policy in their course.

This policy and related practices will be communicated to all members via our website, email and by post for those not on email.

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.