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**University of the Third Age
Mornington**
MEMBER OF U3A NETWORK VIC

COVIDSafe Plan

February 2021

This COVIDSafe plan is based on the guidelines issued by the Victorian Government in order that the U3A Mornington, Inc (U3AM) can safely reopen, maintain a COVIDSafe classroom environment, and prepare for a suspected or confirmed case of coronavirus (COVID-19) at the Currawong Community Centre.

In order to be compliant with public health direction we have :

- Completed a COVIDSafe Plan.
- Developed this Plan in consultation with various U3AM members and relevant Health and Safety Representatives.
- In addition to this Plan, we understand that we are still required to meet our obligations under the Occupational Health and Safety Act 2004.
- We will comply with a request to present or modify our COVIDSafe Plan if directed to do so, by an Authorised Officer or WorkSafe Inspector.

The basics behind our COVIDSafe Plan

1. We understand our responsibilities

Information on public health directions applying to U3AM is available at vic.gov.au.

2. Preparing our plan

Below is the COVIDSafe Plan template which we have completed. The COVIDSafe Plan is grouped into six COVIDSafe principles. These include:

1. Ensure physical distancing
2. Wear a face covering
3. Practise good hygiene
4. Keep records and act quickly if workers become unwell
5. Avoid interactions in enclosed spaces
6. Create workforce bubbles

We have outlined the actions we will take to meet the listed requirements.

Mandatory requirements under public health direction are shown in red.

- We have added some other points for keeping our U3AM members and class locations safe and open, recognising that these are not mandatory.

3. We will keep our plan up to date

Our COVIDSafe Plan will be reviewed and updated routinely, and when restrictions or public health advice changes.

We have lodged our COVIDSafe Plan with the Mornington Peninsular Shire Council as owners of the Currawong Community Centre, which we lease as tenants for our classroom activities, and will provide a copy of same if requested in the event of a confirmed positive case at this Venue. We understand that there may be virtual and physical inspections to ensure the implementation of and compliance with our COVIDSafe plan.

4. Sharing our Plan

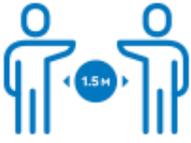
This Plan is made available to all of our U3AM members on our website, with specific instructions also given to all U3AM tutors and volunteers.

5. Legend

U3AM	University of the Third Age, Mornington, Inc
Venue	Currawong Community Centre, 5-17 Currawong Rd, Mornington, VIC 3931
Members	All paid up members of the U3AM
Volunteers	U3AM members who occasionally attend the Venue to perform supporting duties for members
CoM	U3AM Committee of Management
Tutors	U3AM members responsible for their classroom activities
Monitors	U3AM class members with specific COVIDSafe responsibilities
Others	Carers, invited guests, guest speakers

Plan completed by: Sue Kershaw, OH&S coordinator

Date reviewed: 9th February 2021



1. Ensure physical distancing

Requirements

Action

You must ensure workers and visitors are 1.5 metres apart as much as possible. This can be done by:

- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply
- Informing workers to work from home wherever possible

You may also consider:

- Minimising the build-up of people waiting to enter and exit the workplace
- Using floor markings to provide minimum physical distancing guides
- Reviewing delivery protocols to limit contact between delivery drivers and workers

All U3AM members need to ensure they are 1.5 metres apart before, during and after group sessions.

MPSC has placed signs outside every room to show the maximum number of people allowed in any room. As U3AM is using the QR code monitoring system, this maximum can be doubled.

Members are encouraged to remain in their cars until class time, or if queuing maintain correct distance, and leave the Venue promptly after the class.

CoM and Office Volunteers generally all carry out their U3AM duties from home, and only attend the Venue for classes or limited support activities

Communications with U3AM members are primarily by electronic means, with the Office only open briefly at restricted times

You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that:

- 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

MPSC has room limits clearly displayed, based on 4 square metres per person. When using the QR code monitoring system, the maximum number of people per room can be doubled.

You should provide training to workers on physical distancing expectations while working and socialising. This should include:

- Informing workers to follow current public health directions when carpooling. This can be found at vic.gov.au

All U3AM Tutors, CoM, and Volunteers will receive Current Guidelines, updated as frequently as necessary.



