



**MYRTLEFORD AND DISTRICT**  
UNIVERSITY OF THE THIRD AGE

# **Myrtleford Senior Citizens Centre**

## **COVID-19 SAFE PLAN**






### **Contact**



Name : Jan Mock (Secretary)






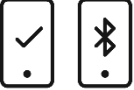
Phone : 0401 064 030

**Version 2**

**Issued February 2021**

Purpose	
This document describes the procedures that have been put in place to protect the health and safety of members of U3A in managing the risk of the spread of COVID-19.	
Scope	
The following information applies to all hirers/user groups and users of Myrtleford Senior Citizens Centre	
Background	
Coronavirus (COVID-19), is a worldwide Pandemic that forced a shutdown of certain facilities from 23 March 2020. At the easing of the lockdown and opening of the facilities, new procedures have been put in place to manage the risk of the spread of COVID-19.	
Hand Sanitising	
<p><b>Sanitise hands</b></p> 	<p>Hand sanitiser (&gt; 70% alcohol) must be supplied by each hirer/user group.</p> <p>All users of the Facility must sanitise at the time of entry to the Facility and regularly throughout the time they are in attendance at the Facility.</p>
Social Distancing	
<p><b>Social Distancing</b></p> 	<p>All users must maintain a minimum distance of 1.5m between themselves and other users at all times. For various activities, chairs and tables will be spaced to meet this requirement. All participants in outdoor activities will maintain a minimum distance of 1.5m.</p> <p>All people, who are indoors, must wear a mask.</p>
<p><b>Density Capacity</b></p> 	<p>The density capacity for each Facility has been calculated and is displayed at the entrance to the Facility.</p>
<p><b>Manage quota</b></p> 	<p>It is the responsibility of the tutor/leader to monitor and manage the number of people in the Facility at any one time.</p> <p>If the Facility is at capacity, the hirer/user group must not permit additional people into the Facility.</p>
Face Masks	
<p><b>Wear a mask</b></p> 	<p>All users must wear a mask when in attendance at the Facility - unless otherwise exempt (infants and children under 12 years and some persons with a medical exemption or hearing impairment).</p>

Purpose	
Cleaning	
<p><b>Clean surfaces and equipment</b></p> 	<p>It is the responsibility of the user group to clean and disinfect all equipment and high touch surfaces including:</p> <ul style="list-style-type: none"> <li>• Tables</li> <li>• Chairs</li> <li>• TV/AV remote controls (do not spray remote directly - spray disinfectant onto paper towel and wipe remote)</li> <li>• Door handles</li> <li>• Light switches (do not spray switches directly - spray disinfectant onto paper towel and wipe switch)</li> </ul> <p>Paper towel and disinfectant is supplied at the venue.</p>
Amenities – closed or removed	
<p><b>Toilets</b></p>	<p>The Facility's toilets are open</p>
<p><b>Change rooms</b></p>	<p>Change rooms and showers, if available at the Facility, are open</p>
<p><b>Kitchens</b></p>	<p>The Facility's Kitchen is open</p>
Collection of Contact Details	
	<p>It is a requirement of the State Government that the name and contact details of all users of the facility be recorded for contact tracing purposes.</p> <p>A QR Code has been put on each door of the meeting spaces at the Myrtleford Senior Citizens Centre. All participants are required to register upon entry to the facility by using the QR Code or registering on the paper COVID-19 Sign-in-Register forms. Details will be kept for 28 days.</p> <p>Each group will keep a paper copy of who is in attendance at each session along with their contact details.</p> <p>Tutors are to ensure all participants to their courses enter their details via the QR Code or on the paper COVID-19 Sign-in-Register forms. All tutors have these forms. Additional copies can be obtained from the U3A cupboard in this facility.</p> <p>At the end of each session the tutor is to place the paper COVID-19 Sign-in-Register form into a box dedicated to storing these forms. This box at the end of the day will then be locked in the U3A cupboard.</p> <p>At the end of the term and/or end of course (if it ends before the end of term) all records are to be handed to Bev Hackett, Tutor Co-ordinator.  Mobile: 0498 391 830      Email: <a href="mailto:bevhack53@gmail.com">bevhack53@gmail.com</a></p>

User Hygiene	
<p><b>Wash hands</b></p> 	<p>All users are encouraged to wash their hands often with soap and running water for at least 20 seconds and dry with paper towel or hand dryer while in attendance at the Facility.</p>
<p><b>Sanitise</b></p> 	<p>All users are encouraged to use the hand sanitiser (&gt; 70% alcohol) after washing their hands or when they cannot wash their hands regularly.</p>
<p><b>Cover coughs</b></p> 	<p>All users are encouraged to cover their mouth and nose when they cough and/or sneeze with a tissue that is put in a bin straight after use; or with their bent elbow. All users should avoid touching their eyes, nose and mouth.</p>
User Health	
<p><b>User health</b></p> 	<p>If any user feels unwell, even with minor symptoms, they must not be permitted entry to the Facility.</p> <p>It is the responsibility of the hirer/user group to manage this.</p>
What to do if there is suspected or confirmed case of COVID19	
	<p>In the event that it is suspected or confirmed that a user has COVID19, it is the responsibility of the hirer/user group to:</p> <ul style="list-style-type: none"> <li>• Isolate the user from other people</li> <li>• Ensure user is wearing a face mask</li> <li>• Minimise user contact with equipment and contact surfaces</li> <li>• Contact next of kin and/or medical practitioner.</li> </ul>
COVID Safe App	
	<p>All hirers/user groups and users are encouraged to download the COVID SAFE App on to a mobile device.</p>
References	
<p>For updates on the current situation:          Victorian Department of Health and Human Services  <a href="https://www.dhhs.vic.gov.au/how-stay-safe-and-well-covid-19">https://www.dhhs.vic.gov.au/how-stay-safe-and-well-covid-19</a></p>	