

Canberra Office COVID-19 Safe Workplan

Given the current situation regarding COVID-19 in Canberra, it is our plan to welcome members back to the office from **July 6th 2020**.

The health and safety of our members, guests and staff is of our highest priority and we propose the following measures in addition to the State Government WHS regulations to ensure everyone's wellbeing.

Entry Conditions for Canberra office

- Visitors to use the sanitizer station provided upon arrival.
- All visitors to fill out the guest register. A new pen will be provided for all visitors to take with them.
- All visitors to observe the capacity limits for all meeting rooms and members lounge.

Cleaning

- Deep clean undertaken by cleaning contractors after onsite events.
- Regular sanitisation of all common use surfaces.

Food and Beverage

- We will provide bottled water only to avoid any cross contamination.
- Until further notice for safety reasons, no food or tea/coffee will be available for guests at onsite meetings and events. Members are not able to enter the kitchen area.

Signage

- The office will display adequate signing for health and safety information such as; hand washing, social distancing, do not come in if you are unwell and any other signage as required by government.

Capacity limits

Room	Capacity
Ground floor Kitchen (next to boardroom)	3
Auditorium	20
Boardroom	9
Staff Office	5

Review Dates and conditions

- This plan is current as at 2nd July 2020 and will be reviewed monthly at a minimum.
- This plan may change at any time based on Government advice.