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Sydney Division, Market Street COVID19 Safe Workplan

Given the easing of COVID-19 restrictions announced by NSW Government to take effect from 1 July (see [here](#)) EA Sydney welcomes back staff from 6 July and members from 13 July to the Market Street office and venue. The relevant COVID19 Safety Plan for venues to be finalized / lodged with NSW Government prior.

The health and safety of our members, guests and staff is our highest priority and range of measures are will be implemented in-line with and in addition to the NSW Government WHS regulations and COVID19 policy to ensure everyone's wellbeing.

The number of people allowed inside the venue is determined by the 'one person per 4 square metre' rule, and the 1.5 metre physical distancing rule. All activity to be seated only.

Entry Conditions for Sydney Division office

No EA Member, guest or member of EA staff shall enter the office if they are feeling unwell.

Members of EA staff from other offices (including Chatswood) shall give advanced notice to the Division team of their intention to attend the Market Street premises. Staff accommodation is limited and no hot-desks for staff are available. EA staff from other locations will be accommodated in the members lounge or meeting spaces.

Members & Guests shall notify the office in advance of their intention to attend meetings in person, to ensure that social distancing and venue / room capacity can be managed.

Visitors shall use the sanitizer station provided upon arrival

All visitors to fill out the guest register. Pens will be provided and placed into a 'used' container for staff to sanitise.

All visitors and staff to observe the capacity limits for all meeting rooms and members lounge observing at all times the 1.5 metre physical distancing rule as appropriate



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Cleaning

At least a 15 minute buffer between room bookings in each space to allow cleaning / sanitizing of each room between bookings.

Once a room has been cleaned, a laminated sign to be placed in the room stating “this room has been cleaned / sanitised”.

Regular sanitisation of all common use surfaces

Fortnightly deep clean undertaken by cleaning contractor

Capacity

The capacity of the Market Street office and venue shall until further notice be capped at six (6) members of staff (the Sydney Division compliment) and a maximum of fifty (50) additional people in any combination to include EA staff from other locations EA members and invited guests or business associates.

The capacity of individual rooms and spaces is as detailed in the ‘Staff Seating Plan’ and ‘COVID19 Capacity’ plan attached hereafter.

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.

The capacity of each room and space will be clearly displayed. Signage will indicate that a meeting room has been cleaned / sanitized.

Food and Beverage

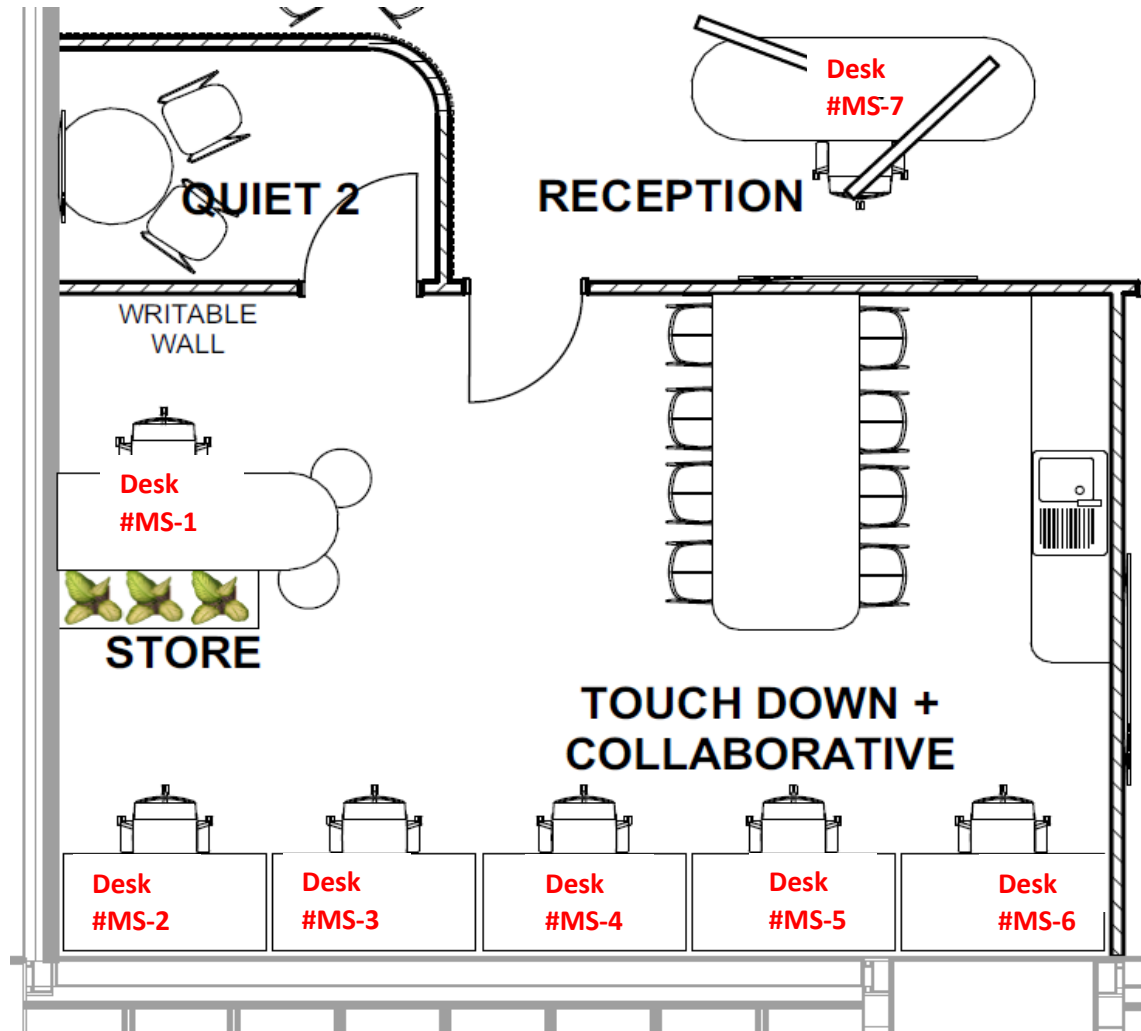
All used glassware & cups shall be placed in the dishwasher, by the user immediately after use.

Staff will use disposable food-safe handling gloves when providing water for meetings.



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EA Sydney Division, Market Street - Staff Seating Plan



Desk	Name
#MS-1	Greg Ewing
#MS-2	Natalia Kontsevaya
#MS-3	NOT IN USE
#MS-4	Joanne Rowley
#MS-5	NOT IN USE
#MS-6	Caryn Morgan
#MS-7	Reception 1. Brigit Franklin (am) 2. Shad'ae Magson (pm) N.B. desk, surfaces and equipment to be sanitized at staff change-over

