



Eastlakes U3A Inc

COVID-19 Safety Plan

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

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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 taken over 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. COVID restrictions have been lifted on the delivery of indoor fitness classes as of June 13.
- Casual Private hirers who hire the facility for weddings and celebrations.
- EU3A Activities and classes – these activities are currently not being undertaken because of the demographic of our members. 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.

As a volunteer organisation with all activities currently on hold, the BSCC is not being used for any EU3A activities. With the return of private Hall hirers from July 6, each of the hirers will be responsible for ensuring compliance with this plan for the safety of their own clients. When EU3A classes resume Class Leaders will also be responsible for ensuring compliance with this plan for the safety of their class members.

Hirers & Course Leaders will be required to:

- Monitor the entry and exit into the space they will be using 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 overseas within the last 30 days
- Record the attendance of all visitors with the required details
- Ensure the use of hand sanitisers on entry to the building
- Ensure appropriate physical distancing for all activities
- Ensure that all touch surfaces, floors and exercise equipment used during their activities are sanitised appropriately on completion of their activity.

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 COVIDS-19 Safety plan.

Volunteer groups undertaking 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, 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 – the northern double doors facing the carpark, the southern front door facing Glover Street, and the side hallway door facing Sullivans Lane.

There will be no access to the kitchen for any users of the Centre until further notice. To minimise potential for infection spread, no hirings will be available for private parties or gatherings that will require use of the kitchen or the service of any food.

Entry and Exit Points

With the recent 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:

- **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.
- **Access to the office** – Access will only be permitted from the Glover street front door
- **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.

Seated activities that require the use of tables will be arranged in a manner that ensures the 1.5 meter distance between attendees – and all tables and seating will be sanitised after use. Participants will be required to get their own chair and wipe it down before returning it to the storeroom.

Room Capacity

The room capacity for each area is as follows:

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 - One person in the inner office and one 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 therefore be required to wear masks, sanitise their hands before entry and sign in to our contact tracing record.

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 the standards, provided by EU3A - and cleaning activity recorded.
- 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 to ensure they are not overflowing.
- Private hall hirers will be required to confirm on a Group Attendance 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

When EU3A Activities resume, class attendance lists that are normally used to record attendance will be sufficient for the purpose of an attendee register as these contain names, addresses, email addresses and phone numbers.

Every other person attending the facility will be required to provide their details for a register that will be made available for Contact tracing, should the need arise.

Because of the risk of sharing surface contact with multiple people in classes signing the one register, we will require each class or activity leader to ensure that they have a pre-filled form with the details of people who they expect to attend. The class or activity Leader should mark the register themselves as visitors arrive, and check to confirm the attendees current state of wellness.

This will also apply to any casual attendance by technicians and suppliers.

The register will require a log of the following details:

- Name
- Email Address **OR**
- Mobile Phone
- Class / Activity Commencement and finish times

Completed forms for each activity will be placed by the Leader, in a document holder on the wall in the corridor beside the office and will be stored securely in the EU3A office at the BSCC – or in the case of EU3A classes, the forms will remain with the class Leader.

Because the existing Visitors Register booklet in the front foyer of the building does not have the space to record individual contact phone details, during this COVID restrictions time, the Visitors Register will be replaced by new forms that will require all individual visitors to sign AND the Leaders of both EU3A and private hirer groups to sign in. This will Register provide the information on ALL visits to the hall, and the Group Record of Attendance lists will provide the names of attendees at group activities.

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 of the benefits of downloading the COVID Safe App on mobile phones.

8. Ongoing monitoring and supervision

Ongoing monitoring and supervision of all hygiene measures and attendance recording will be conducted to ensure they are being followed and remain effective.

9. Office procedure for Enrolment Period for 2021

With planning under way for a COVID-safe return to classes in 2021, the office will be staffed by volunteers for two hours per day for two weeks in November, and times yet to be advised for January 2021 and beyond. While the 4m2 rule is still in force, the office is designated safe for two people only – one in each area of the two room office.

The nature of the business being conducted in the office, will be to assist 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 undergo a contactless temperature check and confirm that they are well. Persons who register an alert temperature on the thermometer will not be permitted to enter and will be advised to attend a COVID testing clinic asap.
3. Hand sanitiser will be available at the front door and must be used by all visitors prior to touching anything.
4. Pens will be provided to enable people to sign in to the attendance register. There will be two containers – one for clean pens and another for used pens.
5. Used pens will be sanitised using alcohol wipes prior to being returned to the clean pen container
6. All visitors will be required to sign in to the visitor register and provide their contact details.
7. The office will be staffed with two people during all opening times. One person will be nominated as COVID warder to conduct temperature checks and supervise the access and egress of visitors. The other person will provide the assistance to members inside the office.
8. Only one visitor at a time will be allowed into the office.
9. No more than 4 people will be permitted to wait in the foyer outside the office. Socially distanced chairs will be provided there. All additional people will be required to wait outside.
10. Visitors will be required to sign out when they leave
11. All touched surfaces will be wiped with alcohol wipes between visitors.
12. Although mask wearing will not be mandatory, masks will be provided and office personnel will have the right to insist on mask wearing if they feel more comfortable.