

COVID SAFE ACTION PLAN

Returning to work



In conjunction with our workspace provider, Waterman Business Centres, _____ is/are dedicated to ensuring that our business is not only compliant with government regulations and safe work practices but also that our staff and clients feel safe while in our office space.

We are constantly monitoring updates from our government and will update this action plan to reflect any changes.

What you need to know

This brochure details the changes that have been made by _____ and Waterman Business Centres to provide a compliant and safe space to operate from.

- [→ General Changes](#)
- [→ Common Areas](#)
- [→ Entry/Exit Points](#)
- [→ Private Offices](#)
- [→ Meeting Rooms](#)
- [→ Suspected Cases](#)
- [→ Staying Informed](#)
- [→ COVIDSafe Checklist](#)



GENERAL CHANGES



Updated Cleaning Routine

Our workspace provider has increased the cleaning schedule:

- ✓ Frequently used surfaces will be cleaned and disinfected multiple times per day

Covid Champions

_____ has allocated a COVID champion who is aware of the proper WorkSafe and OH&S procedures and processes. Our COVID Champion is also responsible for staying up to date with the following:

- ✓ Changes from the Government
- ✓ Changes from Waterman Business Centres
- ✓ Maintaining a safe work environment
- ✓ Managing staff's questions and concerns
- ✓ Potential illness of staff

Contactless Deliveries

- ✓ Our business will accept parcels with contactless delivery



COMMON AREAS

Kitchens, business lounges, breakout spaces, etc

Cleaning

We have implemented a new day cleaning routine in addition to our already increased cleaning frequency which sees all high touch surfaces disinfected daily. This new routine includes the following:

Common Areas

Common areas within each centre will be wiped down every 2 hours. This includes printers, elevators and vending machines.

Kitchens

Kitchens have had some significant changes made, including a new cleaning schedule every 2 hours and the wiping down of appliances such as microwaves and taps. In addition to this, we are removing all dishes and cutlery from within our kitchens and making disposable (and recyclable) cutlery available for meeting room bookings on request from reception. Hand and tea towels have also been replaced with paper towels and disposable dishcloths. During this time, staff are required to wash and dry their own dishes, with all dishwashers being decommissioned.

Bathrooms and Amenities

Bathrooms and amenities will continue to be cleaned at their current schedule, and we will be adding 2 additional daily checks to ensure a safe and clean environment.





ENTRY/ EXIT POINTS



Visitor Check In

All clients and visitors will now be checked in at reception and in addition to this, we will be keeping an active log book of all guests that visit _____ onsite.

Reception

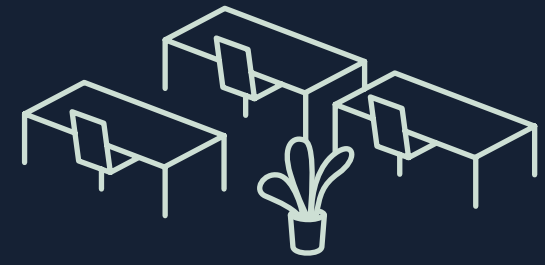
The front reception desk will remain open to assist our guests with the check-in process.

Entry and Access

In an effort to reduce traffic inside the centre, we will now be greeting our clients at the door. Our team will assess our clients and visitors for any signs of illness prior to escorting them into the building. Guests that are displaying symptoms of illness will have their appointment rescheduled to a time when they have recovered from their illness or can provide a negative COVID test result.

Cleaning

Within the building, the reception desk will be cleaned every 2 hours. In addition, there are several hand sanitiser stations situated within high traffic areas such as entries and exits.



PRIVATE OFFICES

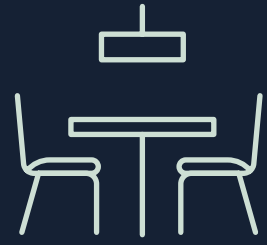
Distancing and Space Capacities

We have ensured that workstations are a minimum of 1.5m apart from each other, and our team are adhering to the 4 square metres/person rule within our space.

