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| **SHERBROOKE U3A INC** .    U3A Logo with words | PO Box 1153, Upwey 3158 Ph: 9754 3339  Seniors Community Centre, behind Upwey shops  Email: office@[sherbrookeu3a.org.au](mailto:sherbrookeu3a@ozonline.com.au)  Web: www.sherbrookeu3a.org.au  ABN: 84326007512 Reg.No: A0051023F |

CovidSafe Plan

This COVIDSafe plan is based on the guidelines issued by the Victorian Government in order that the Sherbrooke U3A can safely reopen and maintain a COVIDSafe classroom environment.

1. Physical Distancing  
   Yarra Ranges Council will notify us of changes to physical distancing requirements and signs will be displayed showing the maximum number of people allowed in each space.  
   Furniture will be arranged to allow for physical distancing.
2. Face Masks  
   All members must wear face masks inside until such time as restrictions are lifted. Signs will be displayed to remind people of this requirement.
3. Hygiene  
   All areas will be cleaned regularly (daily) by Council staff.  
   Hand sanitiser will be provided and members will be asked to wipe down any furniture that is used by their group.
4. Record Keeping  
   All members will be expected to sign in using the QR codes which are prominently displayed. Members without mobile phones may use the sign-in book on the table in the foyer.  
   Members’ vaccination certificates will be checked when classes return and a record kept in the UMAS System of each person’s vaccination status. Unvaccinated members will not be able to attend face to face classes but may participate in online classes.
5. Enclosed Spaces and Ventilation  
   Members who are unwell will be reminded, through the newsletter or emails not to attend classes.  
   Where possible, doors and windows will be opened to enhance ventilation.

The Covidsafe Plan will be distributed to members as an attachment to our newsletter and will also be available on our website.

This Plan was adopted by the Committee of Management of Sherbrooke U3A Inc., and minuted as   
such, on 29 October, 2021.