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COVID-19 SAFEPLAN

Preamble

It is important that the Management Committee sets out measures to provide a safe and healthy environment for the resumption of courses following the easing of the Queensland Governments COVID-19 Restrictions.

Scope

These policies and procedures aim to provide venues and resources that are safe for the resumption of U3A Ipswich & West Moreton Inc (U3A Ipswich) courses and to provide instructions relative to physical distancing, hand hygiene, respiratory hygiene and environmental cleaning and disinfection.

Policy

U3A Ipswich is allowing courses to recommence following the easing of COVID-19 restrictions in Queensland. Courses that cannot meet physical distancing or other COVID-19 restrictions will not recommence until restrictions are further eased, especially with regard to social distancing.

U3A Ipswich is committed to providing and maintaining, as far as is reasonably practicable, safe and healthy venues and resources for all members, volunteers, and visitors. The Management Committee has therefore developed a *Recommencement of Classes Checklist*, based on Queensland Government templates for checklists, to meet this commitment.

Procedure

- Complete the 'Recommencement of Classes Checklist'.
- Advise all tutors of the plan to recommence courses.
- Procure necessary cleaning products to clean furniture and equipment. Where furniture in venues is not hard surface then fabric sanitiser may be required to clean effectively.
- Procure necessary hand sanitiser for venues and the administration office in Booval.
- Procure or print required signage for all venues.
- Instruct tutors to require all class participants to bring their own pen to sign the attendance sheet.
- Instruct tutors to ask all class participants whether they have any health issues and if so to request those members not to attend classes until well.
- Provide individual pens for volunteers and Management Committee members who work in the administration office in Booval.
- Provide social distancing markers for all venues.

APPENDIX

Appendix 1 COVID-19 SafePlan Checklist

What needs to be done to safely recommence classes:

1. Check classes can recommence
 - Check the Queensland Government's COVID-19 website at www.covid19.qld.gov.au to confirm we can recommence classes and whether any specific restrictions apply.
 - Check the condition of equipment and facilities are fully functioning, such as gas, electricity, toilets, and hand-washing facilities.
 - Ensure tutors are advised of the requirements to recommence classes.
2. Wellbeing of U3A Ipswich tutors, members and volunteers
 - Direct all to stay at home if they are ill and to go home immediately if they become unwell during a class. Advise them to be tested for COVID-19 if they have any symptoms of acute respiratory disease (cough, sore throat, shortness of breath) or a fever or history of fever. They must remain in isolation at home till they get the result and it is negative for COVID-19.
 - Consider safety risks and manage these according to the appropriate hierarchy of controls i.e. elimination, substitute, isolation, administrative controls then personal protective equipment where required.
 - Implement measures to maximise the distancing between class participants to the extent it is safe and practical and minimise the time that class participants are in close contact.
 - Modify processes in the administration office to limit the risk of close contact as much as possible.
 - Consult with tutors on COVID-19 measures in venues used and provide adequate information and education, including changes to class practices and the appropriate cleaning and disinfection regime.
 - Class participants will not be able to share a social 'cuppa' before, during or after classes.
 - Courses that cannot meet physical distancing or other COVID-19 restrictions will not recommence until restrictions are further eased.
 - Put signs and posters up to remind all of the risk of COVID-19.
3. Social distancing
 - Place signs at entry points to instruct members not to enter if they are unwell or have COVID-19 symptoms.
 - If practicable set up separate exit and entry points to minimise contact.
 - Implement measures to restrict total attendance at a class to 20 and ensuring distance of 4 square metres per person.
 - Ensure social distancing by placing floor or wall markings or signs to identify 1.5 metres distance between persons for queues and waiting areas.
 - Place tables to ensure that persons seated at those tables are 1.5 metres apart and reduce the number of tables and seating capacity in line with public health directions.
4. Record keeping
 - Use the class attendance record as the contact information document. Tutors must ensure all class attendees, including the tutor, and any guests are recorded with full contact details.

5. Hygiene and cleaning
 - Provide hand washing facilities, including clean running water, liquid soap, paper towels. If hand washing facilities are not readily available, provide an appropriate alcohol-based hand sanitiser.
 - Do not share equipment or tools in classes where they are used – such as hand tools and paint brushes.
 - Clean frequently touched areas and surfaces after each class.
 - Clean telephone handpieces and computer equipment – keyboard, mouse, monitor – after each class or session.
 - Clean tables and chairs used during a class before stacking them.
 - Clean frequently touched surfaces in the administration office at least hourly. Provide a pen to each volunteer or person working in the administration area and ensure pens are not shared.
6. Deliveries, contractors and visitors attending the premises
 - Where practical, direct delivery drivers or other contractors visiting the premises to minimise physical interaction with members.
 - Use electronic paperwork where practical.
7. Review and monitor
 - Regularly review our systems to ensure they are consistent with current directions and advice provided by health authorities.
 - This checklist is a key part of the class recommencement plan.
 - We will display this signed checklist in our Woodend and Booval offices as evidence that we are COVID-19 Safe.

Approved by U3A Ipswich & West Moreton Inc
Management Committee and signed by Ian Muil, President.

Date: 12 June, 2020