

University of the Third Age - Hobart Inc. COVID SAFETY PLAN Nov'21



INTRODUCTION

Just like other organisations that involve people coming together, the University of the Third Age Hobart Inc (U3A) is required to have a plan to prevent, or at least contain, the spread of the COVID-19 Virus (Covid) that has reached pandemic levels in populations around the world.

U3A is an organisation that has, as its prime objective, the delivery of educational courses and other activities to its members by volunteers without remuneration. Courses are typically conducted by tutors in a variety of rooms where participants attend in person. U3A leases, as its base and principal venue, the upper floor of the building known as the 'Commerce Annexe' from the University of Tasmania (UTAS) at the Sandy Bay Campus. Under licence with UTAS it also uses theatre 2, the canteen, lift and toilet facilities at the nearby Old Commerce Building. From time to time other venues may be used as needed.

Under these circumstances, having a Covid Safety Plan is not only an essential but also a mandatory requirement, particularly as U3A membership is a cohort, in the main, of sixty years of age and older which in terms of Covid infections is a vulnerable group.

Because of the fluctuating nature of the Covid pandemic, any documentation of Covid Safety rules needs to be reviewed and, if necessary, revised in light of information emerging on the nature, spread or containment of Covid. This may even involve the complete cessation of gatherings in person for courses and setting up alternative online courses by use of the Internet until such time as gatherings in person can be safely resumed.

The main source of Covid Safety information is the Tasmanian Government website <https://coronavirus.tas.gov.au/>. Certain directives issued by the State Health Authorities may sometimes also need to be observed.

The Covid Safety Plan is made available to all members of U3A. Where possible this is communicated directly by e-mail. Otherwise it can be accessed on the U3A website, or read in the newsletters periodically sent to the wider U3A membership. The Plan, and any subsequent amendments, are supplied to UTAS and owners of other venues used for U3A courses. Pertinent signage is displayed at all course venues.

The various categories used in framing the Covid Safety Plan, which follows this introduction, are grouped under headings of:-

General Safety and Hygiene
Vaccination and Symptoms
Contact Tracing
Cleaning

Details of each **Category** within the Plan are expressed in terms of identified **Requirements** and related **Actions** undertaken.

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Category	Requirements	Actions
<i>General Safety and Hygiene</i>		
Hand Sanitisation	<ul style="list-style-type: none"> Hands to be sanitised on entry to all course venues. 	<ul style="list-style-type: none"> Ensure that hand sanitiser is readily available throughout all course venues.
Social Distancing	<ul style="list-style-type: none"> Class size limited to 2m² per person, or other mandated area, relative to room size. Minimum 1.5m, or other mandated distance, separating person to person. 	<ul style="list-style-type: none"> Display maximum class size calculated for each room, on the entrance door. Tutors and class secretaries to monitor class limits.
Ventilation	<ul style="list-style-type: none"> Increased air flow to disperse droplets from breathing out by occupants of rooms. 	<ul style="list-style-type: none"> Doors and windows to be opened for increased air flow where practicable.
Catering	<ul style="list-style-type: none"> All components of provisions for consumption are packaged individually. Disposable drink containers, plates and utensils used at all times. Catering volunteers to wear clean disposable gloves for setting up and clearing away components of provisions. 	<ul style="list-style-type: none"> Purchase and supply only individually packaged consumables. Maintain a supply of disposable drink containers, plates and utensils. Issue clear instructions to catering volunteers for disposable glove wearing.

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Category	Requirements	Actions
<i>Vaccination and Symptoms</i>		
Vaccination Status	<p>In order for class participants to gain access to class venues, they must be able to demonstrate that:</p> <ul style="list-style-type: none"> • they are fully vaccinated such that they could be issued with a vaccination certificate; or • have received at least one dose of a vaccine and made a booking to receive all other required doses of the vaccine as soon as reasonably possible; or • have made a booking to receive the first dose of a vaccine and all required doses of the vaccine as soon as reasonably possible; or • are otherwise exempt from the vaccination requirement and will wear an appropriate facial mask where required. 	<p>Procedures are maintained to sight and record evidence from class participants of vaccinations received and/or proposed.</p> <p>In the absence of vaccination status evidence, intending class participants will not be admitted to class venues unless they produce documentation exempting them from vaccination, in which case they will be required to wear facemasks while attending classes.</p>
Personal Health	<ul style="list-style-type: none"> • Anyone with symptoms of Covid-19, including raised temperature, cough, runny nose, headache, sore throat, loss of taste or smell, not to attend classes. 	<ul style="list-style-type: none"> • Display relevant signs describing symptoms and caution against attendance.
Covid Testing	<ul style="list-style-type: none"> • Anyone with cold and flu-like Covid-19 symptoms to be declined entry and advised to contact their GP. 	<ul style="list-style-type: none"> • Display information about Covid-19 symptoms response such as testing and vaccination programs.

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Category	Requirements	Actions
Contact Tracing		
Class Lists	<ul style="list-style-type: none"> Class Lists detailing names, phone numbers and e-mail addresses are generated showing all members registered for each course. Completed Class lists comprise a record of all attendees at each lecture. 	<ul style="list-style-type: none"> Class Lists are routinely given to Tutors and to Class Secretaries who in effect mark off enrolees who attend each lecture in a series. Retain completed Class Lists as an attendance record and for 'contact tracing' in the event of a class attendee having tested positive for Covid.
Check in Tas Tracing System	<ul style="list-style-type: none"> U3A Hobart is registered for contact tracing with <i>Check in Tas</i>. The QR Code Number is 071684. Ready access to U3A <i>Check in Tas</i> QR code. 	<ul style="list-style-type: none"> Prepare as many copies of the U3A QR Code as may be required for display at entrances to course venues. Display the <i>Check in Tas</i> QR Code, preferably at eye level near entrances to all course venues.
Using Check in Tas	<ul style="list-style-type: none"> Members with mobile phones need to download and install the free <i>Check in Tas</i> app for use when attending courses. Support, if needed, to members with installation and use of the <i>Check in Tas</i> app. 	<ul style="list-style-type: none"> Recommend that members install the <i>Check in Tas</i> app on their mobile phones for use when attending U3A venues. Experienced users offer to assist members to install and use the <i>Check in Tas</i> app.
Cleaning		
Basic Cleaning	<ul style="list-style-type: none"> Toilet areas cleaned and restocked with consumables. In other areas floor finishes are vacuumed and waste baskets emptied. Cleaning is arranged around the times and days of actual use of the premises. 	<ul style="list-style-type: none"> Contract cleaners attend to these requirements by arrangement with UTAS.
Surface Cleaning	<ul style="list-style-type: none"> Cleaning of working surfaces in all rooms around the times and days of actual use of the premises. 	<ul style="list-style-type: none"> Contract cleaners attend to these requirements by arrangement with UTAS.
Touch-Point Sanitising	<ul style="list-style-type: none"> Cleaning of door handles, light switches, chair backs and certain IT and audio-visual equipment, in rooms that have been used on particular days. 	<ul style="list-style-type: none"> Contract cleaners attend to these requirements by arrangement with UTAS, with some supplementation by U3A volunteers for deficits in coverage by contractors.