

University of the Third Age Armidale Incorporated
COVID-19 Safety Plan
for the resumption of some U3AA courses and activities
(as at 17 July 2020)

Now that the NSW Government has eased restrictions on gatherings of people U3AA has developed a plan to safely re-open courses and activities where Course and Activity Leaders are willing to resume under the current strict rules of gatherings. A list of the 2020 Semester I, Part 2 courses and activities follows.

Under the current NSW laws numbers of people attending courses will be restricted because of the space limitations imposed by ASCA House (See: *What we must do under the law* section for how many people each room can accommodate under the 4sqm per person rule.)

There are also other NSW Government laws we need to obey to use ASCA House. These are set out later in this document (See: *COVID-19 Safety Plan for use of ASCA House.*)

Some courses and activities will be held externally, and, in these circumstances, we will need to obey the rules imposed upon us by the venue we are operating in.

Some courses and activities may be held in members' homes. The same rules as apply to meetings at ASCA house will apply to these but there may also be other considerations that need to be taken into account. (See: *Courses and Activities in members' homes.*)

Members must NOT attend any U3AA course or activity if they have cold and/or flu like symptoms or have been in contact with anyone who has been required to be tested for COVID-19 (until that person has been cleared).

Course Leaders will be in contact with their course members in due course regarding any special course participation COVID-19 safety procedures, location and start date.

**2020 Semester 1, Part 2 courses and activities which will resume
(as at 17 July 2020)**

	Course / Activity	Leader	Phone Contacts	
1	Athena Book Group	Junette Barbato	6775 2174	
2	Birdwatching	Jeni Mackenzie		0421 176 871
3	Book Discussion Group	Jean Jackson	6707 2941	
4	Book Lovers	June Endacott	6775 2425	
5	Bushwalking	Angus & Sue Cameron	6772 0962	
6	Card Making	Lyn Ruthberg	6772 6160	
7	Classic movies	Bob Cummins		0402 002 114
8	Companionship in Reading	Narelle Heiniger	6775 2181	
9	Cross Stitch and Needlecraft	Noelene Raymond	6772 6842	
10	Descant Recorder - Beginners	Laurie Pulley	6772 1124	
11	Descant Recorder – Continuing	Laurie Pulley	6772 1124	
12	Gardening at ASCA	Ros Busby	6772 4859	
13	Gateball	Claus Jehne	6772 8930	0400 801 745
14	German Language (Advanced)	Michael Gordon	5713 6685	0407 689 964
15	Health Topics – Gut Health and Nutrition	Claus Jehne	6772 8930	0400 801 745
16	History of New England	Jim Belshaw		0431 611 249
17	Indonesian Language and Culture – Continuing	Jim Scanlan	6778 4292	
18	Investors’ Forum	Pam Walkley		0407 277 453
19	Italian – Do it Yourself	Rosemary Livingstone- Thomas		0435 225 756
20	Knitting	Marian Stone		0416 767 733
21	Patchwork on Wednesdays	Robyn Curry	6772 4700	
22	Photography	Alan Walsh	6772 5919	
23	Spanish for Beginners	Eric Sinclair		0427 416 806
24	Table Tennis on Tuesdays, Thursdays and Fridays	Glenys Crocker	6772 8335	
25	Tai Chi	Jim Scanlan	6778 4292	
26	Travel – Armchair	Glenys Williams	6772 7435	0456 368 787
27	Wildflowers of Waysides and Woodlands around Armidale	Shirley Hardaker	6772 1159	
28	Yoga with Chairs	Bron Baker	47860793	0438 658 205
29	Yoga	Saroja Annesley		0401 965 948

COVID-19 Safety Plan Community Centres and Halls **for use of ASCA House**

Access to building – members and visitors

- A sign will be displayed at the entrance to ASCA House indicating that entry to the building is prohibited if a person is unwell, and that the U3AA has the right to refuse entry to anyone who appears unwell.
- A conditions of entry sign will be displayed at the entrance with the maximum number of people allowed in the building, with a break-up of the various room allowances together with social distancing rules.
- Course Leaders will keep a complete and accurate record of all attendees to their activities. Only enrolled members are allowed to attend any course/activity.
- All visitors will be required to sign a declaration showing their name, contact phone details and date of visit.
- Office Staff will be required to complete the Office Diary of Attendance.
- Entry to the office will be limited according to Social Distancing Rules, and any item handled must be sanitised by the person who handles or touches it.
- The kitchen facilities will be closed to all. Members must bring their own cup and drink if necessary. No food allowed.
- Use of the toilets will be limited to two people at one time. Members are asked to toilet before coming to ASCA House and only to use the facilities in an emergency.
- Last people out of a room will ensure all surfaces and equipment used have been cleaned (eg using disinfectant surface wipes) in accordance with NSW Health Guidelines.

