



U3A RINGWOOD INC. RESUMPTION OF CLASSES 2021 – COVID19 SAFE PLAN

- Parkwood Community Hub, Kevin Pratt Pavilion and 7Th Ringwood Scout Hall

Our 'COVID Safe Plan' details the actions that must be applied by members and visitors to help prevent the introduction of coronavirus (COVID-19) into venues where our classes are held.

Physical distancing

- The two square-metre density and 1.5 metre social distancing rules will be applied to configure classrooms and shared areas;
- Members and visitors must remain 1.5 metres apart as much as practicable
- Signs will be placed at the entrance of each classroom and shared area that show the maximum number of people allowed;

Wear a face mask

- All members and visitors entering our facilities must wear a face mask;
- Members may remove their face mask if necessary, while exercising or when speaking as part of their class activity;

Practice good hygiene

- Members must sanitise their hands before joining their class (sanitising liquid will be provided);
- Visitors to the Parkwood office must sanitise their hands on entering (there will be no visitor access at other venues);
- Tutors must ensure that their class members sanitise all equipment (where practical), tables, door knobs, switches and remote controls etc., at the beginning of the first class of the day and after each class;
- Shared spaces including toilet areas will be cleaned and sanitised each evening.
- The office duty volunteer must sanitise the office telephone, office equipment, touched surfaces in the office and office doorknobs before commencing and after their duty period;
- Soap will be available for members at our venues and regular handwashing will be encouraged;
- Tea rooms and tea making facilities must not be used;

Keep records and act quickly

- Members must record their name, contact telephone number, date and time attending their class for contact tracing purposes (the use of the Victorian Government QR Code is our primary method but those who cannot use the QR system must record their details in our paper record);
- Visitors to Parkwood must report to the office where they will be required to provide their name, contact telephone number, date and time of attending for contact tracing purposes – the QR Code is our primary method of recording;
- Visitors access to Parkwood will be confined to times that the office is attended;

- No visitor access will be available at the Kevin Pratt Pavilion or the 7th Ringwood Scout Hall;
- Any member who is unwell or experiences Covid19 symptoms, even if they are only mild, must not attend classes or our venues and in the case of Covid19 symptoms, should get tested immediately;
- Should any member be diagnosed with Covid19 or be deemed to be a close contact, the President or her/his nominee will immediately:
 - inform the Maroondah Council;
 - inform other user groups at venues used by U3A Ringwood (Kevin Pratt Pavilion, Parkwood Community Hub and the 7th Ringwood Scout Hall);
 - inform all U3A Ringwood members of potential exposure;
 - temporarily suspend all face to face classes;
 - consult with the Maroondah City Council so that that DHHS can be informed of actions taken; and
 - the Committee will not allow any face to face class to recommence unless there is Maroondah City Council and DHHS agreement that it is safe to resume.
- In the event that U3A Ringwood is instructed to close a venue all affected members will be immediately notified by email or telephone.

Safe Access and Egress to Facilities

- An appropriate period will be scheduled between classes finishing and another class commencing in a particular classroom, to enable room sanitisation and members to depart from and arrive at classes in a manner consistent with social distancing requirements;
- Members must immediately leave our venue at the end of their class and must not congregate in passageways or foyers before or after class;
- The lift at KPP must not be used (unless an exemption has been provided on medical grounds by the Committee);

The Committee will ensure that sanitising materials are available for all classrooms and that appropriate signage is displayed.