

Developed by U3A Network Queensland Management Committee

The COVID-19 Pandemic forced the closure of U3A classes. To assist U3A Associations manage the safe return of members to classes the Network Management Committee conducted a risk assessment and developed a set of recommended minimum controls. Implementation of the controls reduces the risk of a member contracting the virus from **HIGH** to **LOW**. The controls are included in this publication.

How was the Assessment Done?

All members of the U3A Network Queensland Management Committee participated in an on-line Risk Assessment.

Committee members completed a baseline risk assessment first. This involved assessing the likelihood and consequence of transmission of the virus without any controls in place. The result of the assessment was a **HIGH** level of risk. The Committee determined that this is an unacceptable risk for U3A.

Committee members then developed a set of controls that addresses both likelihood and consequence of viral transmission. Committee members sourced information from the QLD Government and Health Authorities, various U3As in QLD and from management of some venues used by U3A classes.

Finally, the Committee completed a risk assessment with all recommended controls in place and the result, or residual risk, was **LOW**.

The U3A Network Queensland Management Committee provides these recommended minimum controls for U3A Member Associations throughout QLD. It is hoped this will assist Associations develop their own specific strategies for safely and efficiently managing a return to face to face classes through this difficult COVID-19 period.

U3A Return to F2F Classes Risk Assessment

This brochure provides the recommended minimum controls necessary, for the return to face-to-face classes, aimed at minimizing the COVID-19 risk level for our valued U3A members.

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| CLASS TYPE | CONTROLS (Minimum Recommended) | Comments / Examples |
|---|---|---|
| ART & CRAFT - INDOORS | Baseline Controls <i>(At the bottom of page 3)</i> plus... Limit Numbers. Attendance record and contact phone numbers to be kept. All equipment that is shared should be cleaned and disinfected before and after use by class participants. Schedule a gap between classes to undertake disinfection. | Like patchwork, quilting, painting, drawing, crochet, macramé, floral art, dressmaking, etc. |
| ART & CRAFT - OUTDOORS | Baseline Controls <i>(At the bottom of page 3)</i> plus... Limit Numbers. Attendance record and contact phone numbers to be kept. All equipment that is shared should be cleaned and disinfected before and after use by class participants. | Like outdoor sketching, painting and craftwork, mosaics. |
| BOOK / READING GROUPS | Baseline Controls <i>(At the bottom of page 3)</i> plus... Limit Numbers. Attendance record and contact phone numbers to be kept Books need to be sanitary wiped before distribution and on return. | |
| COMPUTERS, COMPUTING | Baseline Controls <i>(At the bottom of page 3)</i> plus... Limit Numbers. Attendance record and contact phone numbers to be kept. All equipment to be cleaned and disinfected before and after use by class participants. Schedule a gap between classes to undertake disinfection. | Basic computing, MS software and various applications. |
| DISCUSSION GROUPS | Baseline Controls <i>(At the bottom of page 3)</i> plus... Limit Numbers. Attendance record and contact phone numbers to be kept. | Includes science. |
| EXCURSIONS | Excursions are discouraged given the difficulty maintaining distances and potential contact with non-members. | |
| GAMES - BOARD | Baseline Controls <i>(At the bottom of page 3)</i> plus... Limit Numbers. Attendance record and contact phone numbers to be kept. All equipment that is shared should be cleaned and disinfected before and after use by class participants. Schedule a gap between classes to undertake disinfection. | Games like mah-jong, cards, canasta, scrabble, trivia, other table games, etc |
| GAMES & ACTIVITIES INDOORS - PHYSICAL | Baseline Controls <i>(At the bottom of page 3)</i> plus... Limit Numbers. Attendance record and contact phone numbers to be kept. All equipment that is shared should be cleaned and disinfected before and after use by class participants. No physical contact between participants during games and activities. Schedule a gap between classes to undertake disinfection. | Games like indoor bowling, pickleball, table tennis. Activities like tapdancing, yoga, gentle exercise, line dancing, country dancing, self-defence, etc. |
| GAMES & ACTIVITIES OUTDOORS - PHYSICAL | Baseline Controls <i>(At the bottom of page 3)</i> plus... Limit Numbers. Attendance record and contact phone numbers to be kept. All equipment that is shared should be cleaned and disinfected before and after use by class participants. No physical contact between participants during games and activities. Schedule a gap between classes to undertake disinfection. | Games like croquet, tennis, golf and activities like cycling, adventure group and birdwatching. |
| LANGUAGES, LITERATURE, WRITING | Baseline Controls <i>(At the bottom of page 3)</i> plus... Limit Numbers. Attendance record and contact phone numbers to be kept. | Includes various languages, psychology, and science courses. |
| LECTURES | Baseline Controls <i>(At the bottom of page 3)</i> plus... Limit Numbers. Attendance record and contact phone numbers to be kept. Usually class will be set up in a lecture room configuration – speaker at front with spaced rows of chairs. Chairs are not to be moved by participants. | Includes wide range of lectures. |
| MUSIC | Baseline Controls <i>(At the bottom of page 3)</i> plus... Limit Numbers. Attendance record and contact phone numbers to be kept. All equipment that is shared should be cleaned and disinfected before and after use by class participants. Increased physical distancing required when singing (Note: Droplets spread further when singing) | This refers to performing music, bands, choirs, & singing. Increased spacing for all music classes other than instrumental. |
| THEATRE / PERFORMANCES / DINING | Baseline Controls <i>(At the bottom of page 3)</i> plus comply with facility COVID-19 Safe Checklist and Plan. Attendance record and contact phone numbers to be kept. | Cinema, Performing Arts Centres, and restaurants. |

