



U3A Bermagui and District COVID Safe Plan

This Plan sets out requirements for U3A activities to be conducted during the COVID-19 pandemic.

This Plan is based on:

- Federal Government's Framework for a COVID safe Australia
<https://www.health.gov.au/resources/publications/3-step-framework-for-a-covidsafe-australia>
- NSW Public Health Orders
<https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx>
- Local Council COVID arrangements for leased premises

This plan will cover all activities advertised and conducted under the auspices of U3A Bermagui and District Management Committee.

Framework for U3A Bermagui and District COVID Safe Plan

This framework is developed from the NSW Health Website designed to help maintain the health and safety of our members.

1. Social Distancing: Members need to stay 1.5 metres away from others whenever possible
2. Good Hygiene Practices: Good hand washing and cough and sneeze hygiene will be encouraged when attending U3A activities
3. Additional Cleaning Practices: Antibacterial wipes and sprays will be employed when U3A activities are conducted indoors
4. Additional attention will be given to attendance records at all U3A activities
5. Stay home if unwell: Members should remain at home and not attend U3A activities if unwell

Implementation of the U3A Bermagui and District COVID Safe Plan

1. Appointment of COVID Coordinator

Each U3A Bermagui and District activity will be assigned a COVID Coordinator by the Program Team. The COVID Coordinator will have the responsibility for ensuring the implementation of this COVID Safe Plan. Where an activity is conducted in a presenter's home, the presenter will be given the responsibility of the COVID Coordinator.

2. Social Distancing

Audience seating, attendee recorder's table and presenter's table will be set out under the direction of the COVID Coordinator in a manner that preserves the 1.5 metre distancing requirements. Floor tape will be used to provide guides to attendees. A room capacity table for regular venues is attached and will follow the directives or BVSC or other venue owners/managers.

Outdoor activities and activities conducted in a presenter's home also require social distancing.

3. Good Hygiene Practices

Hand sanitisers and antibacterial wipes, sprays and cloths will be provided by Bermagui and District U3A. Hand sanitiser will be provided immediately inside the door. All members will be encouraged to sanitise their hands as they enter. Bathrooms will be checked for soap and hand sanitiser prior to the commencement of any indoor activity.

The COVID Coordinator at outdoor activities will carry hand sanitiser and wipes with them and encourage their use at the beginning and end of the activity.

4. Additional Cleaning Practices

All high touch surfaces (door knobs, seats, tables, equipment, light switches) to be wiped with anti-bacterial sprays/wipes prior to and following all activities. NO kitchen facilities are to be used at any time during U3A Bermagui and District activities during the pandemic so kitchens will remain untouched. A cleaning checklist is available and needs to be maintained and recorded by the COVID Coordinator for each activity.

Outdoor activities that require equipment - the COVID Coordinator will use anti-bacterial sprays or wipes on any equipment used. No equipment will be shared.

5. Attendance Records

Only U3A Bermagui and District members will be able to attend activities during the pandemic. An attendee list will be printed and provided by the COVID Coordinator and attendees will be ticked off the list. They will also be asked if they are well and if they have been in any

COVID 'hot spots' during the last 2 weeks. Answers that raise concern will result in a member being asked to leave the activity. When the activity begins (or all attendees are present) the COVID Coordinator will photograph the marked up attendee list and email this to contact@bermagui.u3anet.org.au for retention in case contact tracing is required.

In Conclusion

The following recommendations are provided for your safety and comfort:

- Wearing an effective face mask provides additional protection when attending indoor activities with a number of other people over a lengthy period of time
- We will take toilet and stretch breaks during a 2 hour activity, but as no refreshments will be offered, please bring your own water bottle

As Federal and State Health directives are likely to change from time to time, your Management Committee may cancel face-to face-activities or alter our COVID safe plan to comply with changed health directives.

We all share the responsibility to work together to reduce the spread of COVID 19 in our community.

September 2020.