COVID PLAN IMPLEMENTATION PROCEDURES
This plan incorporates those strategies in place for the U3A building.
Participants in our bridge sessions are required to comply with this plan.

Our Plan is based on protecting the health of our group members and is focussed on maintaining physical distancing of 1.5m and thorough hygiene.

ATTENDANCE
A record of all attendees, along with their contact details will be kept for each session.
All attendees are encouraged to have downloaded the Covid-Safe phone app and bring their phone, turned to silent. (if they have an appropriate mobile phone)

Anyone experiencing any symptoms which may indicate infection with Covid 19 MUST NOT ATTEND – these symptoms include fever, sore throat, cough, shortness of breath, chest soreness, runny nose, generalised aches and pains or recent unexplained fatigue (sneezing alone is not a symptom)
An infrared thermometer is available to check temperatures if required – a fever of 37.2 or higher will require that person to leave – and seek medical advice if indicated.
The Director has the absolute discretion in determining whether anyone with any of the above symptoms must return home or seek medical advice.
Club members are also encouraged to have current influenza immunisation.
Some people have persistent coughs unrelated to infection – it is suggested that they consider wearing a mask - other members may also wear masks +/- eye protection if they wish.
(A limited number of masks will be available if required – regular users must provide their own.)
Only current members may attend sessions.
Attendance at our bridge sessions implies acceptance of and a preparedness to comply with the conditions outlined in this plan.

PHYSICAL DISTANCING
Maintaining a distance of at least 1.5m between people is the most important way of preventing spread from person to person.
Everyone is expected to try and maintain this 1.5m distance rule entering and exiting the building, in corridors and toilets and in Area 8-9 throughout the session.
Tables will be arranged to achieve maximum distancing between them.
At this point we believe only 9 or 10 playing tables can be accommodated in the room – hence each session will be restricted to 40 players.
Players are asked to sit back from the card table – at least 30 cm.
Should more than 40 players wish to attend, a booking system will be implemented.
SESSIONS will be shorter – the suggestion is around 2 hours.
Any shared food, drinks, coffee machines, water fountains, utensils, urns etc are FORBIDDEN – hence there will be NO coffee break and no cakes or fruit to share can be brought. Should attendees wish to bring their own drink and food, this is OK – they must not share it.
Ceiling fans must not be used in rooms.
The air conditioner fan will be set at its lowest speed when used.
Try and achieve best ventilation with windows opened where possible
Should a cushion be required, the member must bring their own.

Members are asked to bring the correct change for table fees.

**HYGIENE** – everyone must comply

**CLEANING and SANITISING**
**PRIOR TO ATTENDANCE**
Door handles and push plates to entrance doors, room doors, toilet doors (entrance and cubicles) and taps will be disinfected with antiseptic solution (e.g. Glen 20 – alcohol + phenol) – using disposable gloves. Light switches and air conditioner remote controls will also be disinfected.
**ON ARRIVAL** everyone is to use alcohol based hand sanitiser provided at the building entrances – this is to be reapplied on exiting the building.
**TOILETS** – everyone is to apply hand sanitiser ON ENTRY to the toilets (dispensers placed at each toilet entrance), wash their hands with soap and water, drying with paper towel after using the toilet AND applying hand sanitiser ON EXITING the toilet. Disposable wipes are provided in each cubicle to clean the seat – these are NOT to be flushed, rather place them in the receptacle provided.

**HYGIENE DURING EACH BRIDGE SESSION**
The card dealer will have used hand sanitiser prior to and after dealing the box of boards.
During play we want to minimise the amount shared ‘equipment’ is handled by multiple people.
The club will be introducing bidding boxes to replace bidding pads to reduce the use of shared equipment and improve physical distancing – members will be expected to purchase and use their own box at all sessions.
(Until bidding boxes are acquired, a large bidding sheet will be used by each player and moved from table to table with them_Everyone is to use the same pen throughout the session and clean it at the end of the session – individuals are encouraged to bring their own pen from home) (Until bidding boxes are acquired, a large bidding sheet will be used by each player and moved from table to table with them)
ALL movements will be Mitchell movements if possible, with NS remaining stationary.

**ONLY West will handle the boards** – moving them and putting them on and off the table. Only South will use the Bridgemate with West visually confirming the score and advising South to accept it when correct.

**At the commencement of the session and on moving tables all 4 players will sanitise their hands** with the sanitiser placed on each table.

**At the end of the final round** each table top, each side table top, each board, each Bridgemate, each pen and the computer keyboard is to be wiped with an alcohol soaked cloth (methylated spirits – 95% + ethanol)

Chairs – seats and arm rests – are to be wiped or sprayed with disinfectant at the end of the session.

While we cannot disinfect the actual cards, the frequent hand sanitising should be effective in preventing their contamination.

At the end of the session door handles, push plates etc will have to be again cleaned with disinfectant – the same as prior to the session.

Anyone coughing or sneezing is to ‘cover their cough’ and sanitise their hands before continuing to play.

Should someone have a potential Covid 19 infection at a session, the Director will be responsible to ensure that other attendees are kept away from them and then proceed as outlined in ‘response planning’, pages 5 and 6 of our Covid Safe Plan.

Covid Safe material will be displayed within the U3A premises.

Elvira Stewart-Frick

President

*Mandy Tomney and Milton Hart have completed a Covid-19 Safety At Work course*