



Eastlakes U3A Inc

COVID-19 Safety Plan

**For the Management of Activities at the
Belmont Senior Citizens Centre
during the COVID 19 Crisis**

Updated July 2021

Plan Completed by: Lorraine McKenzie, Vice President, Convenor,
Belmont Senior Citizens Centre, Ph: 0458 451528

Eastlakes U3A Inc.

P.O. Box 455 Belmont NSW 2280

Office: Belmont Senior Citizens Centre,

7 Glover Street, BELMONT NSW 2280

Phone: 0490 515 187

Email: bcchallconvenor.eu3a@gmail.com

Website: www.eastlakes.u3anet.org.au

Contents:

1. Introduction

Wellbeing of Volunteers and Visitors

2. Users of the Facility

3. Signage

Physical Distancing

4. Entry, Exit, Physical Distancing and Room Capacity

Hygiene and Cleaning

5. Hygiene – Sanitation and Cleaning

Record Keeping

6. Register of Attendees for Contact Tracing

7. Reporting of potential outbreaks

8. Ongoing monitoring and supervision

9. Office Procedure for Visitors

1. Introduction

Eastlakes U3A (EU3A) is a Not-for-Profit volunteer Incorporated Association providing learning, physical and social opportunities for seniors and retired people. Since August 2019, we have assumed the lease of the Belmont Senior Citizens Centre, (BSCC) managing all aspects of bookings, maintenance, cleaning and repairs. As part of our responsibilities at the Centre, we are required to manage all access to the facility including by EU3A members, private centre hirers as well as volunteer cleaning and maintenance teams and commercial suppliers and repair technicians. This **COVIDSafe** plan has been developed to address our responsibilities as managers of premises to ensure the ongoing safety of all users of the facility.

Wellbeing of Volunteers and Visitors

2. Users of the Facility

The users of the BSCC and their activities include:

- Permanent private hirers who predominately run fitness classes on a weekly basis. .
- Casual Private hirers who hire the facility for weddings and celebrations.
- EU3A Activities and classes. Planning is in progress for recommencement of classes in February 2021.
- Volunteer teams who provide cleaning, maintenance and administrative services to EU3A to ensure the smooth running of the centre.
- Casual suppliers and repair technicians who are engaged from time to time for the purpose of undertaking paid work on the premises.

For 2021 private Hall hirers who use the facility for exercise classes, will re-commence from Monday 11th. Each of the hirers have been fully briefed about the requirements of this COVID Safety plan and will be responsible for ensuring compliance with this plan for the safety of their own clients. When EU3A classes resume in February 2021, Class Leaders will also be responsible for ensuring compliance with this plan for the safety of their class members.

Hirers & Course Leaders along with their appointed COVID Safe Hygiene Marshal will be required to:

- For classes and activities that are over 25 in number, nominate a COVID Safe Hygiene Marshall who will oversee compliance with all COVID Safe requirements.
- Monitor the entry and exit into the space being used to ensure social distancing and no bottlenecks
- Check that attendees are not feeling unwell or been in contact with people diagnosed with COVID-19 or people returning from a government designated hot spot within the last 30 days
- Ensure all visitors use the BSCC's unique QR code as a digital check-in each time they attend
- Ensure the use of hand sanitisers on entry to the building
- Ensure the wearing of masks for all indoor activities – for the duration of the restrictions issued by NSW Health on the 26th June 2021.
- Ensure appropriate physical distancing for all activities – 4m² rule from June 2021.
- Ensure that all touch surfaces, floors and exercise equipment used during their activities are sanitised appropriately on completion of their activity.
- Ensure that the leader of each group has signed in to the visitors register to record their group's attendance, the number of people and confirm compliance with cleaning requirements.

Inductions – prior to recommencement of activities, all hall users will be required to undertake a re-induction process to become familiar with their obligations under this updated COVIDS-19 Safety plan.

