



## Policy – COVID-19

### Introduction

Whittlesea U3A Inc. is a voluntary not for profit organisation. Its members are retired or semi-retired and aged 50 plus. Whittlesea U3A Inc. is able to function because of the volunteer tutors and organizers.

### Purpose

The purpose of this policy is to set out the rules relating to COVID-19 that fall within Terms and Conditions of being a member of Whittlesea U3A Inc.

### Policy Statement

Whittlesea U3A complies with all State Government and venue provider regulations in regard to COVID-19 attendance in courses and activities particularly in regard to vaccination status.

### Rules

Whittlesea U3A has developed rules to sit within our COVID-19 policy statement. These rules will be updated as Government regulations are updated.

1. Based on the Victorian roadmap, future face-to-face classes may be held in accordance with State and local Government restrictions. Zoom classes can continue throughout without restrictions.
2. The various conditions included in the roadmap have effectively been decided by the Victorian Government, Whittlesea Council and other venue operators. Anyone who does not wish to abide by the restrictions will not be permitted to attend face-to-face classes.
3. In line with Government requirements, all individuals will need to prove that they are fully vaccinated before attending classes (i.e. it will not be sufficient for them simply to say that they are vaccinated). This can only be achieved by showing either their COVID-19 digital certificate or their immunization history.
4. Vaccination status needs to be shown to each Tutor or COVID-19 Marshal prior to participating in the first class of the term.
5. Alternatively, status may also be provided to the Class Coordinator or office volunteers by contacting them and they will assist the member. Tutors will be advised of a member's vaccination confirmation.
6. A member with an official exemption certificate will be able to attend face-to-face activities. The exemption will need to be either:
  - Linked to the Services Victoria app through Medicare or
  - Be an original certificate – no photocopies or photos permitted, which is presented to the tutor at the beginning of the first class.

## **Responsibilities**

All members, including Tutors registered to hold face-to-face classes, must follow the above rules as per the Terms and Conditions of Whittlesea U3A membership.

The Class Coordinator will ensure that all Tutors meet the rules of this policy

The Membership Manager will ensure that the UMAS database is maintained with the required data.

## **Authorisation**

This Policy was adopted by the Committee of Management of Whittlesea U3A Inc. and minuted as such on November 8<sup>th</sup> 2021.

## **Policy Review**

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