



U3A Highvale COVIDSafe Plan 2021 (version 2)

AND LIVING WITH COVID-19 GUIDELINES
FOR CLASSES HELD IN THE VILLAGE & THE PAVILION (MONASH HALLS)



COMMITTEE OF MANAGEMENT, 31st OCTOBER 2021

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INTRODUCTION

This COVIDSafe Plan has been developed by U3A Highvale to comply with the principles of COVID safety in Victoria. It will help to prevent COVID-19 in meeting places by:

1. **Establishing mandatory vaccinations for venues.**
2. **Ensuring physical distancing.**
3. **Enforcing the use of face masks.**
4. **Practising good hygiene.**
5. **Keeping records and acting quickly if member(s) become unwell.**
6. **Avoiding interactions in enclosed spaces.**

The Plan has been drafted to meet Universal COVIDSafe Plan obligations for the prevention and management of COVID-19. It complies with mandatory vaccinations, marshalling and other preventative measures for living with COVID-19 in Victoria. The Plan which is required by community halls and meeting rooms will have to be updated regularly.

In implementing this Plan, the U3A Highvale committee notes an ongoing duty of care to members, tutors and volunteers. Minimising the risk of virus transmission within the Village and sports Pavilion is a core priority and many of the actions outlined in this Plan have formed part of ongoing initiatives to protect members from the risk of COVID-19 transmission.

The actions detailed provide guidance on best practice. Each action also recognises the risk of asymptomatic transmission, which is of particular concern for all members.

A key element of this Plan is the need to promote measures to reduce the transmission of COVID-19. The Plan will change as best practices, government guidelines, and guidance from medical professionals evolve.

For further information on COVIDSafe Plan, go to [vic.gov.au](https://www.vic.gov.au).

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Site locations: Highvale Retirement Village and Capital Reserve Pavilion.

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Guidance	Actions	
1. Establishing Mandatory Vaccinations for Venues		
<p>Establish a system to screen members before accessing community areas and to monitor class attendance.</p>	<p>Members should wear their name badges for identity screening and facilitating COVID-19 emergency responses. Members may be subject to temperature screening and are advised not to attend classes if they feel unwell.</p> <p>Members are not allowed to enter the Village or Pavilion if they or a member of their household:</p> <ul style="list-style-type: none"> • Has tested positive for coronavirus. Members may re-enter when they have received a negative test. • Has symptoms of coronavirus. • Is awaiting the results of a coronavirus test. • Is, or should be, self-isolating. 	
<p>QR Code – venue managers must use the free Victorian Government QR Code Service to check-in staff and visitors. COVID Check-in Marshalls should proactively encourage them to check-in.</p>	<p>QR codes are displayed at the Village and the Pavilion. Members should use the Service Victoria app for scanning QR codes.</p> <p>Persons entering the Village and the Pavilion must sign in using the facility's QR Code in sight of the COVID Check-in Marshall. Those who can't use the QR Code must sign the Health Declaration provided by the Village or the COVID Attendance Register at the Pavilion.</p>	
<p>Mandatory Vaccinations – reasonable steps must be taken to prevent entry of people who are unvaccinated.</p>	<p>COVID-19 full vaccination is a mandatory condition for entry to the Village and the Pavilion. Members' vaccination status show as a green tick on their smart phones, provided they have linked their myGov account with their Medicare online account and shared the digital certificate with the Service Victoria app. If a member does not have a smart phone, a printed copy of the COVID-19 certificate must be presented.</p> <p>Members with medical exemptions must provide a medical certificate or letter from an authorised medical practitioner.</p> <p>The COVID Check-in Marshall will sight each digital or hard copy certificate and exemption certificate. Unvaccinated members will be refused entry.</p>	
<p>Implementation of COVID Check-in Marshalls is essential to support site compliance with check-in procedures, physical distancing, wearing of masks and use of sanitisers.</p>	<p>There will be a COVID Check-in Marshall for each class as members check in to venues. This is likely to be the class tutor or appointed delegate. The COVID Check-in Marshall will monitor compliance with check-in and records requirements at entrances to a Village venue and the Pavilion.</p>	

