

U3A Brisbane COVID Safe Plan for Indoor Groups

This COVID Safe Plan contains the necessary controls and conditions to minimise the likelihood and consequence of infection and transmission of COVID-19. **Our objective is to provide and maintain a healthy, safe and virus-free environment for our members.**

Content of the Plan has been sourced from QLD Government, QLD Health Authorities and the outcomes of risk assessment conducted by U3A Network Queensland.

Base Requirements

1. Check if Venue is open. Book your Venue. Obtain a copy of venue's COVID SAFE PLAN and determine maximum number allowed in venue. (This should be part of the Venue's COVID Safe Plan and should be discussed when you book)
2. Set the class size to match the no allowed in the venue
3. Must be able to drive to locations. No car sharing.
4. Members to arrive on time and leave immediately after a class with no fraternisation afterwards
5. All members will be asked if they are unwell with cold or flu like symptoms - fever, cough, runny nose, sore throat etc or have visited a COVID-19 hotspot in the last 14 days before the commencement of the activity and will be sent home immediately if so.
They must report a positive COVID-19 test result to U3A as soon as possible.
6. Tutors are to immediately advise their District co-ordinator or Brisbane admin office if a member contracts COVID19 or shows COVID like symptoms.
7. No food or beverage to be brought into class (except personal water bottle). Kitchen facilities in venues must not be used.

Class Name & Tutor	Venue (location and description)	Management Committee Approved Resumption Date for Term 1	Class Resumption Requirements Controls & Conditions
			<p>Must comply with the COVID Safe Plan of the Venue being used</p> <p>We recommend that the No. should be limited to 25 to aid control.</p>
Distancing	Maintain base density requirement of 2 square metres per person and physical distancing (>1.5 metres) at all times.		
	Limit unnecessary social gatherings		
	No Physical contact of any sort		
Hygiene	<p>Practice and promote personal hygiene – Hand sanitizer (alcohol based) should be carried and used frequently.</p> <p>Bring your own hand sanitiser, water bottle and anything else that you will require for the activity and use the hand sanitiser pre, during and post activity. Absolutely no Sharing of anything – equipment, books, board pieces etc</p> <p>Hand washing should be done frequently and take at least 20 to 30 seconds. Wash the whole of each hand, covering all areas with soap before washing with water.</p>		

	<p>Bring the exact change required for entry fees (if necessary) and place the money rather than handing it to a recipient.</p> <p>Wash/sanitise hands thoroughly after handling cash or notes.</p>
	<p>Respiratory hygiene should be practiced and promoted – cough or sneeze into arm or tissues (not hands).</p>
	<p>Limit touching of Eyes, Nose or Mouth</p>
	<p>Environmental cleaning and disinfection should be done regularly – e.g. tables and chairs before and after use.</p> <p>This also applies to any other surface that may have been touched by multiple people.</p>
Health	<p>Any member who feels unwell, with cold or flu like symptoms - fever, cough, runny nose, sore throat etc. - should stay at home. (If a person arrives with flu like symptoms they must go home immediately. They must report a positive COVID-19 test result to U3A as soon as possible.)</p> <p>If after the class any member feels unwell, with cold or flu like symptoms - fever, cough, runny nose, sore throat etc.- contact a doctor and seek testing for COVID-19.</p> <p>Report a positive test result to U3A as soon as possible.</p>
Attendance	<p>A detailed attendance register is to be kept and entered into the U3A database as soon as possible after the activity is completed.</p> <p>Our QR Code system should be used.</p> <p>The attendance register is vital for contact tracing if a case of Covid-19 is suspected. A regular check of attendances entered into our database will be undertaken by the Management Committee to make sure we are compliant with Government Rules.</p> <p>No person who is not a current member of U3A Brisbane may join in the activity</p>

Note:-

- **The Management Committee will monitor developments and changes in government policy and the COVID Safe plan may change accordingly. If so, you will be notified.**
- **Random reviews of your activity may also be carried out to ensure all COVID Safe rules are being applied.**
- **If there is a COVID outbreak then U3A will close all classes immediately.**
- **No Music classes involving wind instruments or Singing e.g. choirs will be approved because of the increased risks involved.**
- **No games that require sharing of cards, tiles, equipment etc will be approved because of the increased risks involved.**
- **No indoor activities that require exertion or physical contact e.g. dancing etc will be approved because of the increased risks involved.**
- **No excursions (using e.g. bus) will be approved because of the increased risks involved.**

U3A members are encouraged to:-

- download the COVIDSafe app and use it at all times.
- get the annual flu (influenza) vaccination and talk to their doctor about whether taking part in this activity at this stage is appropriate, particularly if participants are vulnerable. This includes older members (over 70) and those with chronic health conditions.

Plan authorised by:  **Deslyn Taylor,**

President, U3A Brisbane.

District Coordinator

Last updated date: 25th November 2020