



**Launceston
School
for
Seniors Inc.**

Patron: Hon. Don Wing AM

Chair: John Husband
Vice-Chair: Liza Snow
Secretary: Carol Titmus
Treasurer: Carmel Coombs

Postal: PO Box 903, Launceston, 7250
Office: 8 High Street, Launceston, 7250
Phone: (03) 6334 4007
ABN: 68 388 404 570

Terms and Conditions

Indemnity

It is expressly agreed between the Registered Member and the Launceston School for Seniors Inc. that neither the Launceston School for Seniors Inc. nor any servant or agent of the Launceston School for Seniors Inc. shall in any circumstances whatsoever be under any liability whatsoever for the Registered Member for any loss, damage or injury of whatsoever kind, arising directly or indirectly, from any act or omission (whether negligent or otherwise) on the part of the Launceston School for Seniors Inc. or such servant or agent.

At any time whilst the Registered Member is a participant in any activities or function conducted by or in any way related to or connected with the Launceston School for Seniors Inc. both the Registered Members property and person shall be at the Registered Members own risk and the Registered Member will not hold either the Launceston School for Seniors Inc. or its servants liable for any personal injury or loss of property of whatsoever kind or nature, whether caused by negligence or otherwise.

I will uphold the Constitution and Rules of the Launceston School for Seniors, Inc

Community Commitment

The aim of the Launceston School for Seniors Inc. is to provide and conduct programs which are educationally, vocationally or socially beneficial for members.

All Registered Members can participate in opportunities offered by the Launceston School for Seniors Inc. that are within their physical ability, knowledge or experience (where applicable) and class place availability.

All Registered Members can expect and should ensure, that the school has an environment that is safe, respectful and free from harassment, discrimination and bullying.

All Registered Members should foster and maintain positive relationships and act with honesty and integrity towards the school and community.

All Registered Members can expect and should ensure, that other members personal information is maintained in accordance with Launceston School for Seniors Privacy Policy.

All Registered Members should wear their current ID badge supplied by the school at all times when attending any Launceston School for Seniors activity.

All Registered Members should maintain the good reputation of Launceston School for Seniors, contribute to its ability to serve the communities interests and refrain from using membership to promote personal interests or financial gain.

All Registered Members can expect and should ensure, that public car park rules are followed and any damage to vehicles, school property or Registered Members possessions are reported to the school office or class tutors.

All Registered Members should keep up to date with Launceston School for Seniors policies and notices by reading information posted in the organisations newsletter, website or notice board.

Covid Safety Plan

Risk

- All Registered Members of Launceston School for Seniors Inc. (LSS) have been advised of their responsibilities in the COVID Safety Plan via the school newsletter through email or post. The plan is also available on the School Website.
- Signs are displayed around the school advising of risk control requirements.
- Face Masks are not mandatory, but members are encouraged to wear them if they feel more comfortable doing
- Ventilation must be provided via open door/window in each room.
- To reduce risk, limiting the number of people in rooms and the school in general, has been implemented. So.
- Registered Members who have symptoms of cold or flu, have been in contact with anyone testing positive to COVID-19, have been in a COVID Hotspot in the past 7 days or are subject to isolation requirements will be restricted from attending the school.
- Some classes are subject to Vaccination requirement. These classes will be advised during Registration process.
- Registered Members can have drinks and use the microwave oven in the Common room and Art room but social distancing protocols must be observed. Hot water and milk will be available at the school. Registered Members must provide their own cups, spoons and dry ingredients. One way traffic only must be observed between sink and bench. Paper towels will be provided.
- Registered Members must always follow the instructions of tutors during the class and leave the room if required.
- Sanitiser is available for Registered Members who are required to touch light switches, door handles etc.
- Registered Members must proceed directly to the next available chair and restrict the amount of passing traffic.
- Only two Tutors / Registered Members are to visit the office at any one time and not pass the doorway unless invited. Other Registered Members wishing to visit must wait outside the building until the hallway is clear.

Cleaning

- The school buildings are cleaned nightly by contract cleaners in line with protocols stated in the Launceston Library COVID Safety Plan for the High Street facility.
- The Launceston Library COVID Safety Plan is available in the office if WorkSafe or other authorities require it.
- The site's cleaning procedure includes appropriate provision for regular cleaning of any toilets available to members.
- Processes are in place to ensure sanitiser and disinfectant wipes are available in all classrooms.
- It is every Registered Member's responsibility to clean the table and chair they occupy in the classroom before and after use.
- Computers, photocopier and other frequently used surfaces must be cleaned before use.

Hygiene

All tutors are aware that persons who are unwell or subject to an isolation order must not enter the premises or must leave the premises as soon as symptoms are identified.

- Registered Members will be asked to leave the premises if they display symptoms of COVID-19.
- Signs are in place to remind Registered Members of appropriate hygiene requirements.
- Hand sanitisers are available at the main door, the common room, outside room 1 and outside the office. Sanitiser Wipes are available in all rooms.

- **Face Masks must be worn indoors in line with Tas Health protocols.**
- **Personal sanitiser bottles are available in rooms for use after touching door handles, light switches etc.**
- **Soap is available in the toilets for use when using the facilities. Waiting for cubicles is only permitted in the hallway outside and social distancing must be observed.**

Physical Distancing

- **Signs are in place to encourage physical distancing.**
- **2 Registered Members can sit at each table while classes are in progress. There will be 9 class tables in rooms 2,3,4 and the art room. 7 class tables in room 1**
- **When not seated social distancing must be maintained.**
- **When moving about in the classroom where it is not possible to maintain 1.5 metres distance Registered Members must move past other Registered Members as quickly as possible.**
- **If more than one Registered Member is waiting for admittance to a room, they must maintain physical distancing.**
- **Workers or office staff must knock on the door without entering the classroom and the tutor or class co-ordinator must move outside the room to converse.**

Track and Trace

- **Tutors or class co-ordinators must ensure they have a current class list before commencing each class.**
- **Tutors or class co-ordinators must call the class list to confirm who attends each class.**
- **Classes using guest speakers must include speakers on class list.**
- **There must be no more than 18 people in room 2,3,4 and the art room, 14 in room 1 and 45 in the halls at Invermay and Mayfield.**
- **If space permits, Registered Members not on the class list may attend a class but their name must be added to the list for that class.**
- **The completed class list must be left in the box provided on the table outside the office at the end of each class to be copied and held on record. The class lists can be retrieved from the same location prior to the next class. These records will be available to WorkSafe or other authorities on request.**
- **Classes conducted at venues other than High Street should email their class lists to admin@lss.org.au as soon as possible after their class.**

COVID-19 Incident

- **Should a Registered Member suddenly feel unwell they must immediately go home and contact their doctor.**
- **If the Registered Member is unable to drive home the tutor or office staff must call an ambulance using the telephone on the kitchen / foyer wall.**
- **The tutor must alert the office immediately or, if the office is closed, call the Chair, John Husband on 0419 130 778 or Vice-Chair, Liza Snow on 0420 501 562.**
- **The member must notify Launceston School for Seniors Inc. as soon as possible regarding the outcome of their test.**
- **Other members that have been in contact must go home immediately and self-isolate until contacted by office staff or appropriate authorities.**
- **The Chair / Vice-Chair will inform Shelley DeCesare / Tanya Atkinson at Launceston Library on 6777 2446 and Public Health on 1800 671 738 if a positive test is notified. The Launceston School for Seniors Inc. will always act on advice from the Tasmanian Health Department.**

Registered Members agree to and accept these Terms and Conditions by ticking, or causing to be ticked, the appropriate box when registering.

I agree to the above terms and conditions: