

General COVIDSafe Principles

The general principles for **everyone** to stay safe during the Covid-19 pandemic while attending Melbourne City U3A (MCU3A) activities are:

1. Follow current [Government restrictions](#)
2. Practice good hygiene by washing your hands regularly or using hand sanitiser
3. Cough or sneeze into a tissue or your elbow
4. Keep at least 1.5 metres distance from others who do not reside with you
5. Carry a mask with you when you leave home. Wear a mask where required under the current restrictions or where you can't sufficiently distance yourself from others when indoors or outdoors
6. Where you need to use public transport you must wear a mask and travel off-peak if possible
7. Take extra care to distance yourself from others when in lobbies, reception areas, lifts and meeting rooms. When your activity finishes, leave the venue promptly.
8. Bring your own water to classes or Let's Do activities – avoid using shared kitchens, crockery or cutlery
9. If you are unwell, you **must stay home** and get tested for coronavirus (COVID-19)
10. You must notify MCU3A if you receive a positive coronavirus test by sending an email to secretary@u3amelbcity.onmicrosoft.com

GENERAL GUIDELINES FOR TUTORS AND LET'S DO LEADERS

1. In planning courses or Let's Do activities tutors/leaders have a responsibility to think about how their activities can be made COVIDSafe. Social distancing must be maintained and there must not be shared use of game pieces, cards, or other items.
2. If in doubt about how to make an activity COVIDSafe speak to the Course Coordinator or the Let's Do Coordinator for advice.

ADDITIONAL GUIDELINES FOR SPECIFIC LOCATIONS

In addition to the general principles above, there are specific requirements for different classes of venue.

A. The Office (Members' Centre) at The Greek Centre, 168 Lonsdale Street

The MCU3A COVIDSafe plan has been made available to the Admin team leaders

B. Venues hired by MCU3A (including classrooms at The Greek Centre)

3. MCU3A will only hire venues where we are satisfied that the venue has a COVIDSafe plan in place which conforms with Government requirements – class sizes will be dictated by the maximum capacity of the particular venue.
4. Tutors must ensure that participants follow the venue's COVIDSafe rules and check in where requested to do so by the venue, in addition to any record of attendance required by MCU3A. Tutors will be emailed a copy of each venue's COVIDSafe rules.
5. In general, density of 1 person per 2 sqm is permitted when there is check-in by QR code and 1 person per 4 sqm where there is no check-in by QR code: tutors must ensure that the maximum capacity of the room hired for their activity is not exceeded
6. Tutors leaders should bring their own equipment to class
7. Tutors should ensure that participants wipe down any common touchpoints and equipment before and after use and follow any sanitisation procedures required by the venue
8. Tutors must ensure that the MyU3A roll is marked within 24 hours of the class.

9. If a group leader has any concerns about the COVIDSafe practices of the venue, report them to the COVID Safety Officer

C. Indoor Public Venues such as restaurants, cinemas and art galleries

Some classes and Let's Do Groups have activities in venues that are not hired by MCU3A, such as restaurants, cinemas and art galleries.

10. Group leaders must familiarise themselves with and abide by any requirements of the venue and ensure participants follow current government requirements concerning social distancing and mask wearing.
11. In addition to any check in process for the venue, MCU3A requires that leaders must take and retain a record of attendance of MCU3A participants

D. Outdoor Venues

Some classes and Let's Do Groups are held outdoors in public spaces. Such activities are generally lower risk than indoor activities.

12. Leaders must ensure that current Government restrictions concerning the maximum number of participants permitted at outdoor gatherings and social distancing are observed
13. Leaders must ensure that participants bring their own materials and do not share them
14. Leaders must ensure that participants wipe down any common touchpoints and equipment before and after use
15. Leaders must take and retain a record of attendance at outdoor activities specifying the date and time of the activity.

Resources

The current restrictions can be found at the Department of Health and Human Services website:

https://www.dhhs.vic.gov.au/coronavirus?gclid=EAlaIqObChMI18TT5cfU7QIVEQkrCh34cwXWEAAYA_SAAEgIW2_D_BwE