



U3A Goulburn Mulwaree Inc.

INC9888598
ACN 12345678

PO Box 677 Goulburn NSW 2580
www.gm-u3a.com.au
info@gm-u3a.com.au

Life Long Learning

CoVid-19 Safety Plan for U3A Goulburn Mulwaree Inc.

This is the current CoVid-19 plan approved by U3A Goulburn Mulwaree Inc. and applies to all activities undertaken in U3A Depot premises.

The committee will monitor developments in government policy relating to CoVid-19 and adjust the plan when necessary. Updates will be available on the U3A website.

Our premises will be available for selected, approved courses from Monday 20 July 2020 subject to review by U3A Goulburn Mulwaree Inc. We encourage courses to continue to use Zoom Meetings or email-based activities where appropriate.

The U3A Office at the U3A Depot will be closed until further notice and enquiries can be sent by email to info@gm-u3a.com.au

U3A members need to follow the guideline of the NSW Government and should regularly check the following website as the guideline are updated from time to time:

<https://www.nsw.gov.au/covid-19>

Visitors to the U3A Depot will need to use handsanitiser and sign the door register.

Only U3A members will be able to attend classes and each U3A member will need to complete and sign a CoVid-19 risk management form before commencing any class at the Depot.

All members using these premises must follow the arrangements set down in this plan.

U3A members who are unwell or have CoVid-19 symptoms should not attend any U3A classes.

We ask members not to come into the U3A Depot at Bourke Street unless attending classes, and are encouraged to use our website to find out about courses.

There will be a maximum class size of 10 U3A members (including the tutor) from Term 3.

The one person per 4 square metre rule will apply to all classes in the U3A Depot and the smaller rooms will not be used for classes.

PREMISES	ROOM	Maximum number of people allowed including tutors and students
Depot	Banksia Hall	10
	Activities Room	10
	Kitchen	Closed to members

Posters will be displayed about keeping 1.5m apart and other COVIDSafe measures.



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Classes will start and finish on time. Students are asked to arrive a few minutes before start time and depart as soon as possible when a class has finished. The front door will be unlocked 10 minutes before the start of class and will be locked 10 minutes after the commencement of class.

As the kitchen will be closed to members no refreshments will be available. Members may bring water for their own consumption.

Hand sanitiser stations will be at the entrance to the Depot, in the Banksia Hall, in the Activities room and at the front desk near the toilets. Members are asked to use the hand sanitiser stations at the beginning and end of their classes.

Members are asked not to share anything that they bring to class, and whether standing or sitting members must maintain a minimum distance of 1.5m between each person.

Tutors only will mark rolls for students who are present and class rolls are to be kept at the U3A Depot. Tutors will pick up their class roll each time they come in and return it to their respective pigeon holes near the front desk when they leave.

Tutors are to ensure that the tables/hard surfaces are wiped with disinfectant prior to a class.

Chairs are to be collected from the 'clean' area at the beginning of each class. At the end of each class, all chairs are to be placed in the kitchen for later cleaning.

Tutors will need to bring their own equipment e.g. laptop if required for class activity and they are responsible for its use and disinfecting of it.

U3A will ensure bathrooms are stocked with soap and paper towels and posters about hand hygiene will be displayed.

Members must stay home if they are sick and/or have any CoVid-19 symptoms:

- i. The main symptoms of CoVid-19 are fever, cough, sore throat and shortness of breath
- ii. Less common symptoms are loss of smell, loss of taste, runny nose, muscle pain, joint pain, diarrhoea, nausea, vomiting and loss of appetite
- iii. Members should seek medical attention if they develop symptoms that could indicate CoVid-19
- iii. Members must stay at home if they are in self-quarantine under CoVid-19 requirements

We recommend members load the COVIDSafe app on to their mobile phones where this is possible to assist with contact tracing.

Working together and sharing the responsibility we can help reduce the spread of CoVid-19.