

## Our Covid Safe Plan

Business Name: U3A Yarra Ranges Inc  
Covid Safe Officer: Ann Brickell (President)  
Date prepared: 30<sup>th</sup> November 2020



Yarra Ranges Inc.

<b>Guidance</b>	<b>Action to mitigate the introduction and spread of Covid-19</b>
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### **Communication**

How will you communicate your Covid-19 Safety Plan.	<ul style="list-style-type: none"><li>* Class Leaders or nominated person will provide all members with information upon arrival at class.</li><li>* Upload a copy of Covid Safe Plan to the website.</li></ul>
How will you ensure your Covid Safety Plan is followed.	<ul style="list-style-type: none"><li>* Covid Safe Officer will provide regular checks of classes and follow up briefings with members.</li></ul>
How will you ensure members are free of symptoms.	<ul style="list-style-type: none"><li>* All members will be encouraged to download the Covidsafe App.</li><li>* All members will be asked not to attend classes if they are unwell or show signs of any symptoms, including fever, chills or sweats, cough, sore throat, shortness of breath, runny nose, loss of sense of smell.</li></ul>

### **Hygiene**

Provide and promote hand sanitiser for use on entering locations.	<ul style="list-style-type: none"><li>* Have purchased hand sanitiser and wipes for use in all venues hired from Council.</li><li>* Hand sanitiser and wipes are supplied by Japara for all classes held in their buildings.</li></ul>
Where possible enhance air flow.	<ul style="list-style-type: none"><li>* Where possible open windows to enable fresh air flow.</li><li>* Limit use of air conditioner/heater when possible.</li></ul>
Ensure high touch areas are cleaned regularly.	<ul style="list-style-type: none"><li>* All chairs, tables and any other surfaces touched must be wiped down before and after use by each member with supplied wipes.</li></ul>
Ensure face masks are worn correctly.	<ul style="list-style-type: none"><li>* All members must adhere to current restrictions on the wearing of face masks indoors, and outdoors where social distancing is not possible.</li><li>* No one will be permitted to attend a class without a face mask when required unless they can show proof of exemption.</li></ul>
Replace high touch communal items.	<ul style="list-style-type: none"><li>* All members must bring their own water bottles and food items.</li><li>* Kitchen facilities will not be available for use.</li><li>* Food must not be shared.</li></ul>

**Guidance****Action to mitigate the introduction and spread of Covid-19****Physical Distancing**

Ensure safe distancing is maintained.

- \* All rooms have adequate signage indicating the density level and tables are separated with 1.5 meters distance.
- \* All members are advised to arrive for the class no earlier than 10 minutes prior to commencement.
- \* On completion of class, members must leave and not congregate in groups.
- \* Outdoor groups must maintain social distancing at all times.
- \* Car-pooling and the use of Public Transport are not recommended at this time for outdoor activities.

**Tracing**

Establish a system to trace participants in a venue.

- \* All people entering Japara are required to sign in using QR Code system and leave contact details.
- \* All members MUST abide by Japara's Covid Safe Plan whilst on their premises.
- \* All other venues will maintain a sign in register.

**Record Keeping**

How is documentation maintained.

- \* Covid-19 Safe Plan will be reviewed and updated as restrictions change.
- \* Information collected by U3A Yarra Ranges for tracing purposes will be held by the class leader then destroyed after 28 days in a secure shredding bin.

I understand my responsibilities as Covid Safe Officer and have implemented this Covid Safe Plan within U3A Yarra Ranges Inc.

Name: Ann Brickell

Position: President

Date: 30<sup>th</sup> November 2020