

Dear Facilitator,

As you know, Bathurst U3A is hoping to resume some classes during third term, which begins on 27<sup>th</sup> July, 2020.

We are very mindful that our members are in the age range where they are at greater risk of harm, should they contract COVID-19. With the current situation in Victoria, we have seen how quickly the virus can spread when safety protocols are not observed.

All venues are required to have a COVID-19 Safety Plan in place and we are seeking a copy of each one. All members of classes will be required to comply with the safety plan of the venue in which they meet.

The basic safety requirements are:

- Each indoor group/class will have no more than 20 participants, plus the facilitator and assistant(s). If you usually have more than 20 students you will need to consider forming more than one class.
- The room used in an indoor venue must be large enough to allow 4 square metres per person.
- Participants are expected to maintain a distance of 1.5 metres from each other.
- If shared equipment is used, it must be cleaned with detergent and disinfectant between uses.

In addition, hand sanitiser must be used at the beginning and end of each class, and antiseptic wipes and gloves made available as necessary. Hygiene in toilet areas must be maintained. High use objects or areas, such as handrails or counters, must be sanitised regularly. Some of these safety requirements may be the responsibility of the particular venue. This will need to be determined.

A checklist will need to be kept by the facilitator to ensure that each safety requirement is being observed. The attendance roll will need to be strictly kept with each member's phone number, address or email noted at *each attendance*, to allow for timely contact tracing.

As facilitator, you will be the person nominated to ensure these requirements are met.

Please have a think about whether, when and how you can apply these COVID-19 safety measures. Reply to this email or phone me on 0422829921.

All of this may seem a little daunting. We are here, ready to help.

Regards,

Lyn Vidler

Secretary,

Bathurst U3A