

**U3A MANNINGHAM**  
**SPECIAL BULLETIN No. 2**  
**Monday 11<sup>th</sup> January 2021**

**KEEPING US ALL SAFE**

U3A Manningham has been in constant contact with the Manningham City Council to ensure that we are in compliance with Victorian Government regulations which will enable us to commence classes on 1 February 2021. This has included U3A Manningham submitting, and having approved, a COVID Safe Plan for our venues at The Pines Living & Learning Centre as well as all the external venues that we use.

The purpose of the COVID Safe Plan is to ensure the health and wellbeing of all U3A Manningham members while, at the same time, enabling our classes to be conducted as normally as possible.

However, this does mean that some of our procedures and practices will need to be modified. These modifications are set out below and further information will be available before classes commence.

**Social distancing**

- Social distancing rules must be strictly adhered to. Therefore, the number of participants in classes will depend on the size of the room. But don't worry, arrangements will be made to ensure that all those enrolled will be able to attend classes. This will be either via Zoom or by staggering class members' attendance. How classes function will be determined in conjunction with the relevant tutors and advised before classes commence.
- Most classes will run for 70 minutes to allow time for members to enter and leave the classrooms.
- Members are encouraged not to stop in the public areas (foyer, passage, bathrooms) to chat but to move in and out of the buildings as quickly as possible.

**Masks, sanitising and room cleaning**

- Members are expected to wear masks in the common areas. Mask wearing in classes will be determined by the tutor and class members.
- Hand sanitiser will be available on the office counter and in the classrooms. Members are also encouraged to bring their own to use whenever necessary.
- The Manningham City Council will be responsible for daily cleaning of The Pines Living & Learning Centre, as will be the management of external venues. However, it is the responsibility of U3AM to ensure that touched surfaces in classrooms are cleaned between classes.

## **Conduct of classes**

Because of the danger of spreading COVID, some classes will not be able to be physically conducted, at least when Term 1 commences. Please click on the following link to ascertain those classes:

<http://u3amanningham.org.au/docs/ClassesNotCommencingTerm%201.pdf>

We will be monitoring these classes and will advise members as soon as they are able to be held.

Where appropriate, Zoom will still be used for some classes. This will be determined by tutors, and members will be advised of these classes before February.

## **Accessing buildings (The Pines and external venues)**

### **U3A Members attending a class**

- Members must wear a mask and name badge particularly in the common areas.
- Arrive between 5 and 10 minutes prior to class commencing.
- Register your attendance through the QR code scanner – see information below.
- Leave the building immediately after the class concludes.

### **U3A Members and others attending The Pines building for a period of less than 15 minutes**

- Wear a mask while in common areas.
- Do not enter a classroom.
- No need to register attendance through the QR system.

## **Use of the QR System**

You will all have seen the QR code scanners at restaurants, coffee shops, libraries, etc. This is a Victorian Government system, used with smart phones, which allows your name and contact details to be recorded digitally. All stored information is automatically deleted after 28 days unless the Department of Health and Human Services requests the information for contact tracing. If we do not use this system but instead record names and contact details on paper, we will only be able to admit half the number of members into our classrooms. For your information, 'QR' stands for 'Quick Response'.

U3AM will have QR Wardens available to assist our members to use the system. As well, it is quite permissible for a U3A Manningham member to admit several persons on their smart phone at the same time provided all those people are present and noted by the QR Warden.

Instructions on how to use the QR System will be sent to all members. As well, Zoom classes will be held on its use.

## **Food and drink**

- There will be no catering provided for any functions.
- Neither the small kitchen nor the large kitchen (PFR) will be available for use.
- There must be no sharing of food or drinks by members.

## **U3AM Office**

The U3AM Office can only be accessed by the volunteers who are rostered for that particular time or by members of the Committee of Management. If Tutors or Members wish to access the pigeonholes, need photocopying done, or have any other requests, they must ask the Office Volunteers for assistance.

## **UPDATE OF U3AM ACTIVITIES**

### **Enrolments**

All 2020 enrolments have been rolled over into 2021. You are now able to check your 2021 enrolments details and make changes if you wish to do so.

### **Tutor Meetings in The Pines Function Room**

We will be holding two identical meetings for Tutors on the morning of Wednesday, 27 January. These meetings will be very important and by splitting the Tutors into two groups we will be able better prepare for the start of classes. Tutors will be given more details of these meetings later in January. Sorry – no food or drinks this year!

### **Office Volunteer Meetings in The Pines Function Room**

These meetings will be held on the afternoon of Wednesday, 27 January. Office Volunteers will be given more details of these meetings later in January.

## **Welcome to 2021**

I hope that you all have a wonderful year attending classes at U3A Manningham. A special welcome to our new members and it is great to have all our 2020 members back on board. I am sure that we will quickly get accustomed to our changed practices and that we will all enjoy our classes as we have done in the past. Would you please spend some time in January brushing up on the QR Code system.

David Jensz OAM  
PRESIDENT