

Victoria State Government - COVID-19 Safe Plan

Name of organisation: **U3A Hawthorn Inc**

Version number: **2020-2**

Date: 11 November 2020

NOTE: All office-bearers and tutors are volunteers, and members of U3A Hawthorn. As such, they are included under the term “Members” below. The term “Visitors” may include visiting speakers, council staff, maintenance workers and delivery drivers.

1. Ensure Physical Distancing

Requirements	Action
<p>You must ensure workers and visitors are 1.5 metres apart as much as possible. This can be done by:</p> <ul style="list-style-type: none">• Displaying signs to show patron limits at the entrance of enclosed areas where limits apply• Informing workers to work from home wherever possible <p>You may also consider:</p> <ul style="list-style-type: none">• Minimising the build-up of people waiting to enter and exit the workplace	<ul style="list-style-type: none">• A copy of the Boroondara Council provided sign PDF “1905_COVID_4_square_metres...” is displayed at the entry point for each occupied room indicating the maximum number of persons allowed at one time, according to the 4 sq m rule.• In addition, the Council provided PDF “1905_COVID_distance&hygiene...” is displayed at the entry point for each room and the Office, and electronically on the Media Player screen in the Office foyer.• Furniture in classrooms has been arranged to ensure physical and social distancing, and members are asked not to move furniture.• All volunteers, including office bearers are asked to only attend the campus when necessary to complete tasks, and otherwise to work from home.• Members are asked to pay subscriptions and enrol in classes using the online facilities from their home where possible, and only to visit the campus to attend classes.• Classes are timetabled in accordance with room size maximums, and class start and finish times allow a minimum of 15 minutes changeover between classes.• Members are asked not to come early to class, and to leave the campus promptly when the class has finished.• Tutors will be required to ensure classes begin and end promptly to allow egress for their class and access for a following class.

<ul style="list-style-type: none"> • Using floor markings to provide minimum physical distancing guides • Reviewing delivery protocols to limit contact between delivery drivers and workers 	<ul style="list-style-type: none"> • Kitchens and small meeting rooms will be closed to ensure members do not congregate on campus. • Seating areas in the Office foyer will be closed off and occasional chairs/tables removed. • Entry and exit will be by a different door, to minimise congestion. • Floor markings at 1.5 metres have been installed outside the main entrance to the foyer, in the foyer and reception area, and in the hallway between classes • Contactless delivery is available in the foyer area.
<p>You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that:</p> <ul style="list-style-type: none"> • There is no more than one worker per four square metres of enclosed workspace • There is no more than one member of the public per four square meters of publicly available space indoors 	<ul style="list-style-type: none"> • Each room in the Sinclair Avenue campus has been measured and the maximum number of users has been calculated in accordance with the 4sq.m rule. • Signs outside the foyer, office space and each classroom (as above) specify the maximum number allowed, and the office staff and tutors will monitor compliance. • Classes will be assigned, by timetable, to rooms in accordance with their enrolled member numbers to ensure that the maximum number is not exceeded.
<p>You should provide training to workers on physical distancing expectations while working and socialising. This should include:</p> <ul style="list-style-type: none"> • Informing workers to follow current public health directions when carpooling. This can be found at vic.gov.au 	<ul style="list-style-type: none"> • The member commitment form, [Appendix A], must be signed by each member, agreeing to a range of COVID Safe requirements, including wearing of face masks, leaving the premises promptly at the end of their class, bringing their own water bottles, drinks or snacks and not sharing these, and notifying the Secretary if they have tested positive to COVID-19. • The Boroondara Council provided PDF “1203_coronavirus_symptoms...” is displayed at the entry point to each room and at the entrance to the Office foyer. • Members will be asked not to carpool unless absolutely necessary, and to wear properly fitted masks when using taxis or other transport, including public transport and private vehicles.