Volunteer groups undertaking maintenance and cleaning work at the Centre will be provided with disposable masks and gloves and provided with training in COVID-19 Safe practices.

All users of the hall will be required to provide their own water as access to the kitchen will not be permitted until further notice.

3. Signage

Signage will be in place to indicate the following:

- Entry and Exit signs on all doors
- Entry points for each section of the building
- Conditions of entry that include: appropriate numbers and social distancing requirements
 - Maximum numbers to be included in each space
 - Maximum numbers for physical activity classes
 - Warning to remind people to adhere to physical distancing
 - Requirement to comply with hand hygiene, equipment and touch-surface sanitising and cleaning after use of the facility.
- Floor markings to indicate pathways for entry and exit and appropriate physical distances within the hall space
- Signs on bathroom mirrors depicting correct handwashing techniques will be installed in all toilet areas.

Physical Distancing

4. Entry, Exit, Physical Distancing and Room Capacity.

Entry to the premises is currently via three separate doorways. **Classes and hall activity attendees** will enter through the northern double doors facing the carpark, **visitors** to the office will enter through the southern front door facing Glover Street, and **people attending meetings** in the meeting room will enter through the side hallway door facing Sullivans Lane. No entry will be permitted for people visiting the hall if they do not wear a mask.

Entry and Exit Points

With the installation of a privacy wall separating the entrance foyer and office area from the main hall, it will now be possible to restrict entry to each of the areas to designated doors. As part of this COVID-19 Safety plan, access will be restricted in the following manner:

- **Classes and Activities in the main hall** – access only from the northern doors facing the carpark. The door on the left facing the hall from the carpark will be the ENTRY door and the door on the right will be exclusively the EXIT door.
- **Access from the main hall to the toilets** – there are two double doors on the southern wall of the main hall. The door on the left will be the designated door to exit the hall and the door on the right will be the designated door to re-enter the hall.
- **Visitors to the office** – Access will only be permitted from the Glover street front door and all visitors will be required to sign in on the attendance sheet as well as the QR code.
- **Access to the meeting room** at the side of the building – Access will be from the Sullivan's lane doorway.

Physical Distancing

All users of the facility for activities where numbers of people will be attending will be required to monitor the entry and exit of their clients/ guests and ensure that physical distancing measures are adhered to and no bottle-necks occur. Classes and activities will be scheduled

with sufficient time between them to allow the previous group to leave before the next one commences.

Seated activities that require the use of tables will be arranged in a manner that ensures the 4 square meter rule – and all tables and seating will be sanitised after use.

Room Capacity

The room capacity for each area is as follows: Areas are calculated at the mandated maximum capacity rate as at July 5 2021.

Main Hall - - 16.5m x 12m wide – capacity for **48 people seated or 20 maximum** for exercise classes

Meeting room – 5m x 4 m – capacity for **5 people only**. This room will therefore only be available for very small meetings of no more than 5 people.

Office – Two people only at a time in the inner office and two in reception. People attending the office for assistance with enrolments will necessitate closer contact when working on the computer. All visitors for this purpose will be required to wear masks, sanitise their hands before entry and be checked in using our QR Code. Visitors may also be required to allow their temperature to be taken before entry.

Toilets – Staggered visits – no more than 2 people at a time.

Hygiene and Cleaning

5. Hygiene - Sanitation and Cleaning

Cleaning of all touch surfaces, floors and equipment will be undertaken after each activity.

