

## Covid-19 Risk Management Plan

### Introduction

- A “**COVID-Safe**” member is nominated for each activity at St. Mary’s, identifiable with a yellow round sticker on their U3A membership badge. This could be the Convenor or someone nominated in the group.

### Prepare and Prevent

- **COVID-Safe Personnel** to monitor attendee numbers to ensure maximums are not exceeded and to follow current guidelines set out by DHHS and government regulations
- **A Cleaning Checklist**
- **A Monitoring Plan** with regular Committee of Management Meetings

### Before each Group Meeting U3A Bendigo will ensure:

- Pre-meeting cleaning is complete - record of cleaning will be kept in the kitchen
- COVID-Safe Posters are displayed prominently at the entrance and in key locations
- A COVID-Safe member will be trained in screening people on arrival (see attached screening tool). All attendees are to be asked if they have experienced any COVID or flu like symptoms in the past two weeks. If yes, they should be informed that they will be unable to attend unless cleared by COVID testing. If no then invite attendee into the activity
- The COVID-Safe Attendance record will be set up and filled in by the Convenor who records names, phone contact and date and time of the meeting. This record contains personal information, so will be kept by the Convenor unless required by Vic. Health.
- Appropriate hand sanitation stations with signage will be set up in a prominent location at the entrance and exit doors (these will be clearly marked)
- At St Mary's a seating plan has been established according to the physical distancing recommendations of 1.5 meters between members.

### During each Group Meeting, U3A Bendigo will ensure:

- when members arrive and leave, they observe physical distancing regulations (these will be marked by tape on the ground)
- hand out of printed material will be limited
- Ushers positioned in the hall will help direct members with seating to ensure seating arrangements comply with regulations
- announcements during the meeting include updates on COVID-Safe practices, and in particular the importance of;
  - social distancing at a minimum of 1.5 meters at all times
  - no physical greetings or exchanges such as handshakes or hugs
  - hand washing and hygiene practices
  - sneezing or coughing into your elbow
  - any other relevant COVID Safe practices that apply to the members as per current Government guidelines

### After the meeting:

- the Attendance record will be kept by the Convenor, as the record contains personal information it will be kept by the Convenor unless required by Vic. Health
- post meeting cleaning will be completed

### **Cleaning Protocols:**

- Disposable gloves will be used when cleaning and discarded after each use
- Hard surfaces will be thoroughly cleaned using detergent and water before disinfecting
- Fabric chairs will be disinfected using a hospital grade disinfectant according to the instructions outlined (see attached product information)
- PPE will be provided for cleaning including – gloves, apron, wash cloths, mask (washables will be laundered in hot water at recommended temperature above 60 Degrees)
- If it is discovered that someone was infected and been at St. Mary's, U3A Bendigo will follow the national protocols for cleaning to the satisfaction of the General Manager / Registrar / Trustee of the Bendigo Diocesan Trusts Corporation. (Naomi Fountain 0429 263 888).

### **Response and Recovery**

If anyone in the group suspects that someone may have the virus, or has been exposed to it, U3A Bendigo will:

- work with the COVID-Safe person immediately, they will be responsible for ensuring the appropriate action is taken
- secure the site as outlined on the Safe Work Australia information sheet process
- notify the Lessor immediately (contacts below) and complete the normal Incident Report Form
- work with the Church on the appropriate government notification QUESTIONS

Church office: Emergency Incident Contact: Tracey Wolsley 0423 267 405 traceywolsley@gmail.com  
General Queries Contact: Tracey Wolsley.

Tracey Wolsley will immediately contact the General Manager/Registrar or Bishop. (if the former is unavailable). Who are the responsible persons. Worksafe will be advised and directions promptly actioned.

### **Other Specifics to U3A Bendigo**

- We will begin our Meetings on Monday .....
- Prior to commencement members will be asked to indicate which class they will be attending so U3A Bendigo can ensure numbers remain within the required limits
- Where possible, doors will be propped open so members don't have to touch them.
- The density quotient of the building has been calculated and a seating plan arranged by St Mary's according to the 1.5 meter physical distancing regulations, and the 4 m2 requirement.
- Prior to classes re-commencing, our safe practice procedures and regulations will be communicated in our Newsletter, on our FaceBook Page and one on one with members so they know what to expect and, to communicate our collective responsibility in providing a safe as possible place for people to come together.

### **Authorisation :**

This policy was adopted by Committee Of Management of U3A Bendigo Incorporated, and minuted as such, on 7<sup>th</sup> September 2020.