
POLICY DOCUMENT – COVID-19

REV 14-OCT-2022

Introduction

U3A Bentleigh Inc is a voluntary not-for-profit organisation. Its members are retired or semi-retired and aged 50 plus. U3A Bentleigh Inc is able to function because of the volunteer tutors and organizers.

Purpose

This Policy Document set out the rules relating to COVID-19 that fall within the Terms & Conditions of being a member of U3A Bentleigh Inc, and outlines management of the COVID-19 pandemic with a specific focus on our vulnerable age group. Consult public health and local government guidelines (www.coronavirus.vic.gov.au) for updated news. It is expected that each member and volunteer will take personal responsibility to ensure a continued safe environment for all.

Procedures to Minimise Risk

1. U3A Bentleigh seniors are an 'at risk' group and we ask that you DO NOT attend classes for 5-7 days after a positive COVID test. The risk to other members could impact their long-term health.
2. U3A Bentleigh recommends that members be fully-vaccinated.
3. Maintain a social distance of 1.5m and if this is not possible, we recommend that you wear a mask.
4. Use the hand sanitizer provided when entering any Moorleigh Village building and when leaving any room.
5. Windows must be left open in each class to improve ventilation. The door should be left open where possible.
6. Members must record their attendance on the class roll at each visit.
7. At the end of a class, all members must disinfect used tables by lightly wiping over these surfaces & leaving them to air-dry (all supplies provided). Date and sign the check-sheet to confirm this has been done. Sanitize your hands following this procedure.
8. Avoid sharing equipment (eg, pens). Disinfect shared items after use (all products are supplied).
9. Any health concerns will be reported to DHHS, Glen Eira Council and the Committee of Management.

Review

This Policy Document will be reviewed annually or when circumstances change.

Approved

This Policy Document has been endorsed by the U3A Bentleigh Inc Committee of Management and authorised to be posted on the website. Effective date: 14-Oct-2022.