

Rev 02

(changes highlighted in yellow)

This guidance for Group Coordinators has been updated to the latest (21 Sept) National office guidelines and you can read them [HERE](#) See the References section at the end for other helpful links.

Remember that all iU3A Group Coordinators must inform the Groups Coordinator when they start meeting indoors.

The main points are summarised below.

IMPORTANT NOTE: If there is a local lockdown arrangement, the lockdown arrangements will take precedence over the guidance below. You must follow local lockdown guidance **and legal requirements** at all time.

Who is advised not to meet?

Certain groups of people are at increased risk of severe disease from coronavirus (COVID-19), including all people aged 70 or over. If you are over 70 or at risk of severe disease you are advised to stay at home as much as possible and, if you do go out, to take particular care to minimise contact with others outside of your household.

Do we have to obey the rule of 6?

The general guidance is that when meeting friends and family you do not live with, you must not meet in a group of more than 6, indoors or outdoors. **THERE IS NOW NO BLANKET EXEMPTION FOR CHARITABLE INSTITUTIONS.** Regardless of size of group you should follow all other related government guidance and you should undertake full risk assessment(s). (See [HERE](#) for risk assessment forms.) There **are** exemption for some 'educational' activities and many physical activities.

What are the rules about travel to venues?

You are advised NOT to share cars with non-household members when travelling to interest group venues and to follow guidance for travelling on public transport.

What are the rules for hosting or attending a meeting in a private home?

To reduce the risk of catching or spreading coronavirus follow the following rules:

- Try to keep at least 2 metres away from people you do not live with.

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- Where you cannot stay 2 metres apart you should stay more than 1 metre apart, as well as taking extra steps to stay safe. For example: wear a face mask unless you are exempt and make sure rooms are well ventilated by keeping windows and doors open.
- It is recommended that all members have and use their own personal hand sanitiser, use gloves in areas of multiple use and use a mask where appropriate.
- Do not share any refreshments of any nature and avoid sharing plates and utensils with people outside of your household.
- Avoid using toilets in other people's home wherever possible and wipe down surfaces as frequently as possible.
- Using disinfectant, wipe down any surfaces or door handles people from outside of the household come into contact with if walking through your home.

No more than 6 meet can in a private dwelling. The chosen maximum number should be determined by the risk assessment (may be less than six).

What is a Covid secure venue?

In all venues it is important to ensure they are Covid-secure, adopt a Covid secure approach to usage and follow their guidance for use.

- Covid secure means that the venue has carried out a Covid-19 risk assessment that demonstrates users can meet social distancing and hygiene recommendations.
- The venue should be able to demonstrate that measures are in place to ensure all those using the facility do so in a way that is Covid-secure including the maximum number that can be safely accommodated.
- In addition, it is recommended that all members visiting a third-party venue have and use their own personal hand sanitiser and do not share equipment, materials or refreshments of any nature.

What about outdoor activity groups?

The National guidance carries information for indoor sports, recreation and exercise, but not very much regarding outdoor activities. For 'sporting' activities they suggest reference to National Sporting Organisations.

For walking they reference the Ramblers association (which at 23rd Sept was allowing walking groups of up to 30 in size).

The main aspect is again the conduction of a risk assessment for the activity.

How does the Group Coordinator assess risk?

Prior to re-starting physical meetings the Group Coordinator must carry out a Risk Assessment using the national form which can be downloaded [HERE](#).

If your group is meeting in a private home you should ensure that social distancing can be maintained.

If you are using a community hall or other public venue you must:

- contact the venue prior to commencing the interest group and visit it to satisfy yourself that it is Covid secure.
- keep a record in your Risk Assessment of how the building and its use is Covid-Secure. You will need details of a) how the facility providers have ensured that the facility is Covid-secure and b) that measures are in place to ensure all those using the facility must do so in a way that is Covid-secure, including the maximum number that can be safely accommodated.

What additional records must the Group coordinator keep?

In addition to your Risk Assessment you need to:

- keep a record of the date and time of meeting and note on each occasion that the home, garden or public building was complying with its Covid-secure arrangements.
- keep a record of attendees at each U3A session for 21 days to assist NHS Test and Trace with requests for that data if needed.

What should the Group Coordinator explain to members attending a meeting?

Coordinators should:

- ensure all members have considered their personal risks (ideally using the U3A Risk Assessment form.
- remind members to complete their personal pre-attendance health check and not to participate if they are experiencing Covid-19 symptoms.
- remind members to maintain social distancing, hand-sanitising, etc.

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- advise members that they MUST use the facility in line with the guidance provided to users at all times [and should keep a record of having done so]
- request members not to share any refreshments of any nature.
- ensure members provide their own tools, books, papers, etc. and do not share them.

If you are about to re-start physical meeting (or are doing so already) please ensure you send **the Groups Coordinator** a copy of your completed Risk Assessment for your group. Also, please tell the **Groups Coordinator** the approximate number of members currently attending your physical meetings.

Many thanks for your perseverance in difficult times.

Local Lockdown Arrangements

If / when there is a local lockdown in place, the lockdown arrangements will take precedence over the national guidance above. You must follow local lockdown guidance at all time. This document will be updated if there is a local lockdown in London with guidance then on how above will be impacted.

References

Other relevant references can be found here:

UK Government Guidance: <https://www.gov.uk/coronavirus>

Islington Council: <https://www.islington.gov.uk/>

London City Assembly <https://www.london.gov.uk/coronavirus>