

## Coffs Harbour U3A Inc COVID -19 Plan

The following provides the principles and guidelines under which Coffs Harbour U3A will make decisions regarding resumption and continuance of its annual program of classes and activities in the context of the COVID 19 epidemic. At all times we will seek guidance from the NSW Department of Health published information regarding permitted activities and behaviour. In addition we will operate at all times as required by the owners of the venues we hire in order to undertake our activities.

1. Every tutor and every member will make their own decision regarding resumption and attendance at class. All class participants should communicate their decision including any variations over time etc with the class tutor without delay.
2. Our '**new normal**' involves more responsibility and accountability, with these Government guidelines being adhered to for the foreseeable future
  - participants must not attend class if unwell.
  - participants must maintain strict hand and cough hygiene.
  - participants are required to provide their own hand sanitiser and disinfectant wipes for class.
  - participants may be required to sign in and provide contact details **every** class. ( this last point may vary from class to class or venue to venue with the purpose being that all of those in attendance can be contact traced and have provided either to the Tutor or through their membership details current and accurate contact details.)
3. We understand social distancing is achieved through:
  - not arriving early/crowding the entrance to a building or room
  - moving one at a time through constricted zones
  - entering /exiting venue as directed
  - maintaining social distancing at all times in the class.
  - there will be no kitchen facilities at most venues due to cleaning restrictions. Participants are advised to bring their own water and hot drinks including drinking cups if required
4. Every member who attends class is required to assist in the cleaning of the venue either before or after class.. It will require a team centered approach for those members wishing to resume classes.
5. Each Venue will have its own requirements regarding cleaning of the space. These will be provided to the Tutor and communicated with the class members. Continued participation requires compliance with these requirements.

In order to resume a class a Tutor must carry out the procedure summarised on the attached Checklist and return it to the Course Coordinator who will confirm resumption or indicate in some cases some further requirements to give effect to the above principles.