

City Campus COVID Safe Plan – Face to Face Classes 2023

COVID-19 is still with us. We have a COVID Safe plan and a list of precautions which will be implemented to reduce risk to our members who are in the most vulnerable age group. We have adopted standardised timeslots for classes so that it is easy for members to attend two or more successive classes.

Class fees

Class fees must be paid in advance. These should be paid online if possible, to avoid congestion and delays at the office. They can also be paid at the Creek St office but remember to socially distance if waiting your turn at the office. If bringing cash, please have the correct amount to facilitate the process. Credit cards are preferred. Zoom class fees have a fee of \$25 and should be paid online, also before term starts.

General Rules for both Creek and Adelaide Street

(Remember: Do not attend if you are unwell)

To avoid Congestion and Keep us all safe:-

- **Check your class time and day carefully.**
([This can be done on your Member Dashboard](#))
- Class duration may be up to 90 minutes. Some classes have doubles or time extended to 1.5h. This can only be done by special arrangement and organised in advance and at the request of the Tutor.
- Kitchens will be open, but it is still a good idea to bring your own water. Foyers will also be open with seating.
- We are using our own QR Code system to register attendances. You will find a printed QR Code in your classroom or near the entrance. Please read the instructions in the link below for how to use this code, and practise to make sure your phone will read the QR Code. Install a QR Code Scan app if necessary.
<https://www.u3abrisbane.org.au/index.php/qrcode-attendance-system>
This will be **required each time you attend a class.**
- If you do not have a phone that you can use, then another class member can enter your number on their phone to register your attendance. **You must know your U3A number**
- Remember to avoid congestion if possible and carry a mask and wear it when appropriate.

Adelaide St

- If waiting in the corridor for any reason e.g. lift or toilet remember to socially distance.
- **There are a maximum of 6 people permitted in the lift.** There are 2 lifts – One at each end of the corridor.
- You may use the stairs to descend if you wish.