



U3A Milton Ulladulla COVID19 SAFETY PLAN

JULY 2021

This plan has been developed in accordance with the NSW government COVID regulations covering “Community Halls”

Wellbeing of volunteers and members

On entry, members will sign, with their own pen, a disclosure statement as part of the attendance record. (see attached)

Tutors and the committee will receive training on the implementation of the plan.

Conditions of entry will be displayed at the entrance to the Harry Higgs Room.

Consideration will be given to starting courses two weeks after the school term starts, in case of community transmission following holidays in the region.

The association has no paid staff and has only one small venue (classroom).

If tutors hold courses in their home, the plan will be implemented in the same way.

Physical distancing

Members will be asked not to congregate outside the room.

Using the 1.5 metre social distancing rule, the Harry Higgs room will hold a maximum of 16 people dependent on the layout. If the 4 square metre rule is in force, the room will hold a maximum of 9 people. If courses are held in other premises, their NSW COVID safety plans will be followed.

Members will be required to book into course prior to the start of the course by contacting the tutor so that Tutors can ensure correct numbers in the class.

No singing or use of wind instruments will be allowed in the Harry Higgs room.

The room does not have space for spectators. There are no communal areas. No monies are handled in the room and the room has no deliveries.

The room will be set up to reflect social distancing. Extra table and chairs have been removed from the room. The tables and chairs should be left in place to ensure social distancing.

All kitchen equipment has been removed from the room. Participants are to bring own water bottles. Whenever possible the windows of the room will be open. The door of the room will remain open to aid air circulation.

Hygiene and cleaning

Hand sanitiser is to be used upon entry to the room and before signing the attendance record. Bathrooms are public so class members will be asked to use hand sanitiser before and after if they leave to use the bathrooms.

Each member has been informed to bring their own water bottle. All crockery and cutlery have been removed.

No sharing of pens or materials. Tutors will be provided with any individual needs.

With the cleaning materials provided, each participant will clean their table and chair before leaving. If the light switches are used they will be cleaned also. Gloves are to be worn for cleaning. All cleaning materials are to be disposed of in the garbage bags provided and then emptied at the end of each class into the big bins situated near the library.

No high intensity cardio classes are held.

Cleaning materials provided will be used in accordance with manufacturer's instructions.

Record keeping

All participants will sign U3A Milton Ulladulla's attendance record using own pen as soon as they arrive for the class. The attendance record must be put in the box provided and will be collected by the Vice President each week. This will apply to all classes wherever they are held, unless the venue records attendance (eg Ulladulla Bowling Club). If attendance records can't be put in the box, they should be scanned and sent to u3amiltonulladulla@yahoo.com or dropped off to 5 Cassia Place Ulladulla.

All members will cooperate with NSW Health if contacted about a positive case.