



U3A Melbourne City Inc

ABN 84932435817

Association Number A0045765E

Our COVIDSafe Plan

Business name: U3A Melbourne City Inc.

Site location: Suite 5.2, Level 5, 168 Lonsdale Street, Melbourne 3000

Contact person: Russell Huntington, President

Contact person phone: 0401 080 762

Date updated: 25 February 2021

| Guidance | Action to mitigate the introduction and spread of COVID-19 |
|---|---|
| A. Hygiene | |
| <p>1. Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.</p> | <ol style="list-style-type: none"> 1. The Greek Centre Management is responsible for supplying hand sanitiser stations in the lift lobby on the ground floor and in the shared bathrooms and kitchens. 2. All visitors, members and volunteers must use hand sanitiser whenever entering or exiting the building, the Member Centre and the bathrooms. 3. U3A to provide hand sanitiser for the Member Centre. Volunteers working in the Member Centre are to advise the Admin. Manager if supplies of hand sanitiser are low, and need replacing. |
| <p>2. Where possible: enhance airflow by opening windows and adjusting air conditioning.</p> | <ol style="list-style-type: none"> 1. This is not applicable to the U3A site as all windows are permanently fixed closed and the door to the suite needs to remain closed for personal security reasons, particularly if someone is in the office alone. 2. Check that classroom venues comply where possible. |

U3A Melbourne City Inc

| | |
|---|---|
| <p>3. In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.</p> | <ol style="list-style-type: none"> 1. All visitors, members and volunteers must wear their own masks when the Vic. Govt. regulations require this, both inside the Greek Centre Building and the Member Centre. 2. Tutors to monitor the use of face masks at the classroom and indoor event venues where required by Govt. regulations. 3. Note: it is a requirement to carry a face mask when you leave home and when you cannot maintain 1.5 metres distance from others. However as these requirements change from time to time it is necessary to follow the Vic. Govt. Regulations and comply with any changes. |
| <p>4. Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p> | <ol style="list-style-type: none"> 1. Office Volunteers are required to complete the eLearning modules DHHS training prior to accessing the office, and to provide evidence of completion to the COVID Safety Officer at the time of making a request to go onsite. |
| <p>5. Replace high-touch communal items with alternatives.</p> | <ol style="list-style-type: none"> 1. Office volunteers to bring their own cups, cutlery, water bottles etc. 2. Also take them home rather than leaving them onsite. |

U3A Melbourne City Inc

| Guidance | Action to mitigate the introduction and spread of COVID-19 |
|--|---|
| B. Cleaning | |
| 1. Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily). | 1. Volunteers accessing the office will clean and disinfect high touch surfaces at the beginning and end of each day. |
| 2. Ensure adequate supplies of cleaning products, including detergent and disinfectant. | 1. Member Centre volunteers are to advise the U3A Admin. Manager if supplies of cleaning materials in the office are low and need replacing. 2. These will be replenished as needed. |
| Guidance | Action to mitigate the introduction and spread of COVID-19 |
| C. Physical distancing and limiting workplace attendance | |
| 1. Ensure that all volunteers that prefer to work from home, can work from home. | 1. U3A Melbourne City's policy is to follow the Govt. regulations on work requirements. Any volunteers who prefer to work from home can work from home. Any requests to work/access the Member centre are made to the U3A Admin. Manager |
| 2. Establish a system that ensures staff members are not working across multiple settings/work sites. | 1. U3A Melbourne City has only one Member Centre (Office) site. Office volunteers are either working remotely or in the office when the Govt. Regulation permit this. 2. A Register of Volunteers working across multiple sites will be maintained at the Member Centre by the Admin. Manager. 3. The Course-coordinator will monitor that Tutors comply with this requirement. |

U3A Melbourne City Inc

| Guidance | Action to mitigate the introduction and spread of COVID-19 |
|--|---|
| <p>3. Create workforce bubbles.</p> | <p>1. Aim to roster volunteers such that they work on the same shifts.</p> |
| <p>4. Establish a system to screen volunteers and visitors before accessing the workplace. Members cannot require volunteers to work when unwell.</p> | <p>1. Ensure that any volunteer who has tested COVID positive or been in contact with someone who has tested positive for the virus within the last 14 days does not attend the Member Centre, Classes or events. Notify the COVID Safety Officer.</p> |
| <p>5. Configure communal work areas so that there is no more than one worker per two square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</p> | <p>1. The U3A Admin Manager to ensure compliance with one volunteer per four squares and spaced 1.5 metres apart. 2. Install barrier screens on desks where there is public contact. 3. The Accommodation Group will sight all classroom venues' current COVIDSafe Plans to ensure compliance.</p> |
| <p>6. Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p> | <p>1. Install floor markings from the lift to the Member Centre and inside the Member Centre to ensure minimum distancing. 2. Ensure that all Classroom and event venues in use comply with current Govt. Regs. 3. A minimum of four square metres must be maintained between people in the Member Centre and Classrooms if record keeping is manual as opposed to using the Govt. QR Code.</p> |
| <p>7. Modify the alignment of workstations so that employees do not face one another.</p> | <p>1. The open team area at the Member Centre will be assessed and modified as necessary.</p> |
| <p>8. Minimise the build up of employees waiting to enter and exit the workplace.</p> | <p>1. Ensure all volunteers, members and visitors keep 1.5 metres apart while waiting to enter the Member Centre.</p> |

