

## Tasmania Office COVID-19 safe workplan (2/11/2020)

Given the current situation regarding COVID-19 in Tasmania it is our plan to welcome members back to the office from **July 1<sup>st</sup> 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 Tasmania office

- Visitors to use the sanitizer station provided upon arrival
- All visitors to register using QR code at the entry point
- All visitors to observe the capacity limits for all meeting rooms and members lounge

### Cleaning

- Weekly deep clean undertaken by cleaning contractor
- Regular sanitization of all common use surfaces

### Food and Beverage

- Disposable cups for beverages to be used
- Disposable cutlery and crockery to be used
- No food will be provided for any visitors to the office

### 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	5
Video Conference Room	3
Learning Zone	16
Staff Office	5
Total Capacity at any one time	18

### Review Dates and conditions

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