2. Wear a face covering

<p>You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes:</p> <ul style="list-style-type: none"> • Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own 	<ul style="list-style-type: none"> • Face masks will be provided for those members who have not brought their own, or who require a replacement while on campus.
<p>You should install screens or barriers in the workspace for additional protection where relevant.</p>	<ul style="list-style-type: none"> • Protective Acrylic “sneeze-guard” screens are in place at the reception counter • Kitchens and other rooms not required for classes will be closed • All kitchens are closed. No food or drink preparation (including tea or coffee) will be permitted at Sinclair Avenue campus until restrictions are eased to an appropriate level. • Members will be advised to bring their own water bottle and not refill or share it on campus or share food.
<p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.</p> <p>You should inform workers 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.</p>	<ul style="list-style-type: none"> • All members will be provided with a copy of Boroondara Council’s Powerpoint presentation entitled “COVID Community Groups” presented by Dean Monohan by webinar and forwarded by Deanna Boulos. This will be by way of an emailed eNewsletter, providing the context and the background to easing of restrictions as they apply to our Sinclair Avenue campus and other council controlled venues. • The commitment form (Appendix A) signed by all members attending campus includes instructions concerning appropriate use and care of masks. • DHHS posters on the correct usage of masks will be displayed in all rooms and in the foyer.

3. Practise good hygiene

<p>You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones.</p> <p>You should:</p> <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Clean between shifts 	<ul style="list-style-type: none"> • Volunteer receptionists will be required to use disposable wipes to disinfect all office equipment (e.g. telephone, keyboard, mouse, printer) at the end of their shift • Surface spray and disinfectant wipes will be provided for disinfecting of tables, door handles audio-visual and other equipment • Members attending class will be required to sign an undertaking [see Appendix A] agreeing to take responsibility for wiping their desk space and chair after each class with an approved cleaning spray or disinfectant wipe and disposable paper towel supplied by U3A Hawthorn in each room • U3A Hawthorn has increased the cleaning schedule contracted with our external cleaning company to daily cleaning whenever classes are held on campus. This will include disinfecting of all frequently touched surfaces at the end of each day. • Should U3A Hawthorn be notified of any member testing positive to the presence of COVID-19 this cleaning regime will be adjusted to require deep cleaning and disinfecting after cleaning
<p>You should display a cleaning log in shared spaces.</p>	<ul style="list-style-type: none"> • Contracted cleaners will be required to fill in and sign a cleaning log for each shared space after each cleaning shift
<p>You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.</p>	<ul style="list-style-type: none"> • Hand sanitisers, based on minimum 70% alcohol, are provided by U3A Hawthorn at the entry point to each classroom, bathroom, and in the office foyer

4. Keep records and act quickly if workers become unwell

<p>You must support workers to get tested and stay home even if they only have mild symptoms.</p>	<ul style="list-style-type: none"> • Signage as specified above at the entrance to all classrooms and on the media screen in the foyer will be used to remind members of the need to protect themselves and others by staying home and getting tested if they have any, even mild, symptoms.
<p>You must develop a business contingency plan to manage any outbreaks. This includes:</p> <ul style="list-style-type: none"> • Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results • Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period • Having a plan in place to clean the worksite (or part) in the event of a positive case • Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts • Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace • Having a plan in the event that you have been instructed to close by DHHS • Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work 	<ul style="list-style-type: none"> • Members who are unwell in any way will be asked not to attend classes, and to present for COVID testing if appropriate. • Any member who tests positive to presence of COVID19 will be required to notify the Secretary of U3A Hawthorn immediately. • In the event of a member testing positive to COVID19, Boroondara Council, as the owner of the premises, and DHHS will immediately be notified by the President or Secretary and provided with all data relevant to contact tracing. • Members who have tested positive will be asked not to return to campus until they have been cleared by their doctor to do so. • Member details, enrolment details and Class Attendance lists provide comprehensive data for contact tracing. • Any members who have attended a class at the same time as a member who tests positive to COVID19 will be notified and asked to self-isolate and be tested if showing any symptoms of COVID19. <ul style="list-style-type: none"> • All classes and activities will cease immediately if DHHS instructs U3A Hawthorn to close, and members will be notified by email. • The campus will be re-opened and members notified by email when it is considered safe to do so by DHHS the Committee of Management and Boroondara Council.

<p>You must keep records of all people who enter the workplace for contact tracing.</p>	<ul style="list-style-type: none"> • Each class consists of enrolled members whose full contact details are stored in our Membership System database. A daily attendance roll is marked in each class and is available for inspection on request. • All volunteers undertaking duty on the premises will be logged by name and membership ID in an Attendance Register which will be retained in the Office for inspection on request. • Any visitor attending the campus will be required to provide full contact details to be added to the attached DHHS Workplace Attendance Register.
<p>You should implement a screening system that involves temperature checking upon entry into a workplace.</p>	<p>The management committee consider the implementation of temperature checking is not feasible, given that it would require volunteers, posted at all entry doors, to be available for long periods. Additionally volunteers themselves would be exposed to close contact with members in order to check their temperature.</p>

