

Principles

1. We will always follow Tasmanian Government requirements. Therefore the coordinator of any U3A Cygnet activity must be alert for any recent changes (by monitoring ABC and local news media, consulting the [government website](#) etc) as late as practical before **each** meeting.
2. We meet at venues we do not control. These venues should have coronavirus safety plans in place, which we will follow except where they lack requirements present in our plan (this document). Therefore the coordinator of any U3A Cygnet activity will consult the venue plan as late as practical before **each** meeting, to ensure variations between plans are followed, and to see if there have been any recent changes.
 - For example, some local venues only require contact details for the convenor or organiser of a group meeting, whereas our standard U3A rolls are intended to record **each** participant at **each** meeting. However, our rolls do not record contact details (the membership database serves this purpose), so if the venue requires contact details on their forms, we must do so in addition to our usual rolls.
 - For example, some venues may not provide hand sanitising facilities, in which case we must do so (washing with soap and water, or alcohol-based sanitiser).

Requirements

1. The coordinator will provide the standard U3A Cygnet Roll showing the place, date and time of the meeting. All participants will tick their name on this form on entry to the venue. All participants must also promptly notify the [membership secretary](#) if their contact details have changed, especially their phone number. For coronavirus purposes, these rolls will be kept by the U3A committee for at least six months. These rolls are subject to privacy and may only be inspected or released to anyone with the U3A Committee's permission¹.
2. All participants will enter and exit the venue, and move within the venue, in an orderly manner, preserving physical distancing requirements as far as practicable. Prior to the meeting, the coordinator will ensure that seating arrangements meet physical distancing requirements as far as practicable.
3. All participants will use hand sanitising facilities (provided by the venue or U3A Cygnet) on entry to the venue, and again on exiting the venue.
4. Participants will minimise use of equipment provided by the venue, especially linen, crockery and cutlery. If the coordinator is not sure that such equipment is cleaned prior to the meeting, they must arrange for cleaning (eg washing up) or ask participants to bring their own.

If something goes wrong

1. If any participant refuses to follow these requirements, the coordinator must ask them to leave the meeting immediately. If necessary the meeting should be cancelled. Names of those involved, and details of the situation, must be written down and notified to the [U3A Secretary](#) as soon as possible.
2. Should anyone attending the meeting later be diagnosed with covid-19 or be involved in official contact tracing, they must immediately notify the [U3A Secretary](#). All requests for contact details for coronavirus -related purposes must first be referred to the [U3A Secretary](#).

¹ For health matters, U3A Cygnet is subject to Federal or State privacy legislation. For other matters, U3A Cygnet voluntarily follows Federal or State Privacy Principles.