

COVID-19 SAFE PLAN

Parkwood Community Hub, Kevin Pratt Pavilion and 4th Ringwood Scout Hall

Revised 10 August 2023

Our 'COVID19 Safe Plan' details the actions that must be undertaken by the U3A Ringwood Committee, it's members and visitors to help prevent the introduction of coronavirus (COVID-19) into venues where U3A Ringwood holds face to face classes and in person presentations.

Requirement for Covid Vaccination

- It is a condition for attendance at face to face classes and at in person presentations/events, that members are fully vaccinated against Covid19 (it is strongly recommended that members have booster vaccinations as soon they become eligible);
- Members are required to provide valid proof of vaccination before being admitted to our face to face classes and presentations/events;

Wearing of face masks

- Although the wearing of a facemask is not mandatory, the wearing of face masks is encouraged.

Physical distancing

- Members are encouraged to remain 1.5 metres apart as much as practicable.

Practice good hygiene

- Members are encouraged to either wash or sanitise their hands before joining their class (soap and water or sanitising liquid is available);
- Visitors to the Parkwood office must wash or sanitise their hands on entering (there is no visitor access at other venues);
- Soap is available for members at all our venues and regular handwashing is encouraged;

Keep records and act quickly

- No visitor access is available at the Kevin Pratt Pavilion or the 4th Ringwood Scout Hall and is limited at Parkwood as the office is not attended, but messages can be left at the office or by telephoning 0481 591 224 and a Committee member will respond to the call;
- Any member who is unwell or experiences Covid19 like symptoms, even if they are only mild, must not attend face to face classes or events. If they experience Covid19 like symptoms, they should get tested immediately and follow the Government Check List for Covid19 Cases or Check List for Covid19 Contacts whichever is applicable;
- The Government Check List for Covid19 Cases or Check List for Covid19 Contacts can be viewed on line at: www.coronavirus.vic.gov/checklist-contacts.

- ☐ Where a member is diagnosed with Covid19 they must;
 - not attend any face to face U3A Ringwood class or event until at least 7 calendar days have passed after diagnosis; and
 - test negative to at least 3 rapid antigen tests (RAT);and
 - inform the relevant Class Leader if they have attended their class within 3 calendar days prior to their diagnosis.
- ☐ Where a member is a 'social contact' of someone diagnosed with Covid19, they must not attend any face to face U3A Ringwood class or event until;
 - at least 3 clear calendar days have passed after they last had contact with the person who was diagnosed with Covid19; and
 - they test negative to at least 3 rapid antigen tests (RAT) after last being in contact with that person.

The Committee will ensure that hand washing and/or sanitising materials are available at all venues

****This Covid Safe Plan will be regularly reviewed and is an Agenda item at each Committee Meeting.**