5. Avoid interactions in enclosed spaces

<p>You should reduce the amount of time workers are spending in enclosed spaces.</p> <p>This could include:</p> <ul style="list-style-type: none">• Enabling working in outdoor environments• Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms • Enhancing airflow by opening windows and doors• Optimising fresh air flow in air conditioning systems	<ul style="list-style-type: none">• N/A• N/A • The main doors to the foyer and doors and windows in the classrooms will be open during class times, weather permitting.
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6. Create workforce bubbles

<p>You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.</p>	<ul style="list-style-type: none">• The reception roster will be adjusted to ensure there are only two reception volunteers in the office at any one time, with no overlap between shifts.• The same two volunteers will be rostered on each shift where possible.
<p>You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.</p>	<ul style="list-style-type: none">• N/A

U3A Hawthorn COVID-19 Plan Member Commitment

The Management Committee of U3A Hawthorn has decided to recommence some face-to-face courses.

This decision was taken in accordance with the Victorian government Health Department directions and with the approval of Boroondara Council, the owner of our primary facility at Sinclair Ave, Glen Iris. Council approval required the production of a COVID-19 Safety plan which will govern our operations until the pandemic emergency is over. A copy of this plan is available on our website ([web link to be provided when plan approved](#)).

Part of that plan includes that members who decide to rejoin face-to-face classes acknowledge that there may still be some residual health risk in doing so, that they are joining voluntarily, and that they will abide by the health and hygiene requirements in the plan.

Each member of a recommenced course, including tutors/convenors will be required to sign this form for the first class they attend. Tutors will keep a record of those who have signed the form and forward the forms for their class to Reception for filing. Where a member is enrolled in multiple courses that are recommencing, they must provide a signed form to each tutor/coordinator in their first session of each course.

Similarly, volunteers in all other roles such as Reception duty, Committee of Management, must also sign a copy of the *Acknowledgement and Commitment Form* and lodge it at the U3A Hawthorn Office.

Tutors/convenors also must accept overall responsibility for ensuring that their classes are conducted in accordance with the health plan. They must collect a daily roll from Reception for each class, and this must be completed, indicating all who attended together with times in and out and submit the daily roll to Reception at the end of each class. For courses not held at Sinclair Avenue tutors/convenors must retain the daily rolls and make them available on request.

It is to be understood that the decision to attend a class at U3A Hawthorn is solely voluntary and that ultimately individual members must consider their own circumstances, including any pre-existing health conditions, in reaching their decision and before committing to face-to-face learning. This commitment also recognizes that U3A Hawthorn's requirements outlined in this plan are part of its commitment to help to protect your fellow members.

This requirement remains in place until rescinded or altered due to changes in the pandemic crisis and associated government policies.

Irving Miller
President
(November 2020)

Judy Hamann
H&S Officer

Member Acknowledgement and Commitment

Course Name :

Tutor /Convenor: _____

In voluntarily participating in this activity I am aware that my participation may expose me to some residual risk from the current COVID-19 virus.

To minimize risk, I commit to following the requirements of the U3A Hawthorn COVID-19 Safety Plan, including:

- NOT coming to class if I am unwell, especially if the symptoms include cough, high temperature, breathing difficulties or other respiratory conditions.
- Only attending face-to-face classes I am formally enrolled in
- Adhering to the social distancing requirement of 1.5 metres between members.
- Committing to following stipulated hygiene practices, including using provided hand sanitizer and wipes and participating in any other hygiene activities as required
- Bringing my own bottled drink to class if desired.
- Providing my own exercise equipment (e.g yoga mat) and removing it on completion of the class.
- Leaving campus immediately as soon as my class has concluded.
- Immediately notifying U3A Hawthorn if I test positive to COVID-19.
- Wearing an appropriate face mask in accordance with regulations..

I accept that if I do not strictly comply with the Plan, I will be asked to immediately leave the class and the campus, and I hereby acknowledge that I will immediately leave.

I also accept that should I not be able to comply with the Plan, I will not attend classes, and/or may be asked to leave the campus.

I accept that in signing this form I will take full responsibility for my own actions to comply with the Plan and minimize the risk of the COVID-19 virus to myself and other members of U3A Hawthorn.

Name:.....(Please print) Member No.....

Signed:..... Date:.....