Guidance	Actions	
2. Ensuring Physical Distancing		
<p>Configure communal areas so that there is 4MSq per person per enclosed space. Also consider installing screens or barriers.</p>	<p>All members must adhere to physical distancing requirements. Furniture in communal areas will be rearranged, removed or cordoned-off in consultation with Village staff to ensure physical distancing.</p> <p>Signage will be displayed in communal areas to remind members and other occupants of the 4sq m per person rule. The number of people permitted in an area has been calculated using a capacity calculator.</p>	
<p>If possible use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create congregation of members.</p>	<p>Floor markings in communal areas could be set up if feasible or appropriate. Consultation with Village management or Pavilion supervisors would be required.</p> <p>A committee member will be delegated to replace/remove floor markings as necessary.</p>	
<p>Modify the alignment of computers so that members do not face one another.</p>	<p>Furniture in the computer room will be rearranged to ensure physical distancing. Signage will be displayed to advise members of the 4sq m per person rule and to show how many persons are permitted in the area.</p>	
<p>Minimise the build-up of members waiting to enter and exit an area.</p>	<p>Where possible, doors will be marked and clearly identified for entry and exit purposes.</p> <p>If appropriate, floor markings could be set up to maintain physical distancing in queues, but only after consultation with 'landlords'.</p>	
<p>Review and update class timetables where possible to ensure temporal as well as physical distancing.</p>	<p>In addition to other physical distancing measures, tutors could, where possible, stagger start and finish times, re-schedule classes and break times.</p>	
<p>Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the 4MSq rule.</p>	<p>Signage will be installed in communal areas to advise visitors of the physical distancing requirement and 4sq m per person rule.</p> <p>The number of people permitted in an area would have been calculated using a capacity calculator.</p>	

Guidance	Actions
<h3>3. Enforcing the Use of Face Masks</h3> 	
<p>Ensure each member wears a face covering, unless a lawful exception applies.</p>	<p>On entry to the Village or the Pavilion, a member must wear a face mask at all times when indoors and interacting with others in the area. Masks may only be removed while undertaking physical activities. Masks are not mandatory outdoors except when physical distancing is not possible. Members are permitted to provide and maintain their own face masks.</p>
<p>Provide training to members on the correct use and disposal of face coverings and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	<p>The actions listed here and occasionally publicised via emails and newsletters constitute training of members in the use and disposal of face masks.</p> <p>Correct use would require face masks to cover the nose and mouth and not to be frequently touched.</p> <p>Face masks must be safely disposed of in bins. Before doing so, members should cut off the ear loops of a mask to prevent the likelihood of the mask being tangled around a bird or animal.</p> <p>Members are required to practise hand hygiene and good personal hygiene. They should always cover coughs and sneezes and refrain from touching their faces with unsanitised hands.</p>
<h3>4. Practising Good Hygiene and Cleaning</h3> 	
<p>Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand washes and paper towels are available for staff.</p>	<p>The Village and Pavilion will have hand sanitisers available at all entrances to common areas and public amenities. Signage will be displayed to encourage all members and volunteers to sanitise their hands upon entry to these areas.</p> <p>Hand sanitisers, hand washes and paper towels will be provided in places that members frequent, including bathrooms, computer room, craft room and halls. Signage will be displayed if necessary.</p>
<p>Replace high-touch communal items with alternatives.</p>	<p>Kitchens in the Village and Pavilion are out of bounds. Members should not be sharing food, beverages, crockery or utensils.</p> <p>Members should minimise the sharing of equipment such as public phones, common headsets and other equipment and must sanitise shared equipment before and after use.</p>

Guidance	Actions
<p>Increase environmental cleaning (including between classes), ensure high touch surfaces are cleaned and disinfected regularly.</p>	<p>The Village and the Pavilion have cleaning schedules. Cleaning and disinfecting of high touch surfaces are conducted at regular intervals by 'landlords'. In addition:</p> <ul style="list-style-type: none"> • Where general surfaces are used by members, they will be wiped down between classes. • Where bathroom/toilet surfaces are accessed, the user will wipe them clean before and after use.
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p>Village staff will monitor the stock levels of cleaning items in Village facilities and re-stock as necessary.</p> <p>For the Pavilion, a committee member will be delegated to monitor stock levels of cleaning items and re-stock as necessary. These include hand sanitisers, disinfectants and wipes.</p>
<p>5a. Keeping Records </p>	
<p>Establish a process to record the attendance of members. This information will be retained as required to assist in contact tracing.</p>	<p>Registers to record the name, relevant contact details and vaccination status of all members to the Village and Pavilion will be provided to comply with Victoria's electronic record keeping requirements. See Appendix 3 and Appendix 4.</p> <p>Registers used to record members' details and vaccination status before entering premises will be retained for 28 days.</p>
<p>Provide guidance to authorised delegates on the effective use of the workplace OHS reporting system (where available).</p>	<p>In accordance with Work Safe Victoria requirements, tutors or the authorised COVID Check-in Marshall will observe the protocols for reporting occupational health and safety issues, if appropriate. Refer to the COVID-19 reporting form included at this URL: https://www.myworksafe.vic.gov.au/s/covid-19.</p>
<p>5b. Acting Quickly if Member(s) Become Unwell </p>	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of facilities.</p>	<p>Continuity planning has been undertaken by U3A Highvale to ensure ongoing support for the health and safety of members.</p> <p>All Village staff are aware of protocols for managing suspected and confirmed cases of COVID-19 within the Village, with specific arrangements in place to deal with staff or resident matters.</p> <p>U3A Highvale has in place a Contingency Plan to deal with the likelihood of an outbreak caused by a member at the Village or the Pavilion. This is available on our website.</p>