Cleaning

We have increased our cleaning schedules inside of our office to ensure that all high touch surfaces are disinfected.





MEETING ROOMS

Small meeting rooms and event spaces



Room Bookings

Meeting rooms and event spaces used by

comply with the social distancing rules.

Cleaning

In addition to this, we have made sanitiser available in all rooms and our team will clean each room during their rotation. This includes:

- ✓ HDMI cables
- ✓ Remote controls
- ✓ Door handles
- ✓ Table tops

SUSPECTED CASES

Our workspace environments have been altered to prevent the spread of Coronavirus and to create a safe space for our clients and staff to conduct business. However, in the event of a suspected or confirmed case of COVID-19, we have created a response plan to identify, protect, clean and re-open as per the sections outline within this document.

We advise our clients & staff to reschedule their appointments in the event that they feel the least bit unwell, have come into contact with someone who has recently returned from overseas or has returned a positive test in the last 14 days.

1. Identify

If you observe a member in breach of the conditions listed (unwell, showing symptoms or been in contact with someone who has) within the centre, please advise your local COVID Champion. If you have tested positive and been inside a Waterman centre within the past 14 days of that point, please contact us immediately.

2. Protect

In the event of a confirmed case within

_____’s workspace, we will immediately send all at risk members home and close the affected areas. All guests within the workspace will receive immediate communication from

_____ as well as our workspace provider advising our guests of an outbreak and as a result, to get tested and self isolate. All members at the contaminated site will be notified via email and may be required to:

- Be relocated to another site
- Be required to work from home
- Contact the COVID hotline if necessary
- Postpone, cancel or relocate meeting room hire

You will also be required to advise any guests you may have had during the suspected time period of the potential outbreak and should recommend they are tested. Please note your log book may be requested by the Government upon a confirmed case.

3. Clean

Depending on the severity of the case we may close part or all of the centre for up to 48 hours. During which time a specialist contractor (who is currently on stand-by) will be called in to perform a detailed and intensive clean.

4. Re-Open

When it is confirmed that the contaminated areas have been declared safe, the workspace will reopen for business.

STAYING INFORMED

Please keep a close eye on all correspondence from both the Government and

as it may contain crucial updates relevant to you and your business.

If you have any questions or feedback specifically about COVID-19 and our action plan to keep you safe, you can contact our dedicated COVID-19 Champion at

IN SUMMARY

- + Review the Government's COVID-19 pack for your business and form your own COVID-19 action plan.
- + Adhere to the Government's recommendations and policies, including Safe Work Australia.
Government's COVID-19 Safe Working Pack.
- + Adopt and follow Waterman's COVID-19 action plan.
- + Report all suspected and confirmed cases to Waterman as soon as possible.
- + Install the COVID-19 app on all your company devices.
- + Stay up to date with **Government announcements**
- + Stay up to date with Waterman announcements (**Facebook Community Group**).
- + Keep a log of all visitors, with the date and time of the visits.
- + If possible, implement shift arrangements, so less staff are in the workplace at once.
- + Instruct workers to have meetings by phone or online instead of in person where possible.
- + If not possible, require they meet in a large space and keep meetings short.

COVIDSAFE CHECKLIST

Tick Where Appropriate

All shared cutlery has been removed and staff are encouraged to bring their own.

All guests are observed for symptoms of illness prior to entering into the building.

All guests are checked into the space for contact tracing purposes.

All of the necessary social distancing measures are being adhered to while in the centre.

A rotating roster for staff has been created to ensure that the entire workforce is not in the office at the same time.

In the event that additional staff are in the office at a time, an overflow solution has been created that will allow staff to work from the coworking space.

All guests are being met in allocated meeting rooms rather than bringing them into private office spaces.

COVID Champion

First Name

Last Name

Phone Number

Email Address