

## CovidSafe Policy

The health and safety of our members is our main priority. To ensure this, The Workery has a CovidSafe Plan and Policy.

This policy is based on regulations and guidelines set out by The Australian Government <https://www.australia.gov.au/>, Work Safe Victoria <https://www.worksafe.vic.gov.au/> and The Department of Health and Human Services Victoria <https://www.dhhs.vic.gov.au/coronavirus>.

On entering The Workery you agree to follow this policy and abide by any related government regulations. This policy applies to members and guests.

## Health

If members have any signs of covid19 they must not enter the premises. If they have been in contact with a confirmed case of the virus, they must not visit The Workery until they have a negative test or have completed the required period of isolation. If members become unwell with covid19 symptoms at The Workery they must isolate, notify The Workery and leave the space as soon as possible. If members have been at The Workery 7 days before being diagnosed with covid19 they must notify The Workery.

## Hygiene

Hand sanitiser stations are placed at the entry doors of The Workery for member use. Hand soap and paper towels are provided at all sinks at The Workery. Sanitiser sprays and paper towels are provided in common areas.

## Cleaning

The cleaner cleans daily, using commercial-grade products, following processes recommended by Work Safe Victoria.

Members have easy access to spray sanitisers and antibacterial wipes for common areas.

## Distance and Spacing

All members have a minimum of 4m<sup>2</sup> per person at The Workery.

All desks inside the private offices and in the coworking areas ensure members are seated at least 1.5m apart.

All meeting rooms and common areas have a limited number of seats to ensure 4m<sup>2</sup> per person.

Desk divider screens are in place for all coworking desks.

## Deliveries

Delivery drivers drop off parcels to 'mail tables' in the entry foyers, so there is limited contact with members.

## Airflow

The doors of suite 1 and 3 are open for airflow. The main kitchen and some private offices are able to open windows as they choose.

## Face Coverings

Members are required to follow government regulations regarding face coverings in the workplace.

## High Touch Communal Items

Entry to The Workery doors is touchless, with the doors held open by magnets during work hours.

All members have dedicated desks. There are no hot desks.

Coffee and tea is provided in pods and individual bags.

White sugar is provided in sachets.

Water bottles can be used individually (not shared).

Members may choose to use their own keep cups.

All kitchen cutlery/crockery is washed overnight in the dishwasher at the highest temperature.

Members may choose to bring in their own disposable items.

## Signage

Clear and visible signage is at every entry door of The Workery and above all sinks to reinforce guidelines on distancing and hygiene.

## Attendance Record

Members must sign in on the Attendance Records that are located at the entry doors of suite 1 and suite 3.

## Action Plan

The Workery has a plan of action to undertake if a confirmed case of the virus is identified. This will involve notifying Work Safe Victoria, notifying members, closing the space, deep cleaning and re-opening on the advice of the DHHS.