

## Covid guidance for staff and members

**Taking personal responsibility:** As the coronavirus pandemic continues, we need to support each other and work together to keep the U3AC community as safe as possible. We ask all members to take personal responsibility for protecting their own health and the health of those with whom they come into contact through U3AC. In particular, please follow the guidelines below:

**Do not enter** Bridge Street premises or external venues if you have

- Symptoms of Covid including a fever, cough or changes to taste and smell.
- A requirement to self-isolate.
- A positive test result.

**Please notify the office** immediately (in confidence) if you have a positive test result and have been in a U3AC group in the previous 48 hours.

### Precautions at Bridge Street

- **Face coverings are strongly recommended** (unless you are exempt) as people move around the building, and once seated in classrooms if feasible. Note seating in classrooms is **not** socially distanced.
- In order to aid clarity of communication, tutors are not asked to wear face coverings while teaching. However, some may need to do so. Please respect your tutor's choice.
- **Please consider taking a lateral flow test** prior to coming to classes to reduce the risk to others. This is not mandatory and no results will have to be presented. It is purely a consideration towards the safety of other members.
- **Ventilation.** All classrooms have opening windows. These should be open during classes unless weather conditions make this impossible. All rooms should be ventilated between classes by having windows fully open. Please can members assist with making sure this happens.
- All classrooms are fitted with air-conditioning, which can be used in conjunction with windows, as the weather conditions dictate. The air conditioning can be set to circulate hot or cold air.
- **Hand sanitiser** will be provided at the entrance of the building and at the two entrances on each floor. Please make use of this. **Cleaning wipes** for furniture will be provided in all classrooms for members to use if they wish to.
- **Social distancing.** While using corridors and the social area please maintain as much distance as feasible and avoid blocking the traffic flow.
- Please show empathy, respect and consideration to others, whose personal circumstances may not be obvious.

### At external venues

- Please observe the precautions in place at external venues, including limits on numbers. Many venues are running on a restricted capacity.
- For exercise classes please follow the protocols required by your tutor.
- For other group activities, please follow any precautionary guidelines provided by the organiser.

### Vaccinations

- There is no requirement for members to be double vaccinated although many members will be.

These guidelines follow latest government guidance as at 08.09.2021. They will be reviewed should the guidance change.