Physical distancing

- Physical distancing requirements will be met at office desk and foyer by placing markers on the floor at a distance of 1.5 metres, or according to current NSW Government Health stipulations.
- Physical distancing of 1.5 metres will apply to the placement of chairs in a lecture configuration and around tables.
- Excess chairs and tables will be stored away (in the North room).
- All rooms will display at their entrance, the number of persons, including Course Leaders, allowed within them at one time.
- Members will not be permitted to congregate in the foyer or “classrooms”. Arrive on time for your Course and exit the building immediately after completing your course hygiene protocol.

Hygiene and cleaning

- A sanitising station will be set up at the entrance with compulsory use by everyone on entry.
- Hand sanitiser dispensers and sanitising wipes will be available in each room, but members will be encouraged to bring their own products.
- Posters will be displayed to remind people of effective hand washing practices, with sanitisers and wipes available in the toilet areas.
- There will be posters displayed in the various rooms reminding members of the risks of COVID-19.
- Supplies of detergent/disinfectant will be available and used in accordance with the manufacturer's instructions.
- Cleaning of surfaces in the various rooms at the completion of an activity will be the responsibility of the Course Leader and all attendees.
- Disinfectant surface wipes and disposable gloves will be available for use in this cleaning.

Record keeping

- All records of attendance by members and visitors must be kept for a minimum of one month, and in accordance with U3AA privacy policy. Course Leaders are to return their attendance records to the U3AA office at the end of the semester or course. The organisation holds records of the telephone numbers and email address of all members and will obtain a telephone number from visitors.
- Members are encouraged to download the COVIDSafe app.

Courses and activities in members' homes

- If you want to conduct a course/activity in your own home the U3AA Committee may require a physical inspection of the premises.
- The same record keeping, and physical distancing rules apply as for access to ASCA House.
- The course leader conducting the course needs to set rules regarding:
 - toilet use
 - who is responsible for cleaning of space and any equipment used
 - catering.
- While the committee encourages course leaders to ask course attendees to supply their own hygiene/cleaning materials, leaders conducting courses in their own homes will need to also have a supply of these – including hand sanitiser, wipes, disposal gloves, for use if a course member does not, on occasion, provide their own.

What we MUST do under the law

Under the *Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 4) 2020* which commenced on 1 July 2020 we MUST comply with the requirements detailed below.

https://gazette.legislation.nsw.gov.au/so/download.w3p?id=Gazette_2020_2020-139.pdf

COVID-19 Safety Plan

As a *Community Centre*, ASCA House must have a COVID-19 Safety Plan for how we will keep members and visitors safe and must make it available for inspection by an authorised officer as requested.

https://www.nsw.gov.au/sites/default/files/2020-06/covid-19_community-centres-and-halls_0.pdf

Number of persons allowed in ASCA House

We must ensure there is at least 4 square metres of space for each person on the premises of ASCA House. The capacity for each ASCA House room is:

Room	Dimensions (in meters)	Room Area (in square meters)	Maximum Persons (at 4 square meters per person)
East Room	13.5 x 4.0	54.0	13
North Room	4.2 x 4.2	18.48	4
West Room	4.2 x 4.2	18.48	4
South Room (overall)	12.0 x 5.5	66.0	16
○ Counter area	2.8 x 2.4	6.72	1
○ Entry area	6.5 x 2.0	13.0	3
○ Hall area	Not usable	--	--
○ Activity (curtained) area	7.5 x 4.5	33.75	8
Office (without storage area)	6.5 x 3.0	19.5	4

The total number of people allowed in ASCA House at any one time is 41.

Number of persons allowed in residential premises

Each adult member of a household must not allow more than 20 visitors to be at the place of residence of the household at any one time.

Outdoor public gatherings

A person must not participate in an outdoor public gathering of more than 20 people.

Records and exchange of information

Course Leaders must keep an accurate and complete record of attendance by course participants on each occasion. These records must be kept for at least 4 weeks. We must, if requested, provide the record to the Chief Health Officer of NSW.