



ABN 83 907 668 103

U3A Rockhampton and District Inc COVID Safe Plan

This COVID Safe Plan contains the necessary controls and conditions to minimise the likelihood and consequence of infection and transmission of COVID-19. **Our objective is to provide and maintain a healthy, safe and virus-free environment for members.**

THIS PLAN APPLIES TO INDOOR ACTIVITIES

NOTE: SOME ACTIVITIES MAY REQUIRE EXTRA CONTROLS AND CONDITIONS

CONTROLS AND CONDITIONS

Any member who feels unwell, with cold or flu like symptoms, should not be at this activity.

All members are to sign in with Check in Qld code if possible; otherwise, register your attendance with the management of the venue.

Members must also register their attendance on U3A Rockhampton sign in lists. These records will be retained.

Members must comply with all current Queensland Health public health directions for number of people allowed at venue and must comply with social distancing of 1.5 meters between people wherever possible.

Where necessary, leave the room for fresh air ventilation after each hour. If possible, open windows, doors and turn on fans.

Practice and promote personal hygiene and respiratory hygiene:

- Wash hands and use hand sanitizer regularly. This is important if handling money.
- Cough or sneeze into arm or tissues (not hands).

If environmental cleaning and disinfection is not conducted by the venue, members must clean and sanitise surfaces before and after the activity.

Do not move any furniture that has been set up by the venue to comply with Qld Government Covid Guidelines.

Do not share food or equipment.

If morning tea is being served at the venue, volunteers must use disposable gloves. Members must maintain 1.5 meters from the next person while waiting to be served.

Special Requirements for activity/venue:

Plan approved by Management Committee and authorised by: Name:..... *N. DITTMANN*

Signature:..... *[Signature]* Date:..... *21. 9/21.*