

NEWCASTLE U3A COVID19 SAFETY PLAN

WELLBEING OF MEMBERS		
VENUE	GUIDANCE	ACTIONS
ALL VENUES	Exclude members, course leaders and visitors who are unwell.	* 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.
		* Course Clerk to remind members of requirements at the start of each course and any changes to requirements as they occur.
ALL VENUES	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.	* 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 until they receive a negative result.
		* NU3A will advise all members in attendance at activities where a member has tested positive for COVID-19 to monitor for symptoms.
		* All Course Clerks have undergone training prior to commencement of classes to ensure they understand and agree to requirements of them.
ALL VENUES	Businesses can require proof of COVID-19 vaccination in line with their COVID-19 vaccination policy.	* Course Clerk Forum 4 February 2022 for final information, training and provision of supplies (sanitiser and disinfectant wipes).
		* NU3A will keep CCs and Course Leaders advised of changes to Public Health Orders and this COVID Safety Plan as these change.
		* All members have been advised that they must be fully vaccinated, encouraged to have a booster as soon as practicable and linked to vaccination sites.
ALL VENUES	Continuity of classes	* Tutors may ask for proof of vaccination and will be supported to cancel the session or class if an unvaccinated person attempts to attend.
		* If face to face classes have to be ceased (eg. under Public Health Orders), they will be transferred to Zoom where appropriate, as soon as practicable.
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, requirements to wear masks and not enter if unwell. * Require all who enter to: <ul style="list-style-type: none"> * check in with NU3A QR code (2 stations) or provide details to Course Clerk for digital record; * maintain minimum 1.5m distance between occupants at all times; * not move furniture; * not attend for 14 days after being a close contact or tested positive for COVID-19; * not enter if they have any cold or flu-like symptoms; * not enter if room capacity reached. * Sanitiser and disinfectant wipes are provided at the door for members to use.

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PHYSICAL DISTANCING		
VENUE	REQUIREMENTS	ACTIONS
ALL VENUES	Support 1.5m physical distancing where possible, including: *at points of mixing or queuing *between seated groups	* Class sizes have been limited to 1 person per 2 sq.m. in each venue * Number of seats limited to room capacity or number enrolled (plus tutor). * 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.
	Avoid congestion of people in specific areas where possible	*Members are advised not to congregate outside classrooms before or after class sessions.
	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.	* 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.	* Members advised in Program, newsletters, website to arrive and leave directly before and after classes.

VENTILATION		
VENUE	REQUIREMENTS	ACTIONS
NU3A Classroom, 21 Gordon Ave, Hamilton	Consider measures in the NSW Government 'COVID-19 guidance on ventilation' relevant to the premises	* Two ceiling fans are available in the room to be used during classes, especially if door and windows need to be closed.
ALL VENUES	Consider measures in the NSW Government 'COVID-19 guidance on ventilation' relevant to the premises	* Number of persons limited to one per 2 sq. m. * Class duration limited to 1.5 hours, or at most 2 hours per session.
	Use outdoor settings wherever possible	* The number of outdoor activities programmed has been increased. *Classes are encouraged to meet outdoors where practicable.
	Increase natural ventilation by opening windows and doors where possible.	* Course Clerks have been advised to open windows in indoor venues during class time whenever practicable.

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HYGIENE AND CLEANING cont.		
VENUE	REQUIREMENTS	ACTIONS
ALL VENUES	Face masks must be worn by persons over 12 in indoor areas unless exempt	<ul style="list-style-type: none"> * All members have been advised that MUST wear a mask unless they have notified U3A of a medical exemption before attending classes. * Service NSW has confirmed that speakers may remove their mask while presenting, provided they remain a minimum 4m (13ft) away from the nearest person, and wear a mask at all times other than when presenting. * * Tutors of physical activities to modify sessions to counter any increased risk to participants from wearing a mask while exercising.
	Adopt good hygiene practices. Have hand sanitiser at key points around the venue.	<ul style="list-style-type: none"> * Sanitiser is provided at the entrance to each venue for all members to use on entry. * Disinfectant wipes are provided for all members to use to cleanse their own area (touch points on chairs and table work surface) at the START of each class.
	Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.	<ul style="list-style-type: none"> * Members encouraged to avoid using bathrooms at venues whenever possible. * Venue owners 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. * * Course Clerk to alert NU3A to advise venue owner if supplies run low.
	Clean frequently touched areas and surfaces several times per day.	<ul style="list-style-type: none"> * Course Clerks to disinfect touch points on entering each venue (door handles, light switches, etc.) with wipes provided. * *Members provided with disinfectant wipes to clean their own work area at the start of each class.
RECORD KEEPING		
VENUE	REQUIREMENTS	ACTIONS
NU3A Classroom, 21 Gordon Avenue Hamilton	QR code available for check-in	<ul style="list-style-type: none"> * All members have been advised to QR check-in at all venues where these are available. Course Clerk to assist any member who is not able to use QR code, and maintain paper attendance record.
ALL VENUES	Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at the venue.	<ul style="list-style-type: none"> * NU3A maintains a register of contact details for all current members. *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

Public Health Orders and Information on mask wearing - when and where required, and who should wear them - can be found at <https://www.nsw.gov.au/covid-19/stay-safe/wearing-face-masks-during-covid-19>