



U3A Dandenong Inc. ABN: 86 401 693 866

# COVID Safe Plan

## Dandenong U3A

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Date: April 2022

### Revision Table

Revision	Updated by	Role	Change	COM Approval Date
1.0	J Keane	President	Initial Issue	05/01/2021
2.0	J Keane	President	Minor wording updates	24/06/2021
3.0	J Keane	President	Included Covid Marshal requirements	13/07/2021
4.0	J Keane	President	Updated sections 7, 8 & 10	25/01/2022
5.0	J Keane	President	Updated sections 10	31/01/2022
6.0	J Keane	President	Rewrite – merged all venue specific documents	28/04/2022

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## Related Documents

Covid Policy

Health and Safety Policy U3A Dandenong

### 1. Introduction

This document describes the government mandated COVID-19 related safety measures that are relevant to our organisation.

This document replaces all previously issued U3A Dandenong Covid Safe Plans and Covid Management Plans

This document covers all U3A Dandenong activities:

## 2. Requirements

U3A Dandenong Members must get tested at the first sign of symptoms. A member who has tested positive for COVID-19 and has attended U3A Dandenong activities during their infectious period, must follow the advice at [coronavirus.vic.gov.au/checklist-cases](https://coronavirus.vic.gov.au/checklist-cases)

When you become aware of a case of COVID-19 at any U3A Dandenong activities, you must follow government advice on what to do at [coronavirus.vic.gov.au/case-workplace](https://coronavirus.vic.gov.au/case-workplace) If you need help with any of the steps, call the Department of Health on 1300 651 160.

## 3. Venue and Behaviour Requirements for All Members

This section describes how all members contribute to the reduction of spread of Covid 19 by complying with Victorian Government and council venue requirements.

If anyone is unwell or they have been in close contact with someone that has the Covid19 virus– they must **not** attend any Dandenong U3A activities unless they have a negative test on that day and wear a mask. It is the responsibility of all members to minimise the spread of Covid by complying with this requirement.

- 3.1. Face masks are required when inside the venue whenever the Victorian Government COVIDSafe settings specify mandatory wearing of masks indoors. It is the responsibility of all members to minimise the spread of Covid by complying with this requirement. If a member has forgotten their mask, spare masks are available and are stored in the bag with cleaning supplies.

If you cannot perform your role whilst wearing a mask, you may remove it to perform. This applies to singers. For those who can wear a mask while performing their role, they must wear a mask.

Physical distancing of 1.5 meters is particularly encouraged for those who cannot wear a mask either for medical reasons or to perform their role.

- 3.2. Physical Distancing

- Keep 1.5 metres away from others. The more space between you and others, the harder it is for the virus to spread.
- Avoid physical greetings such as handshaking, hugs and kisses.
- Cover coughs and sneezes with arm or tissue if not wearing a face mask at the time.
- Sanitise and wash hands frequently.

#### 4. If you have covid Symptoms

Refer <https://www.coronavirus.vic.gov.au/checklist>

Check to see if you are positive using Rapid Antigen Test or PCR test

Refer <https://www.coronavirus.vic.gov.au/getting-tested>

#### 5. If you have been notified that you are a close contact

Please take a covid test if you have any symptoms,

Even if you don't have symptoms

- Please do not attend any U3A Dandenong activities unless you have had a negative result that day. If you have a negative result and if you want to attend any U3A Dandenong activities please wear a mask.
- Please take a test each day for the next 5 days. Alternatively, isolate - do not attend any U3A Dandenong activities and test on the 5<sup>th</sup> day

#### 6. If you test positive

If you test positive [report your result](https://www.coronavirus.vic.gov.au/report) (<https://www.coronavirus.vic.gov.au/report>),

isolate for seven days

and immediately notify your Tutor/course coordinator of any classes you attended after you became infectious or notify the U3A Dandenong Program Coordinator or President who will contact the tutors/course coordinators of the relevant courses.

Note your infectious period starts 2 days before you had symptoms or your positive result if you had no symptoms.

The President or if unavailable the Program Coordinator will contact the Venue management.