2. Wear a face covering

Requirements

Action

You must ensure all workers and visitors entering the Venue wear a face covering as per public health advice. This includes:

- Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own

Face coverings are to be worn by all U3AM members as per the DHHS restrictions applying to the Venue at the time. Tutors may remove their masks when speaking

Spare masks will not be available to U3AM members, except under special circumstances

You should install screens or barriers in the workspace for additional protection where relevant.

Consideration will be given to this in the office once it re-opens, but is unlikely to be required

You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.

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.

All U3AM members attending the Venue will be provided with instructions on the correct procedure for the fitting and disposal of masks



3. Practise good hygiene

Requirements

Action

You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones.

You should

- Clean surface with appropriate cleaning products, including detergents and disinfectant
- Replace high-touch communal items with hygienic alternatives, eg single-use or contactless options, where possible to do so
- Clean between classes

The MPSC requests that U3AM members clean high-touch areas after use.

Appropriate cleaning supplies are provided in each room by U3AM, and their use overseen by the U3AM Monitor for each class – door handles, desk/table spaces
All rubbish bins will have foot-operated pedals to open the lid

U3AM members sitting at tables for classes will be responsible for sanitising the table area directly in front of them, before each class.

You should display a cleaning log in shared spaces

The MPSC has contract cleaners attending the Venue every weekday and they are responsible for cleaning and maintaining the publicly visible cleaning log.

Additional cleaning by U3AM members will not be logged.

You should make soap and hand sanitiser available for a members and carers on Venue and encourage regular handwashing

MPSC provides wall-mounted sanitiser units at major building entry points.

Additional sanitisers in the form of hand pumps and wipes (both >70% alcohol based) are provided by U3AM in each room.



4. Keep records and act quickly if any member becomes unwell

Requirements	Action
You must support members to get tested and stay at home even if they only have mild symptoms	Signs are placed around the Venue advising all U3AM members to stay at home and get tested if they have any, or even mild, symptoms.
You must develop a contingency plan to manage any outbreaks. This includes : <ul style="list-style-type: none">• Having a plan to respond to a member being notified they are a positive case while on Venue, noting members who show symptoms or have been in close contact should NOT attend the Venue until they receive their test results• Having a plan to identify and notify close contacts in the event of a positive case attending the Venue during their infectious period• Having a plan in place to clean the Venue (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 we have identified a person with COVID-19 at this Venue• Having a plan in the event that we have been instructed to close by DHHS• Having a plan to re-open the Venue once agreed by DHHS and notify members that they can return	<p>Record of attendance and close contacts during U3AM activity will be maintained through the QR Code monitoring system</p> <p>Notification of any positive COVID case is to be immediately notified to a U3AM CoM member. The U3AM Secretary will then notify the MPSC and DHHS, providing contact details of any close contacts</p> <p>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</p> <p>Close the Venue if instructed to do so by MPSC and notify all members</p> <p>Re-open only when considered safe to do so by MPSC and CoM. Notify all members</p> <p>MPSC to arrange thorough cleaning of premises and furniture.</p> <p>U3AM to arrange cleaning of all of items owned by U3AM</p>
You must keep records of all Members and Others who enter the Venue buildings for contact tracing	All members attending classes are registered through the QR monitoring system, as are all volunteers whenever they come onto the Venue, and any members attending the Office for longer than 15 minutes



5. Avoid interactions in enclosed spaces

Requirements

Action

You should reduce the amount of time members are spending in enclosed spaces.

This could include:

- Enabling classes in outdoor environments
- Moving as much activity outside as possible, including classes, meetings, and social gatherings
- Enhancing airflow by opening windows and doors
- Optimising fresh air flow in air conditioning systems

Kitchen Facilities will not be used.

BYO drinks and food only

No sharing of food.

Doors and windows opened between classes for fresh airflow. Some windows to be left open during class, weather permitting

Air conditioning set for optimum airflow at the start of each day.



6. Create workforce bubbles

Requirements

Action

You should keep groups of members rostered on the same classes at the Venue and ensure there is no overlap of members during class time changes.

Most classes have the same fixed starting and ending times
Members arriving at the Venue are instructed to stay in their vehicles and then practice safe distancing until their classroom is unoccupied by a previous class

A 30 min break has been allocated between all classes to minimize interaction between groups

You should maintain records of all members who have disclosed that they reside with another member and ensure that there is no cross-over between classes.

This is not possible. The normal COVIDSafe practices in this Plan will apply