

Victoria State Government - COVID-19 Safe Plan

Name of organisation: **U3A Hawthorn Inc**

Version number: **2020-4**

Date: 19 January 2021

NOTE: All office-bearers and tutors are volunteers, and members of U3A Hawthorn. As such, they are included under the term “Members” below. The term “Visitors” may include visiting speakers, council staff, maintenance workers and delivery drivers.

1. Ensure Physical Distancing

Requirements	Action
<p>You must ensure workers and visitors are 1.5 metres apart as much as possible. This can be done by:</p> <ul style="list-style-type: none">• Displaying signs to show patron limits at the entrance of enclosed areas where limits apply• Informing workers to work from home wherever possible <p>You may also consider:</p> <ul style="list-style-type: none">• Minimising the build-up of people waiting to enter and exit the workplace	<ul style="list-style-type: none">• A copy of a DHHS sign is displayed at the entry point for each occupied room indicating the maximum number of persons allowed at one time, according to the 2 sq m rule.• In addition, the Council provided PDF “1905_COVID_distance&hygiene...” is displayed at the entry point for each room and the Office, and electronically on the Media Player screen in the Office foyer.• Furniture in classrooms has been arranged to ensure physical and social distancing, and members are asked not to move furniture.• All volunteers, including office bearers are asked to only attend the campus when necessary to complete tasks, and otherwise to work from home.• Members are asked to pay subscriptions and enrol in classes using the online facilities from their home where possible, and only to visit the campus to attend classes.• Classes are timetabled in accordance with room size maximums, and class start and finish times allow a minimum of 15 minutes changeover between classes.• Members are asked not to come early to class, and to leave the campus promptly when the class has finished.• Tutors will be required to ensure classes begin and end promptly to allow egress for their class and access for a following class.• Kitchens and small meeting rooms will be closed to ensure members do not congregate on campus.• Seating areas in the Office foyer will be closed off and occasional chairs/tables removed.• Entry and exit will be by a different door, to minimise congestion.

<ul style="list-style-type: none"> • Using floor markings to provide minimum physical distancing guides • Reviewing delivery protocols to limit contact between delivery drivers and workers 	<ul style="list-style-type: none"> • Floor markings at 1.5 metres have been installed outside the main entrance to the foyer, in the foyer and reception area, and in the hallway between classes • Contactless delivery is available in the foyer area.
<p>You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that:</p> <ul style="list-style-type: none"> • There is no more than one worker per two square metres of enclosed workspace • There is no more than one member of the public per two square meters of publicly available space indoors 	<ul style="list-style-type: none"> • Each room in the Sinclair Avenue campus has been measured and the maximum number of users has been calculated in accordance with the 2sq.m rule. • Signs outside the foyer, office space and each classroom (as above) specify the maximum number allowed, and the office staff and tutors will monitor compliance. • Classes will be assigned, by timetable, to rooms in accordance with their enrolled member numbers to ensure that the maximum number is not exceeded.
<p>You should provide training to workers on physical distancing expectations while working and socialising. This should include:</p> <ul style="list-style-type: none"> • Informing workers to follow current public health directions when carpooling. This can be found at vic.gov.au 	<ul style="list-style-type: none"> • The member commitment form, [Appendix A], must be signed by each member, agreeing to a range of COVID Safe requirements, including wearing of face masks if required, leaving the premises promptly at the end of their class, bringing their own water bottles, drinks or snacks and not sharing these, and notifying the Secretary if they have tested positive to COVID-19. • The Boroondara Council provided PDF “1203_coronavirus_symptoms...” is displayed at the entry point to each room and at the entrance to the Office foyer. • Members will be asked not to carpool unless absolutely necessary, and to wear properly fitted masks when using taxis or other transport, including public transport and private vehicles.

2. Wear a face covering

<p>You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes:</p> <ul style="list-style-type: none"> • Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own 	<ul style="list-style-type: none"> • Face masks are not required from Sunday, 17 January, following announcements by Victorian Government.
<p>You should install screens or barriers in the workspace for additional protection where relevant.</p>	<ul style="list-style-type: none"> • Protective Acrylic “sneeze-guard” screens are in place at the reception counter • Kitchens and other rooms not required for classes are closed • All kitchens are closed. No food or drink preparation (including tea or coffee) will be permitted at Sinclair Avenue campus until restrictions are eased to an appropriate level. • Members will be advised to bring their own water bottle and not refill or share it on campus or share food.
<p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.</p> <p>You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.</p>	<ul style="list-style-type: none"> • All members will be provided with a copy of Boroondara Council’s Powerpoint presentation entitled “COVID Community Groups” presented by Dean Monohan by webinar and forwarded by Deanna Boulos. This will be by way of an emailed eNewsletter, providing the context and the background to easing of restrictions as they apply to our Sinclair Avenue campus and other council controlled venues. • The commitment form (Appendix A) signed by all members attending campus includes instructions concerning appropriate use and care of masks. • DHHS posters on the correct usage of masks will be displayed in all rooms and in the foyer.