- Hand sanitiser stations will be located in visible spaces at each entry and exit point of the hall
- Restrooms are kept well stocked with antibacterial hand wash and paper towels
- Visual aid signs that demonstrate correct handwashing technique are stuck to bathroom mirrors for maximum exposure
- Hall spaces that are used for exercise will be cleaned after each use by the users, using appropriate products that meet sanitising standards, provided by EU3A. Confirmation that cleaning activity has been undertaken will be recorded on the Group Attendance sheet.
- All touch surfaces that are frequently handled by multiple people such as door handles, bathroom surfaces and doors and railings will be cleaned at the end of each activity in the hall
- An adequate supply of disinfectant wipes or sanitising solutions and cloths will be provided for users to wipe down exercise equipment including chairs before and after use. Private hall hirers who bring their own equipment will need to provide their own surface wipes.
- All exercise activities will necessitate the cleaning of floor surfaces after the activity is complete. A kit with sanitising spray and floor mops will be provided for this purpose.
- Bins lined with a plastic liner for disposal of wipes and used paper towel will be provided in accessible and visible places in the hall. Bins will be regularly emptied.
- Private hall hirers will be required to confirm on a Group Attendance hall sign-in sheet that the required cleaning regime has been completed after each use.
- Weekly supplementary sanitising and cleaning of the facility will be undertaken by volunteers who will be provided with heavy duty gloves and face masks to protect them whilst undertaking their cleaning service.

Record Keeping

6. Register of Attendees for Contact Tracing

All people attending the BSCC facility will be required to confirm that they are well and have not visited a Government designated hot-spot before they enter and **check in using our unique QR Code**.

EU3A class attendees who are able to check-in on their smart phones will be required to do so for each visit. Those who are unable to do this will be checked in via the class roll or sign-in sheet.

Private hirers will be asked to ensure that their attendees check in via the Service NSW COVID Check-in QR Code. For attendees of their activities who are unable to do this, the hirer will be responsible for ensuring they are logged in as a dependant on their own Service NSW app – or a list of these attendees is held. Hirers will be responsible for ensuring the contact numbers for those people are recorded.

Casual attendees including technicians and suppliers will be required to check in using the Service NSW COVID Check-in QR code.

There will also be a Visitors Register which will require the Leaders of both EU3A and private hirer groups to sign in, record the numbers in their groups and confirm that all hygiene requirements have been met.

This COVID Safety Plan will be kept in a place where it is accessible by all users of the hall and available for any spot checks for compliance.

7. Reporting of potential outbreaks

Eastlakes U3A will request that all users of the centre ensure that any cases of COVID-19 infection that come to their attention via any of the people known to have used the BSCC facility, will be reported to the Hunter Health Authorities. All hall users will be advised to download the Service NSW App on their mobile phones and a service will be offered for members of EU3A who are unable to do this to assist them to download the app and set up their account.

8. Ongoing monitoring and supervision

Ongoing monitoring and supervision of all hygiene measures and attendance recording will be undertaken by the Hall Convenor and the Bookings Officer to ensure they are being followed and remain effective.

9. Office procedures for Visitors

EU3A the office at the centre will be staffed by volunteers for two hours each Tuesday during Term times. In the event that classes are cancelled, the office will be closed. Compliance with the 4m2 rule will limit the visitor numbers to one at a time in each office section.

The nature of the business being conducted in the office, will include administrative work, receiving drop-in enquiries, visiting service people and providing assistance for members who are unable to enrol on line with their enrolments. This service necessitates reasonably close contact while the member and the assistant are working together on the same computer.

To ensure the safety of all parties the procedure will be as follows:

1. Visitors to the office will be required to enter only via the front door facing Glover Street.
2. All staff and visitors will be required to confirm that they are well and wear a mask before entering.
3. Hand sanitiser will be available at the front door and must be used by all visitors prior to touching anything.
4. Visitors will be asked to show that they have signed in using the QR code with their smart phone, or checked in on our online Concierge form.
5. The office will be staffed with two people during all opening times. One person will be nominated as COVID warden to conduct temperature checks and supervise the access and egress of visitors. The other person will provide the assistance to members inside the office.
6. Only one visitor at a time will be allowed into the office.
7. No more than 4 people will be permitted to wait in the foyer outside the office – 2 on each side. Socially distanced chairs will be provided. All additional people will be required to wait outside.
8. All touched surfaces will be wiped with alcohol wipes between visitors.

- End of document -

5th July 2021.