



## **KINGSTON U3A – COVID SAFE POLICY - 2022**

### **BACKGROUND**

- **KU3A Terms and Conditions** notes that:  
Members will not attend any U3A Kingston face-to-face activity unless they are fully vaccinated against Covid-19 as defined by the Government of Victoria under Public Health Orders.
- KU3A members will be required to indicate their vaccination status when enrolling on-line and show proof of their double vaccinations to a COVID Marshall before commencing face-to-face classes in 2022.
- These procedures will be revised as required to meet State and Local Government requirements as they are announced. These are basic measures to protect the health of all KU3A Members, Convenors and Volunteers.
- Members are required to follow these instructions and be aware of updates provided by the Committee (in liaison with the City of Kingston)
- People with Covid-19 symptoms (cough, sore throat, sniffle, fever) will not be permitted to enter any KU3A facilities. If unwell, stay home.
- If you have been tested and are positive OR do not yet have the results - **STAY HOME**
- QR readers and class rolls will record your presence for tracing purposes.

### **AGE RECOMMENDATIONS**

Victorian DHSS notes: *Some people are at a higher risk of experiencing severe symptoms if they contract corona virus (COVID-19) including:*

- *people aged 70 and over*
- *people aged 65 and over with chronic health conditions*
- *Aboriginal and Torres Strait Islanders aged 50 and over*
- *people with a compromised immune system*

You **may** attend if you belong in any of these categories, but be aware you are placing yourself at greater risk if you do so.

### **PHYSICAL DISTANCING**

- Keep your distance – at least 1.5 metres away from people you don't live with.
- Don't shake hands, hug or kiss as a greeting ("elbowing" is acceptable).
- When waiting in line or walking through busy areas, do not mingle. Be patient, give others space so they can give you yours.

Anyone with serious health issues is urged to participate in classes remotely (i.e., via Zoom).



### **HYGIENE REQUIREMENTS**

- **Face masks must be worn at all times while indoors.**
- Cough into elbows or a tissue, place used tissues straight into bins.
- Equipment such as microphones, binoculars, cameras, paintbrushes, pencils etc. must not be shared
- Hand sanitiser stations are available - 1 in the foyer of the Courthouse, one in the kitchen of Lewis House and another in the front room of Lewis House. Council provides hand sanitations in the foyer of AM Hall and Niemann Halls. Hand sanitation will be the responsibility of every student. Hand sanitiser will be provided by U3A. Please sanitize hands before and after each class. Soap will be provided in toilets.
- Members should enter Lewis House Main Room through the back door of Lewis House and Lewis House Front Room through the front door.
- Cleaning kits are available in each room. Extras are available in the office storeroom. Cleaning of high touch points must be done at the end of each class (you know what you've touched).
- Doors and windows should be opened at the start of a session and closed at the end. Good airflow is essential!

### **CLEANING AND CLASS LENGTHS**

Classes may be reduced by 15 minutes to allow cleaning after each session. Convenors will arrange for the cleaning of their rooms using the provided wipes/disinfectant:

- Electronic equipment buttons, remotes, light switches, A/C or heating controllers, etc.
- Desk spaces where students have sat
- Backs of chairs used by students
- Door handles, window latches and any other hardware touched during class

In addition, our Cleaner will be responsible for a regular, deeper cleaning of all KU3A areas.

### **CLASS SIZES**

- "Maximum Students per Room" will be displayed clearly on doors to each room used by KU3A, as well as on the Website. Numbers — which will **INCLUDE** Convenors — will be updated (up or down) according to the latest Government recommendations.

### **VENUE NUMBERS**

Venue	2 square metres
CH Room 1	24
CH Room 2	12
CH Foyer	16
Lewis House Front Room	10
Lewis House Main Room	16
Lewis House Computer	9
AM Hall – Combined Areas	96



## ATTENDANCE ROLLS

The QR codes and rolls are the major tool we have to remaining open.

QR code signs are placed in the foyers of the Courthouse, Lewis House, Alan Mclean Hall and Neimann Hall. Convenors also have copies with their rolls.

Member can record their absences directly online. This shows up as an 'A' when a roll is printed.

For 2021 Convenors have been instructed to code attendances this way:

- ✓ or P Present- a tick or a P (P for present)
- ✗ or N Away without notifying you – a cross or N (N for not)
- A Absent with notification – A for authorised

Rolls must be accurate and are vital in case of an infection being discovered to facilitate tracking. Convenors **must** complete the roll and hand them into Office after every class.

## ACCESS

- Stay in your car or outside until your class starting time
- Avoid mingling at entrances, foyers or counters
- Obey any line markings or place marks on floors in KU3A facilities
- Avoid entering the Office — speak to Volunteers from the Office door, and try to do membership paperwork online or over the phone
- Interior doors will remain open (if possible). Please do not close doors in public areas which will need to be disinfected each time they are used

## VENTILATION

- Rooms must remain well ventilated regardless of the outside weather conditions. Windows and doors should remain open where possible.

## RECEPTION AND OFFICE VOLUNTEERS

- The Committee will advise on the number of people who can be in the office at the same time — currently there is 4 max.
- Volunteers must ensure not only that there is sufficient distance between the members but also to make sure there is sufficient distance between members and themselves.
- KU3A will provide Volunteers with adequate protective devices (computer protection, masks, gloves, disinfectants).
- Common equipment used by several Volunteers will need to be disinfected regularly.
- Volunteers will clean their workstations regularly during the day with the provided alcohol-based wipes regardless of the cleaning service in place.

## TOILETS



Toilets will be open for use. However, ensure you wash hands after every use, and please leave the toilet as clean as or cleaner than you found it. Toilet paper and hand soap for Lewis House will be in the storeroom at the back of Lewis House.

### **RESTRICTED ACCESS**

Some rooms are locked, kitchens are closed and some cupboards are unavailable. Please respect these closures.

### **TEA / COFFEE / WATER / SNACKS**

Refreshment provision will be strictly BYO. Do not share food or drinks and bring your own water bottle/thermos.

Our Courthouse and Lewis House kitchens will be closed.

### **LIBRARY**

It is up to members to practise Covid safe hygiene when handling books.

- Hands must be washed/sanitized before and after handling books.
- Books being returned should have covers wiped ahead of placement onto shelves.
- KU3A will provide hand sanitising stations and wipes for this purpose.

### **ACTIVE CLASSES**

- Sporting and exercise groups must ensure extra care is taken with hygiene and safety. Social Distancing Requirements must be followed.
- Mats must be sanitised, balls and racquets/paddles thoroughly cleaned after each game, and equipment touched by more than one person disinfected after use.
- Convenors will be briefed on special requirements for activities.

### **OUTDOOR ACTIVITIES AND EXCURSION CLASSES**

Dine-out, Let's Explore Melbourne, Walking Group and other groups travelling to events or venues must ensure extra care is taken with hygiene and safety.

Convenors must make sure they complete a roll for the activity and either email a copy to the office ([u3akingstonoffice@gmail.com](mailto:u3akingstonoffice@gmail.com)) or hand the completed roll into the office on their return.

Venue rules must be strictly adhered to, social distancing requirements followed and those groups who use public transport must follow government guidelines:

- If public transport services continue as normal: Practice physical distancing from other passengers wherever possible and do not travel if you are unwell.
- If you travel on a busy route, consider travelling outside of peak times.
- Please note: Public transport service desks will not accept cash for payment to purchase or top up your Myki card. You must either pay online, on the phone or use contactless payment methods.

### **DISAGREEMENTS**

If you disagree with or feel discriminated against by any these policies, please contact the Secretary with your grievance and the President and/or Committee will assess your case.