



## Policy – COVID Lockdown Policy

### Introduction

Whittlesea U3A Inc. regards the safety of all its members of vital importance to the organisation. The pandemic commonly referred to as COVID – 19 has caused instability within the community and has affected how people interact with one another.

Whittlesea U3A Inc. is fully aware that its role within the Seniors' Community must ensure that the class calendar and other related events takes into consideration both the ever evolving changes to government regulations and the safety of its members.

### Purpose

The purpose of this document is to outline Whittlesea U3A Inc.'s process that will be followed as the organisation emerges from a lockdown or emergency situation. The policy, though relating to COVID-19, can be adapted for future pandemics or major medical situations and emergencies as outlined by either State or Federal governments.

### Policy

1. Whittlesea U3A Inc. has a duty of care to provide a safe environment and accepts and acts on its duty of care by following the guidelines as laid out by State and Federal Health Authorities, and State and Federal Governments.
2. If a lockdown is called all face-to-face classes will cease immediately (unless the restrictions allow smaller classes).
3. During a lockdown tutors, with only face-to-face classes, will be given the opportunity to use ZOOM (or a similar program) to continue working with their participants online. ZOOM is an electronic form of communication where members can meet via their PC, Smart phone or tablet or iPad in the safety of their own home.
4. During a lockdown and resulting lifting of restrictions ZOOM classes will continue as shown on the class calendar and online enrolments may be increased or decreased as requested by the tutor.
5. As restrictions are lifted and government regulations are eased face-to-face classes will slowly resume based on the following exceptions:
  - The Committee of Management does not feel that it is safe to resume face-to-face classes.
  - The tutor does not feel that it is safe to resume face-to-face contact.
  - A member of a class is not willing to resume face-to-face contact.
  - The resumption of classes occurs during the last week of a term. Here classes would remain closed until the following term.
  - Location of the classes are included as 'hot zones' by authorities and therefore unable to be used.
  - Any other situation as agreed to by the Committee of Management at the time.

### Procedures

1. If a lockdown or medical emergency is called, the Committee of Management will meet to review the policy and make a decision on the process to be followed.

2. Members will be notified by email, SMS and through the Whittlesea U3A website regarding the process that will be followed.
3. Tutors will be notified of the cancellation of classes to give them the opportunity to change their face-to-face class to ZOOM.
4. The class coordinator will remain in touch with members to provide them with updated information as provided by authorities, the Committee of Management and tutors.

## **Responsibilities**

1. Whittlesea U3A Inc.'s Committee of Management is responsible for:
  - developing, adopting, implementing and publishing this policy,
  - ensuring that all members, volunteers and employees are aware of this policy and of their obligations in relation to contributing to a safe working environment,
  - monitoring and revising this policy as and when the need arises.
2. It is the responsibility of Whittlesea U3A Inc.'s Committee of Management to ensure that:
  - all members and volunteers are made aware of their obligations and responsibilities to foster a safe U3A environment,
  - all members are provided with the information necessary to make an informed decision regarding their involvement in classes during this time.
3. Whittlesea U3A Inc.'s Secretary is responsible for
  - receiving and responding to enquiries about this policy
  - working with the class coordinator to ensure that the class calendar is maintained whilst providing a safe environment for the members.
4. Whittlesea U3A Inc.'s President, or his/her delegate, is responsible for
  - ensuring members of the Committee of Management are aware of current health advice and their implications to the running of Whittlesea U3A.

## **Authorisation**

This Policy was adopted by the Committee of Management of Whittlesea U3A Inc., and minuted as such, on Monday 12<sup>th</sup> July 2021

This policy will be published by the Committee of Management of Whittlesea U3A Inc. on its website within 4 weeks of the date of this authorisation.

## **Policy Review**

This Policy will be reviewed at least annually or when circumstances change.