If required - Seek government health advice by calling the [state help line](#). You can also contact the National Coronavirus Helpline on 1800 020 080, which operates 24 hours a day, seven days a week. The National Helpline can provide advice on when and how to seek medical help or about how to get tested for COVID-19.

Tutor/course coordinator will Identify and Tell Close Contacts

Locate attendance records to determine who the affected member may have had recent close contact with. Notify Course members that they are social contacts and the requirements for quarantine. You must maintain the privacy of all individuals involved. Tutors can download/print out enrolment list using UMAS for the affected class and this will have contact details for all class members.

## 7. Covid safe Actions

U3A Dandenong members know to get tested and isolate at the first sign of symptoms. Reminders of this requirement are emailed at various intervals

### 7.1. Identification of course contacts

The Tutor/course coordinator is the initial contact and they maintain attendance sheets so use these to identify course contacts.

### 7.2. Who will notify workplace contacts and advise on actions to follow?

The Tutor/course coordinator will notify all contacts. They also contact the president or program coordinator or office manager for backup / assistance in this process and the issue of a follow up email giving detailed advice.

### 7.3. Who will notify your health and safety representative?

Tutor/course coordinator will notify the President who is also the Health and Safety representative

### 7.4. Who will document the actions taken?

The President (or delegate) will ensure the actions taken are documented

### 7.5. Who will notify the Department of Health when required?

The President (or delegate)

### 7.6. What will U3A Dandenong do if you or your members need to isolate?

If the Tutor/Course Coordinator is required to isolate their classes will be cancelled and class members notified. Where course is held in a venue – venue management will be notified.

## 8. Covid safe Actions - Prevention

### 8.1. Make sure members meet the vaccination requirements to work outside their home.

Members enrolling in face-to-face courses must be at least double vaccinated to enrol.

To attend face to face courses members, need to provide evidence to their tutor/course coordinator/covid marshal that they meet the vaccination requirements, sight and record the vaccination certificate for all members attending face to face courses.

Visit [coronavirus.vic.gov.au/member-vaccination-requirements](https://coronavirus.vic.gov.au/member-vaccination-requirements) for the latest information and advice.

### 8.2. How will you manage the records of vaccination status?

The sighting of the vaccination cert will be recorded on the course attendance sheet. UMAS administrators will transfer this information into UMAS which is a centrally located system. If requirements on number of booster shots changes, or at end of calendar year when re enrolment is required, vaccination status is reset to not vaccinated so vaccination status has to be reverified.

### 8.3. QR Codes

If check-in via the Victorian Government QR Code Service QR codes will be displayed, refer [coronavirus.vic.gov.au/checking-in-qr-codes](https://coronavirus.vic.gov.au/checking-in-qr-codes). If someone cannot check themselves in, the covid marshal will check them in. Currently QR code sign in is not required.

### 8.4. Wear face masks to reduce the risk of COVID-19 transmission

Ensure all members follow the current face mask requirements.

Visit [coronavirus.vic.gov.au/face-masks-when-wear-face-mask](https://coronavirus.vic.gov.au/face-masks-when-wear-face-mask) for the latest information and advice.

### 8.5. Face mask requirements for U3A Dandenong

Who will make sure members understand how to wear face masks correctly and when they need to wear them? Members will be emailed if the requirement to wear face masks is reintroduced and covid marshals will be required to check members are complying. Spare face masks are available in the cleaning supplies bags stored at each venue.

### 8.6. Improve indoor air quality

Improving indoor air quality can reduce the risk of COVID-19 transmission in the workplace.

This can be improved by:

- turn on heating, ventilation and air conditioning systems
- leaving doors open in hallways and corridors
- opening windows if possible

Visit [coronavirus.vic.gov.au/ventilation](https://coronavirus.vic.gov.au/ventilation) for information on how to improve ventilation systems in the workplace.

### 8.7. Practise physical distancing

It is recommended that U3A members practise physical distancing of 1.5m where possible

Visit [coronavirus.vic.gov.au/covidsafe-workplaces](https://coronavirus.vic.gov.au/covidsafe-workplaces) for the latest information and advice.