



WOTSO

MEMBER RETURN TO WORK PACK





Prioritising the safety of our WOTSO Community

1. Adopting regulations
2. Increased cleaning
3. Space reconfiguration
4. WOTSO short term changes
5. What we need from you, our WOTSO Community



1. Adopting the Regulations

In all of our spaces we are implementing safe work practices in relation to Covid-19. We are following Australian Government regulations and staying up to date with any guidance released.

We have a response plan in place if any staff or members test positive to Covid-19 and have trialed the response plan.

The most recent Safe Work Australia guidance can be found [here](#).

State by state guidance that apply to our WOTSO sites can be found at the below links.

[NSW](#)

[SA](#)

[TAS](#)

[QLD](#)

[ACT](#)




2. Increased Cleaning

We have increased the cleaning at all of our locations to twice daily with a particular focus on high traffic areas and frequently touched surfaces.


We have distributed hand sanitiser, disinfectant products and resources on safe cleaning practices throughout our spaces and are frequently disinfecting common areas.

How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB


 **Duration of the entire procedure: 40-60 seconds**

0




Wet hands with water;

1



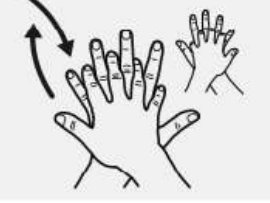
Apply enough soap to cover all hand surfaces;

2



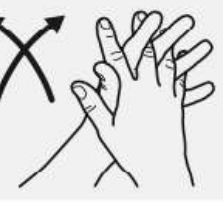
Rub hands palm to palm;

3




Right palm over left dorsum with interlaced fingers and vice versa;

4



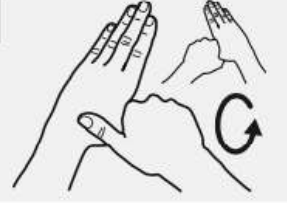
Palm to palm with fingers interlaced;

5




Backs of fingers to opposing palms with fingers interlocked;

6




Rotational rubbing of left thumb clasped in right palm and vice versa;

7




Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;

8



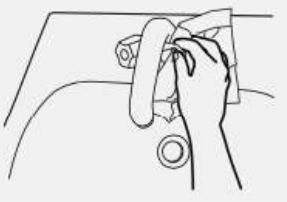
Rinse hands with water;

9



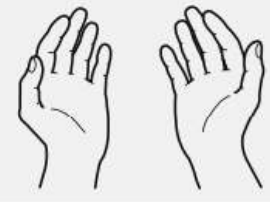
Dry hands thoroughly with a single use towel;

10



Use towel to turn off faucet;

11



Your hands are now safe.



World Health Organization

Patient Safety
A World Alliance for Safer Health Care


SAVE LIVES
Clean Your Hands

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May 2009

How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

 **Duration of the entire procedure: 20-30 seconds**

1a



Apply a palmful of the product in a cupped hand, covering all surfaces;

1b



Rub hands palm to palm;

2



Rub hands palm to palm;

3



Right palm over left dorsum with interlaced fingers and vice versa;

4



Palm to palm with fingers interlaced;

5



Backs of fingers to opposing palms with fingers interlocked;

6



Rotational rubbing of left thumb clasped in right palm and vice versa;

7



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;

8



Once dry, your hands are safe.



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May 2009

SIMPLE STEPS TO HELP STOP THE SPREAD.

Cough or sneeze into your arm



Bin the tissue



Use a tissue



Wash your hands



Coronavirus (COVID-19)

HELP STOP THE SPREAD AND STAY HEALTHY

TOGETHER WE CAN HELP STOP THE SPREAD AND STAY HEALTHY.

For more information about **Coronavirus (COVID-19)** visit health.gov.au



Australian Government

Authorised by the Australian Government, Canberra



3. Space Reconfiguration

At WOTSO, we have taken social distancing regulations and guidelines into account and reconfigured our spaces to ensure that all returning members can work safely and comfortably. The changes are as follows:

Coworking

- Our coworking desks have been marked out to indicate which desks are available for use, and which ones should be left unoccupied in order to adhere to social distancing regulations.
- We have also included markings on the floor to indicate a safe 1.5 metre distance between chairs.
- Our Hot Desks have a new system in place. Once a Hot Desk has been used the member will flick the red/green tag on the desk to red indicating a clean is required before use by another member. Once the desk has been cleaned the tag will be returned to green and ready for use.

Offices

- Signs indicating maximum capacity have been placed on all office doors to comply with social distancing regulations.
- If there are issues with capacity numbers please speak to your Space Leader so we can advise an appropriate solution.

Meeting Rooms

- We have altered our meeting room capacities to reflect the social distancing regulations.
- All pricing for meeting rooms has been reduced to our cheapest meeting room at each site until 30 June 2020.

Phone Booths

- Phone booths will indicate how many people can work safely in them according to government regulations.



4. WOTSO

Short Term Changes

We have implemented social distancing in our meeting rooms, offices, coworking spaces and phone booths to adhere to government guidelines.

We have suspended all member and community gatherings in our spaces until further notice.

We have suspended our shared kitchen snacks and condiments until further notice and distributed disinfectant products and information on hygiene practices throughout our spaces.



5. What we need from you, our WOTSO Community

- If you or your staff are presenting with a fever, cough, sore throat or flu like symptoms please do not come into work or enter our building. We encourage anybody with these symptoms to get tested and call the National Coronavirus hotline (1800 020 080).
- Adhere to social distancing guidelines. Reminders are on display around our spaces.
- Work safely and observe any new requirements for physical distancing (even if it means performing tasks in a different way to what you are used to).
- Wash your hands regularly. We have plenty of soap and hand sanitiser in all of our spaces.
- Use personal protective equipment (PPE) such as gloves if you feel this is necessary.
- Report any unsafe or unhealthy situations (e.g. a lack of soap in the bathroom) to reception or your Space Leader.



At WOTSO we want to help protect and keep Australia safe from Covid-19. You can join us and [download the app here](#)

Thank you for helping WOTSO become a safer place for everybody.