



PORT STEPHENS THIRD AGE LEARNING INC COVID 19 SAFETY INSTRUCTIONS TO MEMBERS - 2021



Dear Members

In order to be allowed to conduct our classes we must abide by the protocols for safe operations set out by the NSW & Federal Governments and Tomaree Library. It is essential that all members read and abide by these rules. Failure to do so may see our classes cancelled.

Please note that changes may be made to these instructions as the situation evolves, including another shutdown if it is required.

1. Are you ready?

- a. Any member joining a class does so at their own risk. While every effort will be made to maintain a healthy environment, everyone must decide for themselves if they are ready to return to group activities.

2. Wellness

- a. Any member displaying even mild symptoms must absent themselves from class. These include fever, cough, sore throat or shortness of breath and sometimes nausea, diarrhoea or muscle pain.
- b. Members are encouraged to seek medical attention and possibly COVID 19 testing if in any doubt.

3. Physical Distancing

- a. One person per 2 m² only will be allowed. The library has set limits on the number of people in each of the rooms we use. These must be strictly enforced.
- b. Chairs should be set out so they allow for social distancing - although people living together can sit closer
- c. When entering or exiting rooms you must not gather in hallways. If a queue is necessary please stand 1.5m away from the person in front. The library requires that we limit the number of people in any hallway. Please move out into the carpark if you wish to chat.
- d. Do not physically touch any other person or share any items

4. Hand washing and Hygiene

- a. Hand sanitiser will be provided for every class. Please sanitise your hands both before and after each class
- b. The library will ensure that there is soap and paper towels or dryers in the bathrooms. Please report any shortage
- c. We recommend limiting your use of the bathrooms if possible
- d. If you prefer to wear a mask you are welcome to do so
- e. We recommend bringing your own water bottle as access to the kitchen will be limited.

5. Cleaning

- a. The library will be professionally cleaned nightly with door handles, light switches etc cleaned as well as floors, bathrooms etc but we suggest using your elbow to open doors
- b. U3A is responsible for cleaning any equipment that we use
- c. Chairs should be wiped down **both before and after use** using disinfectant wipes provided. Don't forget to wipe under the front lip of chairs and anywhere else people may hold them
- d. Those using the chair trolley should wipe it down before use or else wear gloves while handling the stacks
- e. Tables must be wiped down before and after use
- f. It is important that all attendees do their bit to share the cleaning. If you are frail and unable to clean or lift chairs please ask someone to help
- g. Do not leave early and leave the job to others
- h. Used wipes and gloves are to be placed in the plastic bag provided and then disposed of in one of the bins provided at the centre or carparks

6. Class rolls

- a. As part of the process to limit numbers in rooms and avoid handling attendance books and pen, class rolls will be generated and will be marked each session by the group leader or their appointed clerk
- b. It is essential that your attendance is recorded in case of the need to trace contacts if an outbreak should occur. Only those persons recorded on the roll will be admitted to a room
- c. The registration process and contact details is attached. With the relaxed restrictions we hope we can accommodate everyone who wishes to attend a class
- d. If you want to withdraw from a class or cannot attend for a period once you are confirmed on the roll, please notify the leader so that your place can be offered to someone else