



COVID SAFETY PLAN

22 October, 2021

The **purpose** of this Safety Plan is:

1. to ensure the safety of members when meeting face-to-face
2. to comply with DHHS Regulations which will be updated and varied from time to time

This Plan and the protocols outlined below will apply to **all face-to-face meeting in The Cottage** as from 22 October 2021. When activities occur in other venues such as clubs and cafes, the regulations applicable to each singular venue will apply. U3A Members should follow directions from their class convenor.

Safety – Best Practice:

- **All members attending activities at The Cottage are required to be doubly vaccinated.**
- **If you are feeling ill, do not attend.**
- **Please wear a face mask at all times.**
- **Sanitise your hands on entering the building. Sanitiser will be provided.**
- **Using your phone, check in on the QR code posted at the front door. If you are unable to do this, request a 'buddy' to do it on your behalf or use the manual sign-in form.**
- **To comply with 1.5 social distancing regulations, no more than 18 people (16 in two front rooms and two in the computer room) can be in the Cottage at the one time.**
- **Please bring your own water to drink as facilities will not be available in the kitchen, until permitted by DHHS. The sharing of food is not recommended.**
- **Ensure adequate ventilation by opening doors.**

Safety Protocol

Either the convenor (or a member of the group nominated by the convenor) will ensure there is compliance with these protocols.

They will ensure that:

- Sanitiser is available on entering the building.
- Each participant is checked in using the QR code.
- Vaccination status is checked and recorded on the attendance record. This does not need to be done subsequently.
All aids and implements used for the activity, for example, white board, dice, brushes etc., are properly cleaned following the activity.
- Remind members that kitchen should not be used.
- An attendance record is maintained for insurance purposes and retained by the convenor until the end of the year.

Individual Responsibility

- Members are asked to make sure all table, seat surfaces, and other areas that they use such as toilet and hand basin are wiped down both prior to and following the activity.
- The Committee will act diligently to protect your health and to ensure that The Cottage is thoroughly cleaned on a regular basis; however It is the individual member's responsibility to respect and comply with this Safety Plan and thereby protect the health of the other members.

Updating

These safeguarding measures are based on current guidelines provided by DHHS and will change when further advice is issued. Further updates will be communicated to you through either a *Newsflash* or a *Newsletter*.

Dated: 22 October 2021

Document: CSP#7