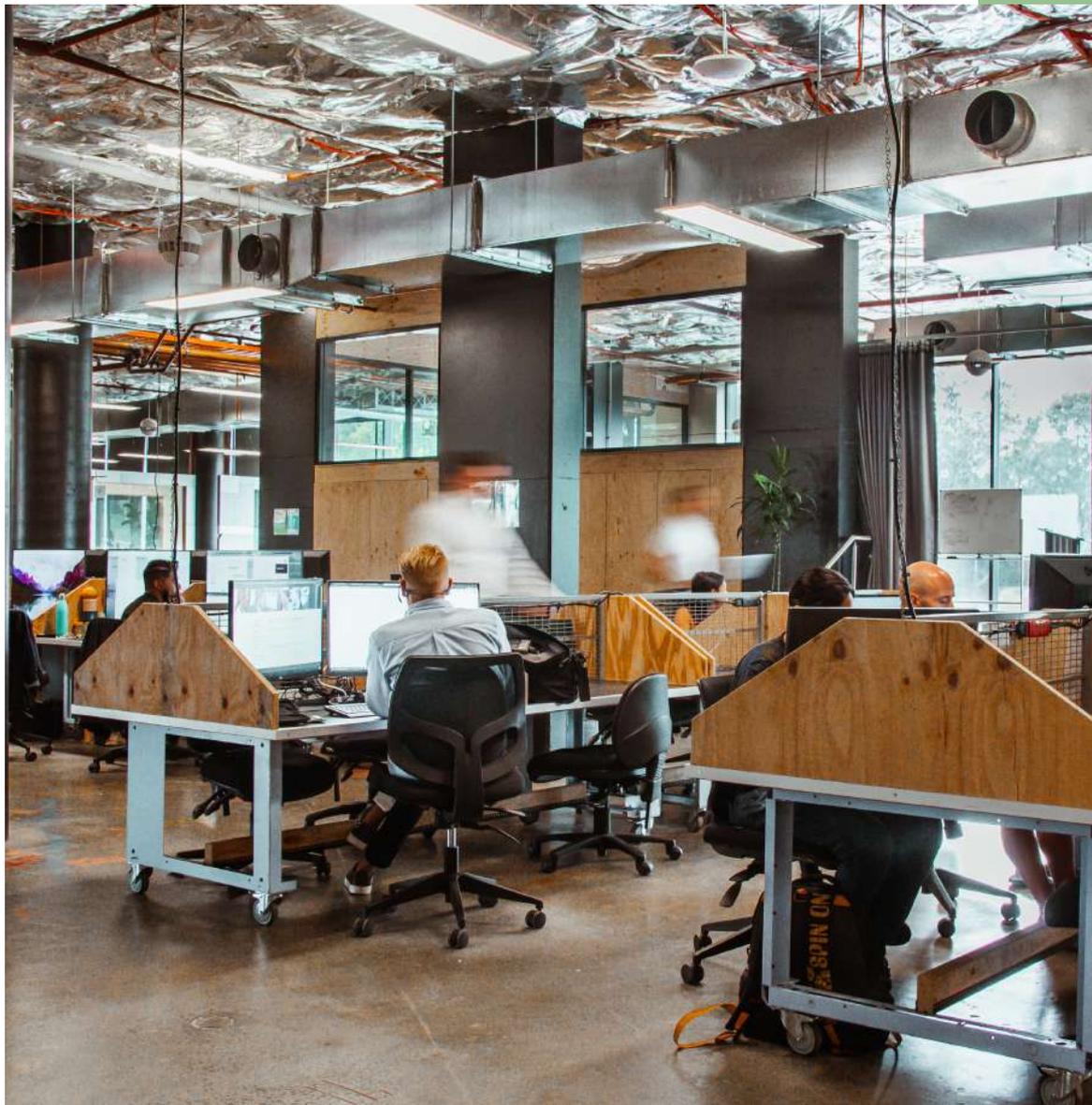


Return to WOTSO

JANUARY 2022



WELCOME BACK!

Contents



Adopting Regulations *(pages 2-3)*

Cleaning Standard *(page 4)*

COVID Positive Case Procedure *(page 5)*

What We Need From You *(page 6)*

Adopting Regulations

MASK WEARING

- In adhering to government restrictions, you may be required to wear a mask when using the space.
- In the event that you are required to wear a mask while using the space, we will communicate this with you via the customer portal and through onsite signage.
- Please ensure you adhere to all state government restrictions and wear a mask when you are required to. If you happen to forget your mask, masks will be available at reception.

PERSON PER SQUARE METRE RULE

- As restrictions change we may need to adjust the capacities of certain areas of our space.
- If current restrictions mean that the capacity of a space is reduced, signs indicating the maximum capacity will be placed on the door. If there are issues with capacity numbers, please let your Space Leader know.

MANDATORY CHECK INS

- All people who enter the premises are required to check in. Please make sure that you, your staff members and your guests use the QR codes around the space to do so.



Adopting Regulations

continued...

SOCIAL DISTANCING

- We ask that when you are walking around the space and using common facilities, that you be aware of social distancing and maintain 1.5m between yourself and others where you can.
- If you can not safely social distance from others, we encourage you to wear a mask.