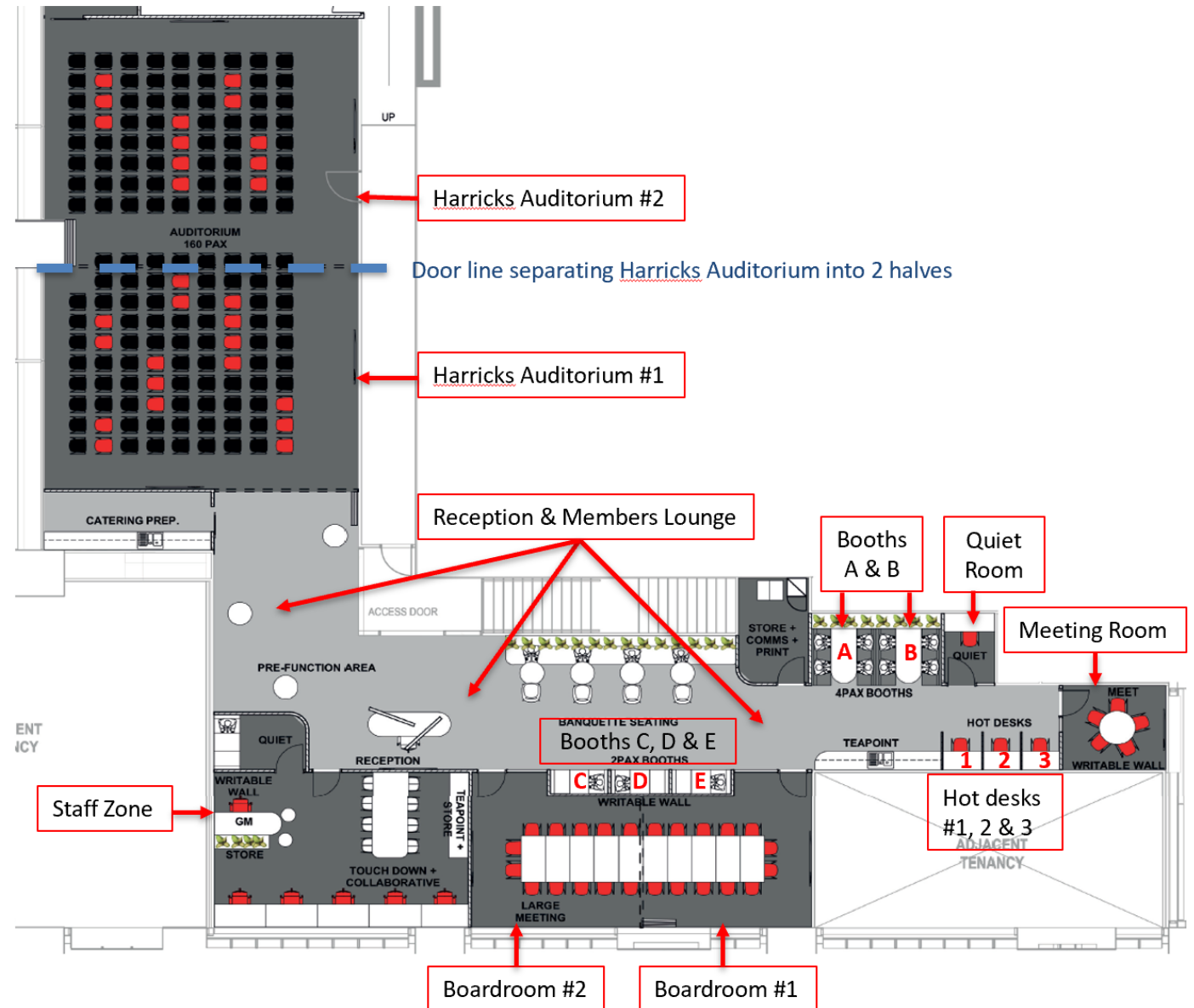
EA Sydney Market Street COVID19 Capacity

Room capacity:

- A. Harricks #1 - 20 pax
- B. Harricks #2 - 20 pax
- C. Reception & Lounge - 22 pax (N.B. includes Booth* & 'Hotdesk'* users below)
- D. Boardroom #1 - 6 pax
- E. Boardroom #2 - 6 pax
- F. Meeting Room - 2 pax
- G. Hot desk #1* - may be reserved, 1 pax
- H. Hot desk #2* - not in use
- I. Hot desk #3* - may be reserved, 1 pax
- J. Quiet Room - may be reserved, 1 pax
- K. Booth A* - 2 people (left side)
- L. Booth B* - 2 people (right side)
- M. Booth C* - 1 person (left side)
- N. Booth D* - 1 person (left or right side)
- O. Booth E* = 1 person (right side)

Total Member Capacity at any one time =
50 pax (in any combination of the above)

Staff Zone – see Market Street COVID desk plan.
Maximum staff occupancy 6 people





EA Sydney Market Street COVID19 Capacity

Room size:

- A. Harricks #1 - 80 sqm
- B. Harricks #2 – 80 sqm
- C. Reception & Lounge - 136 sqm
- D. Boardroom #1 - 44 sqm
- E. Boardroom #2 - 44 sqm
- F. Meeting Room - 9 sqm
- G. Quiet Room – 5 sqm
- H. Staff Zone – see Market Street COVID desk plan.
Maximum occupancy 6 people including reception
(N.B. all Chatswood Office based staff and EA staff from other locations accommodated by prior appointment utilizing members lounge, boardroom &c.)