Guidance	Actions
<p>Prepare for how you will manage a suspected or confirmed case in an individual during office hours.</p>	<p>All Village staff know the protocols for managing suspected and confirmed cases of COVID-19 within the premises, with specific arrangements in place to deal with staff or resident matters.</p> <p>U3A Highvale will comply with the protocols required by the Village and the Pavilion. It will be guided by the Victorian OHS laws to ensure the safety of its members.</p> <p>A U3A Highvale committee member will act as contact point for dealing with a suspected case.</p>
<p>Prepare to undertake cleaning and disinfection at the premises. Assess whether certain areas or part of the area must be closed.</p>	<p>In the event of a U3A member testing positive, affected areas of the Village or the Pavilion will be closed off.</p> <p>If an infected area is linked to a U3A member entering the premises, the cost of COVID-19 deep clean will be borne by U3A Highvale following negotiations with Village or Monash Hall management.</p> <p>Environmental cleaning will be conducted in the Village or the Pavilion before access to the area is permitted.</p>
<p>Prepare to notify all concerned of a confirmed or suspected case.</p>	<p>Village staff are aware of protocols for managing suspected and confirmed cases of COVID-19 within the Village, with specific arrangements in place to deal with staff or resident matters.</p> <p>U3A Highvale will comply with Village protocols and those set by the Pavilion to ensure the safety of its members.</p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if there is a confirmed COVID-19 case.</p>	<p>In accordance with DHSS and Work Safe Victoria requirements, Village staff have protocols in place for reporting COVID-19 cases at https://www.myworksafe.vic.gov.au/s/covid-19.</p> <p>U3A Highvale will follow a similar reporting process if there is a confirmed case caused by a U3A member at the Village or the Pavilion.</p>
<p>Confirm that the facilities can safely reopen and members can return to class.</p>	<p>Village staff are aware of protocols for managing suspected and confirmed cases of COVID-19 within the village, with specific arrangements to deal with re-opening facilities.</p> <p>U3A Highvale will observe the established rules for re-opening and adhere to practices imposed by the Village and the Pavilion. Reference will be made to its own Contingency Plan.</p>

Guidance	Actions	
6. Avoiding Interactions in Enclosed Spaces		
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<p>Village staff will determine any windows and doors that are appropriate to keep open and effective airflow in communal areas. These actions will take into account weather, privacy, safety and other relevant factors.</p> <p>Tutors who lead classes in the Pavilion will ensure there is good airflow by leaving windows and doors open, for example. If windows don't or are hard to open, turn on fans and/or air conditioners to increase ventilation.</p> <p>Members will assist tutors in ensuring proper ventilation during class times and restoring the normal settings for the premises.</p>	
<p>Where practicable, enable meeting in outdoor environments.</p>	<p>Where possible, U3A Highvale will move an activity outdoors or online to maintain safe bubbles.</p> <p>Hybrid classes that combine in-person classes with online learning via Zoom are being investigated to support the 4sq m per person ruling.</p>	

NOTE

Members of the U3A Highvale Committee of Management acknowledge and understand our responsibilities in the implementation of this COVIDSafe Plan for the association, especially while we live with COVID-19.

We have consulted on this Plan and have provided a review copy to the Manager of the Highvale Retirement Village.

Executed on: 31st October 2021.

