

Keep Co COVID-19 Plan

**WE ARE HERE**  
Current 12 Aug 2021



Threat Level	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5
Updated 12 August 2021	No COVID-19 community transmission in Australia (COVID-normal)	COVID-19 community transmission in VIC, QLD, TAS, NT, SA or WA	COVID-19 community transmission in NSW (NSW city lockdowns)	COVID-19 community transmission in the ACT region (no lockdown)	COVID-19 community transmission in the ACT region (lockdown)	Keep Co becomes a COVID-19 place of concern / exposure site
Venue capacity and usable space	<b>One person per two square metres, unless otherwise advised by ACT Health.</b> Entire venue: 325 pax Board room: 6 pax Audio room: 4 pax Workshop: 18 pax Photo Studio: 27 pax Small office: 5 pax Medium office: 7 pax Large office: 10 pax Phone Booth: 1 pax Meeting Booth: 2 pax			<b>One person per four square meters, unless otherwise advised by ACT Health.</b> Entire venue: 160 pax Board room: 3 pax Audio room: 2 pax Workshop: 9 pax Photo Studio: 13 pax Small office: 2 pax Medium office: 3 pax Large office: 5 pax Phone Booth: 1 pax Meeting Booth: 1 pax		
Physical distancing	1.5 metres between each person where possible			2 metres between each person		
Masks	Not required		Required for <b>visitors and non-members</b>	Required for <b>everyone</b>		
Cleaning, sanitising and hygiene	<b>Weekly clean</b> of the workspace and sanitising of all common areas / high frequency touch points. Members to <b>sanitise their desk and common areas after use.</b>		<b>Weekly clean</b> of the workspace. Members to <b>sanitise their desk and common areas after use.</b> <b>Daily sanitising</b> of high frequency touch points.	<b>Weekly clean</b> of the workspace. Members to <b>sanitise their desk and common areas after use.</b> <b>Twice-daily</b> sanitising of high frequency touch points.	<b>Weekly clean</b> of the workspace if access is not restricted for staff.	<b>Deep cleaning</b> of exposure areas across workspace during closure.
Managing members, visitors or staff presenting with illness	Anyone experiencing symptoms is <b>advised to work from home and get tested.</b>		Anyone experiencing symptoms <b>must work from home and get tested.</b> Staff will request members leave the space if presenting with illness.			
Access to the space	Full regular access for <b>members and visitors</b>		Full regular access for <b>members. Visitors discouraged</b> - virtual tours and meetings where possible.	Full regular access for <b>ongoing monthly memberships.</b> No day pass, external bookings or visitor access.	Follow advice from ACT Health - <b>essential providers only.</b> If you can work from home, you should.	<b>No access</b> for duration of closure for cleaning and contact tracing efforts implemented by ACT Health.
Collecting contact details with Check In CBR	<b>Optional registration</b> using Check In CBR app for <b>all members and visitors</b>	<b>Mandatory registration</b> using Check In CBR app for <b>all visitors.</b>	<b>Mandatory registration</b> using Check In CBR app for <b>everyone in the space (including members and staff).</b>		<b>Mandatory registration</b> using Check In CBR app for <b>everyone in the space.</b>	Keep Co to <b>assist authorities in contact tracing efforts</b> including access to security camera footage, booking details, contact information.
Compliance and enforcement	All members and external hirers <b>read and agree to our membership agreement</b> which includes a COVID-19 policy. If any member breaches this policy <b>intentionally</b> , we have grounds to cancel their membership and remove them from the premises without notice.					
Signage and communication	- Check In signage - Venue capacity signage - Hygiene and cleaning reminders		- Regular reminders of updates to restrictions via email and app - General public comms on restrictions and policies via social media, website and mailing list - Check In signage - Venue capacity signage - Hygiene and cleaning reminders	- