

## Keep Co – COVID-19 Restriction Stages

WE ARE HERE

Current 12 Nov 2021



Updated 15 October 2021	15 Oct - 31 Oct 2021	1 Nov - 7 Nov 2021	8 Nov - 11 Nov 2021	12 Nov onwards
<b>Full time members (dedicated desks + private offices)</b>	Return to work if you need	Return to work	No restrictions	No restrictions
<b>Hotdesk members (part-time + full time)</b>	Access closed	Return to work	No restrictions	No restrictions
<b>Day pass access</b>	Access closed	Return to work	No restrictions	No restrictions
<b>Visitors</b>	No access - members only	Essential meetings only	Visitors + guests may return	No restrictions
<b>Front door hours</b>	Access using Salto / swipe	Standard hours (9am-5pm Mon-Fri)	Standard hours	Standard hours
<b>Masks</b>	Required at all times	Required	Required	As per the health directions
<b>Check in</b>	Check-in required for everyone	Required	Required	Required
<b>Non-members space hire</b>	Closed	Non-business hours bookings resume	All hours bookings resume	No restrictions
<b>Capacity limits</b>	4m2 per person	4m2 per person	4m2 per person	As per the health directions
<b>Sanitising</b>	Sanitise communal / shared areas after use	Sanitise communal / shared areas after use	Sanitise communal / shared areas after use	Sanitise communal / shared areas after use
<b>Tours</b>	Virtual tours only	In-person tours resume	No restrictions	No restrictions

*Disclaimer: Keep Co uses the above guidelines as a roadmap. We will continue to adhere to advice from ACT Health on the public health directions and update our staff, members and visitors with the correct information to the best of our ability.*