Appendix 1: How to Add Digital Certificate

How to add your COVID-19 digital certificate to the Service Victoria app

Download your COVID-19 proof from myGov by following these simple steps:

- Step 1.** Create a **myGov account**, if you don't have one
- Step 2.** Link **Medicare** to **myGov**, if it's not already linked
- Step 3.** Select the '**Proof of COVID-19 vaccination**' quick link, then select '**View history**'
- Step 4.** Select your name to download your **COVID-19 digital certificate** or **immunisation history** statement from your Medicare online account
- Step 5.** Link your **COVID-19 digital certificate** to the Service Victoria app by selecting '**Share certificate**'
- Step 6.** Tap '**share**' to Service Victoria, click '**Accept and share**' and then '**Add certificate**'
- Step 7.** To prove your vaccination status with a business or venue, **scan** their **Service Victoria QR code**. Your check-in confirmation will reveal an additional **green tick** to prove you are vaccinated.

Who can I call if I need help?

Staff may be able to assist you in checking in if you need help. If you need further assistance call the 24/7 Coronavirus Hotline. **1800 675 398**

For more information go to **CORONAVIRUS.vic.gov.au**

Authorised by the Victorian Government, 1 Treasury Place, Melbourne
Poster updated October 2021



Appendix 2: Proof of Vaccination

Proof of vaccination status required



1.

Make sure you've added your COVID-19 digital certificate to the Service Victoria app



2.

Scan the Service Victoria QR code



3.

Show staff the two green ticks — you're good to go!



4.

Wait for a staff member to confirm it's OK to enter

Thank you for doing your part to keep us safe

**For more information go to
CORONAVIRUS.vic.gov.au**

Authorised by the Victorian Government, 1 Treasury Place, Melbourne
Poster updated October 2021



Appendix 3: COVID Attendance Register (Monash)

COVID ATTENDANCE REGISTER



CITY OF
MONASH

GUIDELINES

- ✓ All persons over 16 years entering a Monash Facility must provide proof of full vaccination status or authorised exemption notice from a Medical Practitioner to the COVID Marshall via digital or hard copy certificate.
- ✓ All persons entering a Monash Facility must sign in using the Facility QR Code or COVID Attendance Register in sight of the COVID Marshall.

DATE:	TIME: Start:	Finish:
FACILITY/SPACE:		
GROUP NAME:		
COVID MARSHALL NAME:		
COVID MARSHALL CONTACT NUMBER:		

	ATTENDEE NAME:	CONTACT NUMBER:	COVID STATUS CITED - Y/N
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Appendix 4: Health Declaration Form (Village)

Welcome

Temperature



The health and wellbeing of residents, staff and guests is our top priority. Due to the current COVID-19 pandemic, we are taking extra and necessary precautions to help protect our people, in particular, residents. We are pleased to invite you to the village today, however, we ask that you provide answers to the following questions prior to entering.

Date:	
Village:	HIGHVALE
First and Last Name:	
Address (optional):	
Company/Organisation:	
Contact Number:	
Nature of visit:	
Villa/Apartment visiting:	

1. Have you returned from overseas in the last 14 days or had close contact with someone who has returned from overseas in the last 14 days? Yes No
2. Have you, in the last 14 days, travelled from or through another state that was identified as a hot spot, where you are required to monitor for symptoms or self-isolate and get tested immediately? Yes No
3. Have you, in the last 14 days, visited, worked at, or had close contact with someone who has visited or worked at a location during the time and date specified by a government health department, where you are required to monitor for symptoms or self-isolate and get tested immediately? Yes No
4. Have you been in close contact with a confirmed case of COVID-19 (either in the community or at work) or with someone awaiting the results of COVID-19 testing within the last 14 days? Yes No
5. Are you currently in a required quarantine or isolation period? Yes No
6. Do you have, or have you had in the last 14 days, an influenza like illness, including a fever or symptoms of a respiratory infection such as a cough, sore throat, shortness of breath or loss of taste or smell? Yes No

I confirm that the information provided above is correct. I acknowledge that thermometers may be used at the village to allow Lendlease to exclude a person with heightened temperature from the village and I consent to having my temperature checked at the village.

.....(Signature)

If your answer is YES to any of the questions above or a temperature check at the village indicates a heightened temperature above 38C or between 37.5C and 38C and after 2 tests (15 minutes apart during which time you must wait outside the village) remains above 37.5C, we respectfully ask you not to attend at the village and we will determine if we can engage you in another way that does not compromise the health of residents or staff.

We thank you for your understanding and apologise for any inconvenience caused to you.

V – 29 October 2021