

Newcastle Office COVID-19 safe workplan (30/06/2020)

Given the current situation regarding COVID-19 in Newcastle it is our plan to welcome members back to the office from **August 1st 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 Newcastle office

- Visitors to use the sanitizer station provided upon arrival
- All visitors to have their temperature checked upon entry
- All visitors to fill out the guest register. Pens will be provided and placed into a 'used' container for staff to sanitise.
- All visitors to observe the capacity limits for all meeting rooms and members lounge

Cleaning

- Fortnightly deep clean undertaken by cleaning contractor
- Regular sanitisation of all common use surfaces

Food and Beverage

- Disposable cups for beverages to be used
- Disposable cutlery and crockery to be used
- Any food provided for any visitors to the office will be individually wrapped

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
Members Lounge and Kitchen	3
Video Conference Room/Boardroom	4
Auditorium	10
Meeting Room	2
Staff Office	4
Total Capacity at any one time	23

Review Dates and conditions

- This plan is current from 1 August 2020 and will be reviewed monthly at a minimum.
- This plan may change at anytime based on Government advice