



Covid-19 Safety Plan

Organisation Name: U3A Ballina/Byron Inc

Plan completed by: Sue Bell Secretary

Approved by: U3A Management Committee **Date:**

Next review of this plan: End of term 3

Preamble: This draft plan is to be presented to Tutors at a meeting of Tutors on Friday 17th June 2020. After this meeting the final changes will be made before circulating to members. Hard copies will be available in the office and it will be published on our website and Facebook page.

Requirements:

Wellbeing of Tutors, Members and Guests:

Tutors and members who are unwell are to be excluded from all activities. There are to be no guests in classes during this time. Symptoms of COVID-19 include:

- fever (37.5 ° or higher)
- cough
- sore throat
- shortness of breath (difficulty breathing)
- loss of taste
- loss of smell.

Other reported symptoms of COVID-19 include fatigue, runny nose, muscle pain, joint pain, diarrhoea, nausea/vomiting and loss of appetite. For further information in relation to symptoms go to:

<https://www.health.nsw.gov.au/Infectious/covid-19/Pages/frequently-asked-questions.aspx#1-7>

Members who are unwell should be tested for the Covid-19 virus. Test clinics are at:

Ballina Respiratory Clinic

68 Cherry Street, Ballina NSW 2478

Open: 9am to 5pm, Monday to Friday

Byron Central Hospital

54 Ewingsdale Rd, Ewingsdale, NSW 2481

Open: 10am to 4pm, 7 days

Grafton Base Hospital

184 Arthur St, Grafton, NSW 2460

Open: 10am to 6pm, 7 days

Lismore Base Hospital

Uralba Street, Lismore, NSW 2480
Old Emergency Department
Open: 10am to 6pm, 7 days

Murwillimbah Respiratory Clinic

14 King Street, Murwillumbah, NSW 2484
Arrive 15 minutes before your appointment at the back car park of King St Medical Centre (14 King Street, Murwillumbah), accessed via Prince Lane.
Stay in car and call our nurse on [\(02\) 8074 5823](tel:0280745823) for further instructions.
Open: 9:15am to 4:30pm, Monday to Friday
[Book online](#)

The Tweed Hospital

Paediatric Outpatient Unit, Powell Street, Tweed Heads, NSW 2485
Open: 10am to 6pm, 7 days

Yamba Respiratory Clinic

12 Clarence Street, Yamba, NSW 2464
Open: 8am to 5pm, Monday to Friday
[Book online](#)

Conditions of entry:

At Fripp Oval signs will be displayed showing; numbers allowed within the hall space, Office and toilets. Class being held at other venues will also need to adhere to the conditions of entry for that particular facility. Classes in private homes will be required to meet the current Government rules which can be found through this link <https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules>.

Physical Distancing:

Physical distancing rules have changed. They are now based on the 1 person per 4sq metre rule with 1.5 meters between people **where possible**. <https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules#visiting-family-and-friends-at-home>.

Indoor classes are limited to 20 seated participants plus Tutors and assistants. Exercise classes and outdoor groups are also limited to 20 participants.

Members are not to congregate around the building or carpark.

The Photocopy room, kitchen and toilets at Fripp Oval, are to be limited to one person at a time and the sports club change rooms are out of bounds.

The office at Fripp Oval, will be limited to the volunteer and one other person.

Signs stating number limits for a particular area will be put up in the Fripp Oval Hall and office.

Equipment:

All shared equipment including the telephone are to be sanitised before and after use. Light switches, fans and air-conditioning switches are also to be wiped. Sanitiser and wipes will be provided in the office. Tutors will also be issued with hand sanitiser (including for classes held away from Fripp).

No exercise equipment should be shared.

Hygiene and cleaning:

Individual members may decide to use disposable gloves and/or masks and the following links provide further information about personal protection equipment (PPE).

<https://edition.cnn.com/2020/06/12/health/coronavirus-mask-wellness-trnd/index.html>

All hard surfaces including tables and chairs are to be cleaned before and after use. Please note that mugs will not be available on the tea trolley during this time. Those cleaning the hard surfaces must wear disposable gloves, which will be available in the office. Tutors holding classes at venues other than Fripp Oval will also be issued with gloves.

Members are to bring their own mugs, pens and other equipment.

There is to be no shared food during this time.

Contactless payments are encouraged.

Class rolls are not to be handed around the classroom. Tutors are asked to tick the roll instead of passing it around for members to initial.

Personal Hygiene:

Hand sanitiser must be used before entering a class. Individual members will decide what further protection they need. Some members may wear gloves, others, masks. The links below provide further reading on this topic.

<https://edition.cnn.com/2020/06/12/health/coronavirus-mask-wellness-trnd/index.html>

<https://www.pnas.org/content/early/2020/06/10/2009637117>

<https://www.nsw.gov.au/covid-19/how-to-protect-yourself-and-others>