

331 Cooper Shared Office COVID-19 Measures

For information on the COVID-19 virus, and our sources of information please check out the NCRA/ANREC's COVID-19 Training for stations:

<https://ncra.northpass.com/c/3603119e2f63e363179256683417e71f9b66361f>

Feeling Ill? Stay Home

- The best defence is for anyone who feels unwell or is demonstrating respiratory symptoms to work from home.
- We suggest that all organizations in the space have a communicable disease policy in place which protects both employees and employers.
- At this time, vulnerable people should not be allowed in the office space.
- For those who have recovered from COVID-19 we ask that they provide the organization they are seeing a doctor's note (or equivalent) indicating that they are no longer infectious.

Use of Masks

We ask that anyone using the common areas please use a face mask.

Entry Cleaning Station

Anyone entering the office space should be required to disinfect their hands prior to entry. At the entry to the office a shelf will need to be installed which has the following available:

- Hand sanitizer of at least 70% alcohol
- Disinfectant Wipes
- Disposable face-masks.

Physical Distancing

In order to ensure physical distancing we will be introducing the following limitations:

- Enclosed Offices: The capacity of each office space will be restricted to the number of people who can be within the space with 2-metres of space. If there are more than 2 people in an enclosed office space we suggest leaving the door open to ensure air-circulation. We suggest for the smaller offices it be limited to 1 person, and the larger offices 2 people.
- The Kitchenette: This is a small enclosed space, we suggest a 1 person capacity
- The Conference Table: The table may be usable if participants are spaced out with the equivalent of the width of the table between them. Some chairs may be removed to help ensure the correct distancing.
- Fresh Air: We need to explore what the air-circulation is like at the office.
- Physical reconfiguration: For some offices we may need to look at reconfiguring furniture to help ensure the 2-metre distancing.

Cleaning

- Each day all common spaces will be cleaned with disinfectant with at least 70% alcohol with particular focus on common touch surfaces.
- Hand Washing poster will be put up in the kitchenette with an appropriate soap provided.
- All dishes used should be thoroughly cleaned. The kettle and common touched items should be wiped down with a disinfectant wipe after each use.
- There will need to be a consistent supply of approved hard-surface disinfectants.
- A cleaning policy which outlines responsibilities for cleaning, and procuring supplies will need to be created and agreed upon.