U3A Melbourne City Inc

| Guidance | Action to mitigate the introduction and spread of COVID-19 |
|--|--|
| <p>9. Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p> | <p>1. All Member Centre volunteers will be given training on physical distance requirements.</p> |
| <p>10. Review delivery protocols to limit contact between delivery drivers and staff.</p> | <p>1. Delivery drivers to deliver to the entry of the Member Centre and leave the packages at the door.</p> |
| <p>11. Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p> | <p>1. Rosters for office volunteers compiled to comply with Vic. Gov. 2. One visitor per office volunteer will be allowed in the Member Centre at the same time. i.e. if there are two office volunteers working then two visitors will be allowed.) 3. Other U3A volunteers not on rostered duty (e.g. course co-ordination, finance, volunteer co-ordination, IT support, etc) can only use the office outside office opening hours.</p> |
| <p>12. Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the “four square metre rule”.</p> | <p>1. Display relevant signage, which is available from the DHHS website.</p> |
| Guidance | Action to ensure effective record keeping |

U3A Melbourne City Inc

| Guidance | Action to mitigate the introduction and spread of COVID-19 |
|---|--|
| D. Record keeping | |
| 1. icEstablish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts. | <ol style="list-style-type: none"> 1. The U3A Admin. Manager will ensure that a sign- In sheet and a copy of the instructions will be in place at the entry to the Member Centre. 2. Each Tutor and Let's Do Group leader is required to maintain a record of class attendance on the same type of sign-in sheet.(or an electronic member record) as required by the Vic. Govt. |
| 2. Provide guidance to staff on the effective use of the workplace OHS reporting system (where available). | <ol style="list-style-type: none"> 1. Educate Tutors, leaders and other volunteers on how to meet OH&S requirements including incident reporting. 2. Any COVID incidents are to be reported to the U3A COVID Safety Officer within one business day. |
| Guidance | Action to prepare for your response |
| E. Preparing your response to a suspected or confirmed COVID-19 case | |
| 1. Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace. | <ol style="list-style-type: none"> 1. A Business continuity plan for the workplace will be developed to cater for the scenario of when the office has been exposed to a COVID-19 positive case as part of the annual planning process. |

U3A Melbourne City Inc

| Guidance | Action to mitigate the introduction and spread of COVID-19 |
|---|---|
| <p>2. Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p> | <p>1. The U3A Admin Manager will ensure DHHS is provided a copy of the Sign In Sheet for contact tracing purposes as soon as the need arises.</p> |
| <p>3. Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p> | <p>1. If a link to a COVID positive case occurs in the U3A Member Centre or the adjacent office, the Member Centre will be closed and volunteers advised that they are not allowed to attend until further notice. 2. The U3A Admin. Manager will arrange for a deep clean and disinfection of the office. 3. The Greek Centre Building Management will be advised so that communication with other tenants in the building is managed appropriately.</p> |
| <p>4. Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p> | <p>1. A Volunteer suspected of having COVID-19 is to be supported to travel home immediately or to travel directly to a testing centre, or to hospital if that is appropriate. 2. The Admin. Manager will request that the person undergo a COVID-19 test and self-isolate until the test results are received. 3. The person with a suspected or confirmed case of COVID-19 must produce a negative test result before returning to the Member Centre or attend any Classes or Events.</p> |



U3A Melbourne City Inc

| | |
|--|---|
| 5. Prepare to notify workforce and site visitors of a confirmed or suspected case. | <ol style="list-style-type: none">1. The COVID Safety Officer will contact the COM, President and volunteers about the confirmed or suspected case.2. Note that the identity of the person with confirmed COVID-19 should not be given to other workers (volunteers) unless the person has given permission to do so.3. Coronavirus hotline is 1800 675 398 |
| 6. Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace. | <ol style="list-style-type: none">1. The COVID Safety Officer will advise WorkSafe Victoria and DHHS immediately if a confirmed case is identified. |
| 7. Confirm that your workplace can safely re-open and workers can return to work. | <ol style="list-style-type: none">1. Following consultation and advice from DHHS and WorkSafe Victoria, the COVID Safety Officer and the U3A Admin. Manager will liaise with the Committee of Management about the process and for approval to reopen the Member Centre.2. The COVID Safety Officer will notify DHHS and WorkSafe Victoria that the site is reopening. |

I acknowledge I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed _____

Name_ Russell Huntington

Date _____