

NEWCASTLE U3A COVID19 SAFETY PLAN
SUBJECT TO CHANGE WITHOUT NOTICE

WELLBEING OF MEMBERS		
VENUE	GUIDANCE	ACTIONS
ALL VENUES	Exclude members, course leaders and visitors who are unwell.	<ul style="list-style-type: none"> * All members encouraged to assess their own health risk. See https://www.nsw.gov.au/covid-19/how-to-protect-yourself-and-others/advice-for-seniors * Program, newsletters website will tell members they must stay home if they have ANY cold or flu-like symptoms, or if they or a close contact have been to Victoria or a 'hotspot' in the last 14 days. * Course Clerk to remind members of requirements at the start of each course and any changes to requirements as they occur. * Any member presenting at any NU3A class with cold or flu-like symptoms will be refused entry and asked to attend COVID-19 testing and self-isolate. * The member will be required to provide proof of a negative test result before returning to NU3A activities. * NU3A will provide contact tracing details to NSW Health for any member testing positive to COVID-19 who has been attending NU3A activities.
	Provide Course Clerks with information and training on COVID-19, including when to get tested, wearing masks, physical distancing, cleaning, and how to manage a sick visitor.	<ul style="list-style-type: none"> * All Course Clerks have been contacted prior to commencement of classes to ensure they understand and agree to requirements of them. * Course Clerk Forum 16 October 2020 for final information, training and provision of supplies (sanitiser, disinfectant wipes, detergent, and gloves). * NU3A will email current NSW Health guidelines and any updates to this Safety Plan to all CCs and Course Leaders as these change.
NU3A Classroom, 21 Gordon Ave, Hamilton	Display conditions of entry for members or visitors.	<ul style="list-style-type: none"> * Laminated signs on entry door, stating current room capacity and list of 'hotspots'. * Encourage wearing of masks as appropriate (see https://www.nsw.gov.au/covid-19/face-masks) and opening of windows. * Require all who enter to: <ul style="list-style-type: none"> * use hand sanitiser provided on entry; * use disinfectant wipes provided to clean touch surfaces at start of session; * maintain minimum 1.5m distance between occupants; * not move furniture; * not attend if they or a close contact have travelled to Victoria or a designated 'hotspot' in the prior 14 days; * not enter if they have any cold or flu-like symptoms; * not enter if room capacity reached.

PHYSICAL DISTANCING		
VENUE	REQUIREMENTS	ACTIONS
ALL VENUES	NSW Government sets limits on patron numbers and space required to have that number of people: room capacity limited to one person per 4 sq.m. and 1.5m physical separation; maximum 20 persons plus tutor and Course Clerk in Community Centres and Halls at 28 September 2020. Subject to change.	<ul style="list-style-type: none"> * Encourage wearing of masks as appropriate (see https://www.nsw.gov.au/covid-19/face-masks) and opening of windows. * Room capacity displayed at room entry or as advised by venue providers. * Only members who have received confirmation of enrolment in that course or activity will be permitted entry. * Waitlisted members will be advised by the NU3A Enrolments Officer if a place becomes available for them.
	Allocate members to specific positions and minimise movement between these stations. Move or block access to equipment or seating to support 1.5 metres of physical distance between people where this is practical.	<ul style="list-style-type: none"> * Number of seats limited to room capacity or number enrolled (plus tutor). * Fixed seating to be marked allowing 1.5m gap between places. * Tables, where used, positioned to preserve 1.5m between participants. * Furniture not to be moved.
	Put plans and systems in place to monitor and control the numbers of members on site at any given time to allow for physical distancing.	<ul style="list-style-type: none"> * Only members who have received confirmation of enrolment in that course or activity will be permitted entry . * Venue opened maximum 15 minutes prior to start of activity to allow for sanitisation. * Members to remain outside until that time and enter maintaining 1.5m distancing.
	Have strategies in place to manage gatherings that may occur immediately outside the premises.	<ul style="list-style-type: none"> * Members advised in Program, newsletters, website to arrive and leave directly before and after classes.
	If members travel together in the same vehicle:	<ul style="list-style-type: none"> * Inclusion of advice in Program, newsletters, website to members who travel together (e.g. to avoid using public transport) to spread out and set air-conditioning to external airflow.
	<ul style="list-style-type: none"> • encourage passengers and drivers to spread out, using front and back seats • encourage occupants to set the air-conditioning to external airflow rather than recirculation. 	
NU3A Classroom/Office, 21 Gordon Ave, Hamilton	Use telephone or video for essential meetings where practical.	<ul style="list-style-type: none"> * Members to make enquiries by email or phone rather than attend in person. * No office open hours during term. * Maximum 1 persons in storeroom/office at any one time. * Members to maintain 1.5m distancing in hallway, or in classroom if available, while waiting to enter office. * Committee meetings to continue on Zoom or as hybrid meetings.