| VENUE TYPE | CONTROLS (Minimum Recommended) | Comments |
|---|--|--|
| AQUATIC CENTRES | Obtain return to facilities use permission and comply with the facilities COVID-19 Safe Checklist and Plan. Baseline Controls as a minimum should be maintained. | Includes swimming pools and associated aquatic centre facilities. |
| CHURCH & RETIREMENT VILLAGE FACILITIES | Obtain return to facilities use permission and comply with the facilities COVID-19 Safe Checklist and Plan. Baseline Controls as a minimum should be maintained. | |
| CLUBS | Obtain return to facilities use permission and comply with the facilities COVID-19 Safe Checklist and Plan. Baseline Controls as a minimum should be maintained. | Includes RSL, Rotary, Lions etc. |
| COMMUNITY CENTRES & SPORTS STADIUMS | Obtain return to facilities use permission and comply with the facilities COVID-19 Safe Checklist and Plan. Baseline Controls as a minimum should be maintained. | Includes council and club managed facilities. |
| COUNCIL MANAGED FACILITIES | Obtain return to facilities use permission and comply with the facilities COVID-19 Safe Checklist and Plan. Baseline Controls as a minimum should be maintained. | Includes libraries and other community indoor facilities managed by the local council. |
| EDUCATIONAL | Obtain return to facilities use permission and comply with the facilities COVID-19 Safe Checklist and Plan. Baseline Controls as a minimum should be maintained. | Includes university, schools and other educational facilities. |
| HOMES | Use of private homes is discouraged. | This refers to private homes. Major concerns about liability insurance. |
| OUTDOORS | Obtain return to facilities use permission if relevant and comply with the facilities COVID-19 Safe Checklist and Plan if established – if not one should be established. Baseline Controls as a minimum should be maintained. | Includes parklands and outdoor sporting venues like tennis courts. |
| THEATRES | Comply with the facilities COVID-19 Safe Checklist and Plan. | Includes cinema and performing arts centres. |
| U3A MANAGED FACILITIES | ESTABLISH facility COVID-19 Safe Checklist and Plan and ensure that it is complied with. | |

Baseline Controls – General Public Health Rules provided by the Queensland Government and Health Authorities

- Apply physical (social) distancing – at least 1.5 metres apart.
- Provide at least 4 square metres per person when indoors.
- Practice and promote personal hygiene – Hand sanitizer is to be provided in all classes and venues. Hand washing should be promoted in every class.
- Respiratory hygiene should be practiced and promoted – cough or sneeze into arm or tissues (not hands).
- Environmental cleaning and disinfection should be done regularly – e.g. tables and chairs.
- No indoor session/class should be longer than 1 hour.
- Any member who feels unwell, with cold or flu like symptoms, should stay at home.
- Generally, no food and beverage are to be brought into class. An exception would be if a member wants to bring a beverage to maintain hydration, however it must be in their own container. Disposable cups can be used.