

COVID 19 GUIDELINES AND SAFETY PLAN AS OF JAN 2021 SUBJECT TO CHANGE AT ANY TIME

Lake Macquarie U3A complies with the COVID 19 regulations of

- Australian Government www.health.gov.au
- NSW Government www.nsw.gov.au/covid-19/latest-news-and-updates
- Lake Macquarie City Council www.lakemac.com.au



Lake Macquarie U3A Committee will monitor developments in Government policy relevant to us and adjust our Safety Plan accordingly.

Lake Macquarie U3A recognises its responsibility to provide a safe environment for our members during the unprecedented COVID 19 pandemic, however, given that our membership represents one of the groups most vulnerable to COVID 19, each member also bears responsibility for his/her health. Each of the venues used by Lake Macquarie has its own Safety Plan which will provide the framework for our classes using its facilities. General requirements are:

| REQUIREMENTS | ACTIONS |
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| WELL-BEING OF MEMBERS | |
| Exclusion of member showing symptom* of COVID 19 or feeling unwell | Member must exclude him/herself from class if aware of any symptom* or if feeling unwell. |
| Exclusion of members who have been to a "hot spot" within the last 14 days | Refer to www.nsw.gov.au/covid-19/latest-news-and-updates for rules regarding directive to isolate or monitor for symptoms.. |
| Leaders/Course Clerks to be notified of protocols. | Designated Sub-committee to support Leaders and Course Clerks, and update regulations. |
| Mask wearing | As per Leaders' discretion or Government regulation. |
| PHYSICAL DISTANCING | |
| Group size dependent on room capacity. | Follow venues' limits. |
| 1.5m physical distancing in class, communal areas, and on arrival and departure. | Chairs to be placed at least 1.5m apart. Kitchens not available for use. Arrivals and departures to be monitored by Course Clerks. |
| HYGIENE | |
| Adopt good hand hygiene practices. | Hand sanitiser provided by venues. Each member should also bring own hand sanitiser. |
| Adopt good surface hygiene practices. | Surfaces to be sanitised before and after class. Sanitiser to be provided by venues. |
| Cough and sneeze hygiene. | Hygiene etiquette to be followed by all. |
| Members to bring own equipment. | No equipment to be shared. Members to use own pens to sign roll. |
| RECORD KEEPING | |
| Record of all attendees' names and contact details | Rolls to be carefully maintained. Only those on the roll to be admitted. |
| COVID Risk Management. | COVID Risk Management Form to be completed by all members before attending courses. |
| Cooperate with NSW Health in relation to a suspected positive case. | All data to be provide to authorities on request. Contact authorities of suspected cases. |

*Symptoms may include: fever, cough, sore throat, shortness of breath, runny nose, muscle or joint pain, altered sense of smell, altered sense of taste, loss of appetite, fatigue.

If you or a family member has COVID 19 you should call (not visit) your GP or ring the national Coronavirus Health Information Hotline on **1800 020 080**