

COVID-19 Safety Plan — Port Macquarie Hastings U3A — August 2021

ORGANISATION DETAILS	
Organisation name:	Port Macquarie Hastings U3A Inc.
Plan completed by:	Lorraine Beukers
Approved by:	Management Committee

REQUIREMENTS FOR ORGANISATION

Requirements for the U3A Centre and for off-site activities, and actions to be taken to keep volunteers and members safe.

REQUIREMENTS	ACTIONS
Wellbeing of volunteers and members	
Exclude volunteers, members and visitors who are unwell.	AUSGOV Poster – ‘Do not enter if sick’ at entrance. COVID Marshals on duty at all times during opening hours.
Provide volunteers and members with information and training on COVID-19 including vaccination, when to get tested, physical distancing and cleaning.	Volunteers and members advised via signage in work areas, classrooms and newsletters.

REQUIREMENTS	ACTIONS
Physical distancing	
Capacity must not exceed one person per 4 square metres.	Internal area of the U3A Centre determined and number of persons on premises limited to comply with the 4 square metre rule.
Use signage at entrances to communicate the maximum safe capacity.	Signage at the main entrance to the Centre showing maximum safe capacity. One-way traffic through the centre indicated by floor markings.
Move or remove tables and seating as required to maintain safe physical distancing.	Seating and tables arranged to ensure maximum distancing.
Reduce crowding wherever possible and promote physical distancing.	Signage in areas subject to crowding.
Where reasonably practical, ensure volunteers and members maintain 1.5 metres physical distancing .	Restricted entry to kitchens during refreshment breaks. No use of communal crockery, glassware or cutlery. Beverages available to people who bring their own drinking vessels. Individual packets of biscuits supplied.
Where reasonably practical, stagger start times and breaks to minimise the risk of close contact.	Where possible, class start and finish times, as well as breaks, will be staggered to minimise risk.

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Face masks to be worn.	All persons required to carry a face mask which must be worn at all times (except for those with medical exemptions).
Adopt good hand hygiene practices.	Sanitizer stations in common areas, all classrooms, work rooms and toilets with appropriate signage.
Ensure toilets are well stocked with hand soap and paper towels.	Stocks checked at least daily.
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.	Chairs and door handles cleaned at the end of each class session. Equipment used by volunteers cleaned between users. Touchpoints in common areas cleaned at least twice daily.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with manufacturer's instructions.	Noted.
Volunteers to wear gloves when cleaning with disinfectant and wash hands thoroughly before and after with soap and water.	Recommended.

REQUIREMENTS	ACTIONS
Off-site activities	
Outdoor	Participants required to comply with the organisation's distancing rules and to adopt good hand hygiene practices. Equipment not to be shared.
Hired premises	Participants required to comply with the organisation's distancing rules and to adopt good hand hygiene practices. Compliance with the hiring body's COVID-19 Safety Plan required.

REQUIREMENTS	ACTIONS
Record keeping	
Keep a record of name and phone number and/or email address for all volunteers, members, visitors and contractors for a period of at least 28 days for the purpose of tracing COVID-19 infections.	Service NSW QR Code sign-in encouraged for members, volunteers, visitors and contractors. Names and contact information of other persons kept on confidential file and attendance sheets marked daily. All records retained for a period of at least 28 days.
Make volunteers and members aware of the COVIDSafe app and its benefits to support contact tracing if required.	Promoted in newsletters, emails and on-site signage.