3. Practise good hygiene

<p>You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones.</p> <p>You should:</p> <ul style="list-style-type: none"> • Clean surfaces with appropriate cleaning products, including detergent and disinfectant • Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so <ul style="list-style-type: none"> • Clean between shifts 	<ul style="list-style-type: none"> • Volunteer receptionists will be required to use disposable wipes to disinfect all office equipment (e.g. telephone, keyboard, mouse, printer) at the end of their shift • Surface spray and disinfectant wipes will be provided for disinfecting of tables, door handles audio-visual and other equipment • Members attending class will be required to sign an undertaking [see Appendix A] agreeing to take responsibility for wiping their desk space and chair after each class with an approved cleaning spray or disinfectant wipe and disposable paper towel supplied by U3A Hawthorn in each room • U3A Hawthorn has increased the cleaning schedule contracted with our external cleaning company to daily cleaning whenever classes are held on campus. This will include disinfecting of all frequently touched surfaces at the end of each day. • Should U3A Hawthorn be notified of any member testing positive to the presence of COVID-19 this cleaning regime will be adjusted to require deep cleaning and disinfecting after cleaning
<p>You should display a cleaning log in shared spaces.</p>	<ul style="list-style-type: none"> • Contracted cleaners will be required to fill in and sign a cleaning log for each shared space after each cleaning shift
<p>You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.</p>	<ul style="list-style-type: none"> • Hand sanitisers, based on minimum 70% alcohol, are provided by U3A Hawthorn at the entry point to each classroom, bathroom, and in the office foyer

4. Keep records and act quickly if workers become unwell

<p>You must support workers to get tested and stay home even if they only have mild symptoms.</p>	<ul style="list-style-type: none"> • Signage as specified above at the entrance to all classrooms and on the media screen in the foyer will be used to remind members of the need to protect themselves and others by staying home and getting tested if they have any, even mild, symptoms.
<p>You must develop a business contingency plan to manage any outbreaks. This includes:</p> <ul style="list-style-type: none"> • Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results • Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period • Having a plan in place to clean the worksite (or part) in the event of a positive case • Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts • Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace • Having a plan in the event that you have been instructed to close by DHHS • Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work 	<ul style="list-style-type: none"> • Members who are unwell in any way will be asked not to attend classes, and to present for COVID testing if appropriate. • Any member who tests positive to presence of COVID19 will be required to notify the Secretary of U3A Hawthorn immediately. • In the event of a member testing positive to COVID19, Boroondara Council, as the owner of the premises, and DHHS will immediately be notified by the President or Secretary and provided with all data relevant to contact tracing. • Members who have tested positive will be asked not to return to campus until they have been cleared by their doctor to do so. • Member details, enrolment details and Class Attendance lists provide comprehensive data for contact tracing. • Any members who have attended a class at the same time as a member who tests positive to COVID19 will be notified and asked to self-isolate and be tested if showing any symptoms of COVID19. <ul style="list-style-type: none"> • All classes and activities will cease immediately if DHHS instructs U3A Hawthorn to close, and members will be notified by email. • The campus will be re-opened and members notified by email when it is considered safe to do so by DHHS the Committee of Management and Boroondara Council.

<p>You must keep records of all people who enter the workplace for contact tracing.</p>	<ul style="list-style-type: none"> • Each class consists of enrolled members whose full contact details are stored in our Membership System database. A daily attendance roll is marked in each class and is available for inspection on request. • All volunteers undertaking duty on the premises will be logged by name and membership ID in an Attendance Register which will be retained in the Office for inspection on request. • Any visitor attending the campus for more than 15 minutes will be required to provide full contact details to be added to the Campus Attendance Register.
<p>You should implement a screening system that involves temperature checking upon entry into a workplace.</p>	<p>The management committee consider the implementation of temperature checking is not feasible, given that it would require volunteers, posted at all entry doors, to be available for long periods. Additionally volunteers themselves would be exposed to close contact with members in order to check their temperature.</p>

5. Avoid interactions in enclosed spaces

<p>You should reduce the amount of time workers are spending in enclosed spaces.</p> <p>This could include:</p> <ul style="list-style-type: none">• Enabling working in outdoor environments• Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms • Enhancing airflow by opening windows and doors• Optimising fresh air flow in air conditioning systems	<ul style="list-style-type: none">• N/A• N/A • The main doors to the foyer and doors and windows in the classrooms will be open during class times, weather permitting.
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6. Create workforce bubbles

<p>You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.</p>	<ul style="list-style-type: none">• The reception roster will be adjusted to ensure there are only two reception volunteers in the office at any one time, with no overlap between shifts.• The same two volunteers will be rostered on each shift where possible.
<p>You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.</p>	<ul style="list-style-type: none">• N/A