HYGIENE AND CLEANING		
VENUE	REQUIREMENTS	ACTIONS
ALL VENUES	Adopt good hand hygiene practices.	* Course Clerk to remind members at start of each course to adopt sneeze/cough and good hand hygiene: sneeze or cough covering nose and mouth; dispose of used tissues immediately after use; wash hands regularly for 2 minutes with soap and water or use sanitiser, especially after sneezing, coughing or using toilet; avoid touching face.
NU3A Classroom, 21 Gordon Ave. Georgetown Guides Hall Henderson Park Hall Henry Park Guides Hall Henry Park Hall Star Hall Wallsend Pioneers Memorial Hall	Provide hand sanitiser at multiple locations.	* Hand sanitiser provided at entry door by NU3A. * Course Clerk or appointed class member to ensure each member sanitises hands on entry. * Course Clerks to monitor supply and advise NU3A office when starting to run low.
KC Dance HQ The Place	Hand sanitiser and disinfection provided by venue.	* Course Clerk or designated class member to ensure all members use sanitiser provided on entry.
NU3A Classroom, 21 Gordon Ave. Georgetown Guides Hall Henderson Park Hall Henry Park Guides Hall Henry Park Hall Star Hall Wallsend Pioneers Memorial Hall	Provide detergent/disinfectant surface wipes to clean workstations.	* Disinfectant wipes and disposable gloves (if needed) provided by NU3A at entry door, distributed to each member by Course Clerk or appointed class member. * Course Clerk or appointed class member to sanitise door handles, light switches and common touch points PRIOR to start of each session. * Course Clerk or designated class member to ensure ALL members use disinfectant wipes provided to sanitise their seat (including underneath), table area if used, and any other surfaces touched PRIOR to the start of each session. * Course Clerks to monitor supply, advise NU3A office, and collect supplies when starting to run low.
NU3A Classroom, 21 Gordon Ave. Georgetown Guides Hall Henderson Park Hall Henry Park Guides Hall Henry Park Hall Star Hall Wallsend Pioneers Memorial Hall	Ensure bathrooms are well stocked with hand soap and paper towels, and have posters with instructions on how to wash hands.	* Members encouraged to avoid using bathrooms at venues whenever possible. * NU3A to supply hand soap, paper towels, and hand washing instruction posters. * Any member who uses bathroom facilities to sanitise all touch points with disinfectant wipes provided when finished. * Each class to develop a roster for cleaning bathroom in that facility on each day of use using appropriate disinfectant solution provided, and wearing gloves while cleaning; wash hands thorough before and after with soap and water. * Course Clerks to monitor supply, advise NU3A office, and collect supplies when starting to run low..

ALL VENUES	People involved in cleaning or reorganising furniture should wash hands thoroughly before and after with soap and water.	* Course Clerk Forum 16 October 2020 for final information, training and provision of supplies (sanitiser, disinfectant wipes, detergent, and gloves).
ALL VENUES	Encourage members to bring their own water bottle, towels, exercise mats, etc.	* Members participating in courses that require equipment (yoga, dance, Feldenkrais, etc.) to bring their own water bottle, towel, pillow, mat, etc. * Members attending music courses to bring their own music stand, instrument, book, etc. Not to be shared.
RECORD KEEPING		
VENUE	REQUIREMENTS	ACTIONS
NU3A Room, 21 Gordon Ave.	Keep name and mobile number or email address for all members and visitors for a period of at least 28 days. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely.	* Course Clerk to check member name badge and record attendance on the Roll provided. * Contact details are not made public on the roll, these are held securely and confidentially in the NU3A member database, and released only if required by NSW authorities.
Georgetown Guides Hall		
Henderson Park Hall		
Henry Park Guides Hall		
Henry Park Hall		
Star Hall		
Wallsend Pioneers Memorial Hall		

KC Dance HQ	Keep name and mobile number or email address for all members and visitors for a period of at least 28 days. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely.	* All members to provide their name and contact details on the register provided at the venue, to be held securely and confidentially by the venue provider. * Members to bring their own pen to sign in. * Course Clerk to check member name badge and record attendance on the roll provided. * For courses with large numbers, members may sign the NU3A roll with their own pen.
The Place		
ALL VENUES	Make members aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	* Program, newsletters and website to include reference to the COVIDSafe app and its application to support contact tracing if required.
	Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at the venue.	* All relevant member contact details will be supplied to NSW Health if NU3A is advised that a member attending NU3A activities has tested positive for COVID-19

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<p>Information on mask wearing - when and where advised, and who should wear them - can be found at https://www.nsw.gov.au/covid-19/face-masks</p>		