



## **Policy – COVID-19**

### **Introduction**

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

### **Purpose**

The purpose of this policy is to set out the rules relating to COVID-19 that fall within Terms and Conditions of being a member of U3A Brimbank Inc

### **Policy Statement**

U3A Brimbank complies with all State Government and venue provider regulations in regard to COVID-19 attendance in courses and activities particularly in regard to vaccination status.

### **Rules**

U3A Brimbank has developed rules to sit within our COVID-19 policy statement. These rules will be updated as Government regulations are updated.

1. Based on the Victorian roadmap, future face-to-face classes may be held in accordance with State and local Government restrictions. Zoom classes can continue throughout without restrictions.
2. The various conditions included in the roadmap have effectively been decided by the Victorian Government, Brimbank Council and other venue operators. Anyone who does not wish to abide by the restrictions will not be permitted to attend face-to-face classes.
3. In line with Government requirements, all individuals will need to prove that they are fully vaccinated before attending classes (i.e. it will not be sufficient for them simply to say that they are vaccinated). This can only be achieved by showing either their COVID-19 digital certificate or their immunization history.
4. Vaccination status needs to be shown to each Tutor or COVID-19 Marshal prior to participating in the first class of the term.
5. Alternatively, status may also be provided to the Class Coordinator or office volunteers by contacting them and they will assist the member. Tutors will be advised of a member's vaccination confirmation.
6. A member with an official exemption certificate will be able to attend face-to-face activities. The exemption will need to be either:
  - Linked to the Services Victoria app through Medicare or
  - Be an original certificate – no photocopies or photos permitted, which is presented to the tutor at the beginning of the first class.



## Responsibilities

- Face masks are mandatory
- Service Victoria QR Check-in, density quota including maximum room capacity, good hygiene and social distancing of 2m apart at all times continue to apply
- Brimbank U3A group leader will take all reasonable steps to ensure that members who: are unwell, display symptoms associated with COVID-19, have been in contact with a confirmed or suspected COVID-19 case or have been directed to isolate/quarantine; do **NOT** attend classes
- Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their negative test result
- Having a plan to identify and notify close contacts in the event of a positive case
- Brimbank U3A group leader will Act immediately on both hearing of suspected and confirmed cases of COVID-19 and notify the centre immediately
- **In the event of a confirmed case**, group leader must end their session and notify the centre immediately. Then notify the Department of Health on 1300 651 160 and/or [covidemployernotifications@dhhs.vic.gov.au](mailto:covidemployernotifications@dhhs.vic.gov.au) and implement the process outlined on the DHS website.

## Authorisation

This Policy was adopted by the Committee of Management on 8th November, 2021

## Policy Review

This Policy will be reviewed at least annually or when circumstances change.