CLICK YOUR LOCATION TO FIND OUT MORE ABOUT CURRENT STATE GOVERNMENT RESTRICTIONS

[Queensland](#)

[South Australia](#)

[Tasmania](#)

[Australian Capital Territory](#)

[New South Wales](#)



Cleaning Standard

- We have increased the cleaning of our sites to include all high traffic areas and frequently touched surfaces.
- Hand sanitiser units are located in every kitchen, outside all lift doors, at reception & outside all bathrooms for members to use.
- Disinfectant products are located inside all kitchens, phone booths and meeting rooms if you'd like to give the area an extra wipe down before or after you use it.

ALL WOTSO SITE STAFF HAVE COMPLETED THE AUSTRALIAN GOVERNMENT COVID-19 INFECTION CONTROL TRAINING.



Positive Case Procedure

If you or one of your staff returns a positive test, and have been inside WOTSO, please call us immediately via our 1800 number below or call the Space Leader of your WOTSO site directly.

WOTSO
1800 4 WOTSO
(1800 4 96876)

If you are calling outside of business hours our friendly staff will take down your contact details and pass them along to your Space Leader who will be in contact with you shortly.

WOTSO will follow all guidance and regulations provided by the relevant state government's health department and other relevant bodies.

Details about any reported COVID positive cases who have attended a WOTSO location within their infectious period, will be updated on our [WOTSO COVID Case Tracker](#) in real time. If you are concerned, we encourage you to continue to check this page to make informed decisions for the safety and well-being of you and your team.



What We Need From You

WEAR YOUR MASK

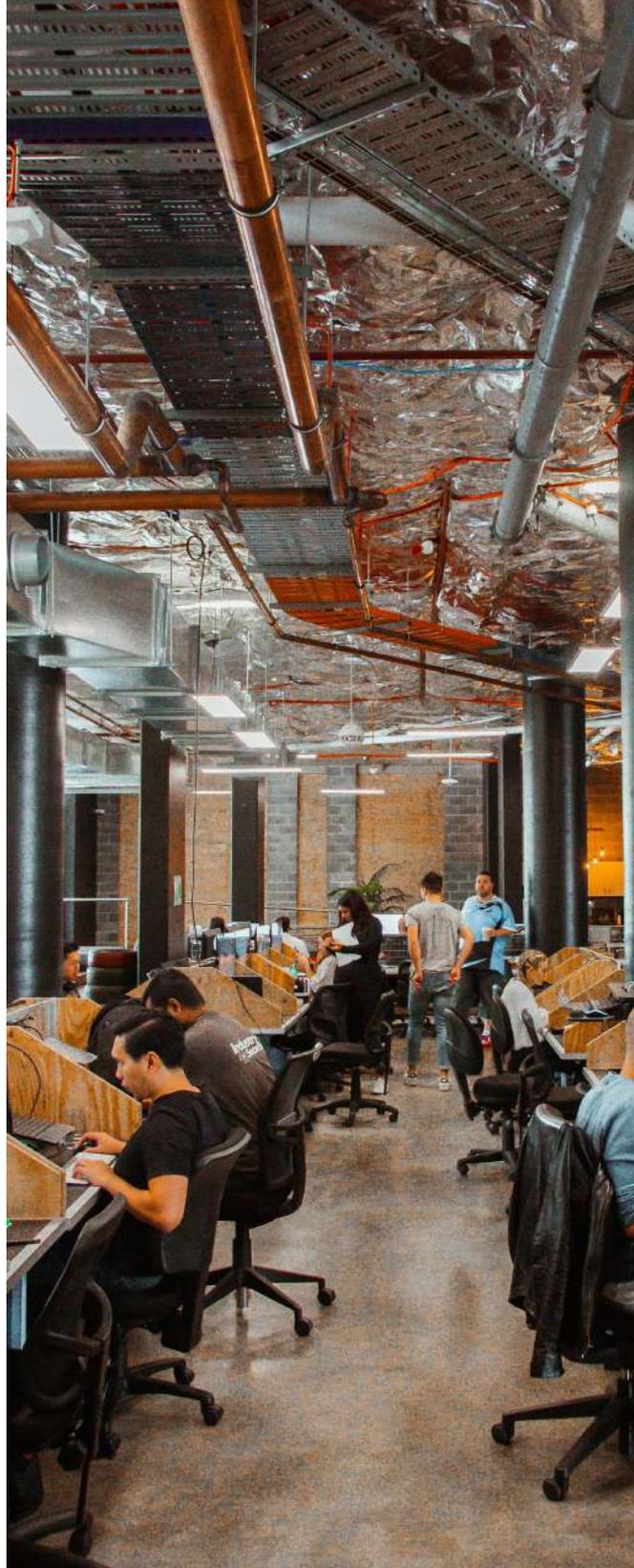
Enforcing mask wearing is never fun so you are when required to wear your mask, we would appreciate your cooperation in adhering to this.

DON'T COME IN IF YOU'RE SICK

If you or one of your staff feel unwell or are presenting any flu like symptoms, please do not come into the space.

GUEST PROCEEDURE

Any guests that you have to site will be required to sign in using the QR code. Our staff at reception will most likely remind them, however, please assist us in making sure this happens.



We're looking forward to having you all back!

Any questions, please let us know.

WOTSO WORKSPACE

