



**HEALESVILLE**  
UNIVERSITY OF THE THIRD AGE

## **Policy – COVID Lockdown Policy**

### **Introduction**

U3AHealesville 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.

U3AHealesville 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 U3AHealesville Inc.'s process that will be followed as the organisation enters, is in the midst of or 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. U3AHealesville 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 as restrictions are lifted ZOOM classes may continue. 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 may slowly resume with the following exceptions, noting that it is a member's right to decide not to attend until they feel comfortable:
  - 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.
  - The resumption of classes occurs during the last week of a term. Here classes would remain closed until the following term.

- Venues 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, either face to face or by email/zoom, 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 U3AHealesville 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 or other designated Committee Member will remain in touch with members to provide them with updated information as provided by authorities, the Committee of Management and tutors.

## **Responsibilities**

1. U3AHealesville'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 learning environment,
  - monitoring and revising this policy as and when the need arises.
  - all members are provided with the information necessary to make an informed decision regarding their involvement in classes during this time.
2. U3AHealesville'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.
3. U3AHealesville's President, or his/her delegate, is responsible for
  - ensuring members of the Committee of Management are aware of the current health advice and their implications to the running of U3AHealesville Inc.

## **Authorisation**

This Policy was adopted by the Committee of Management of U3AHealesville Inc., and minuted as such, on Wednesday 16 February 2022

This policy will be published by the Committee of Management of U3AHealesville Inc. on its website within 4 weeks of the date of this authorisation.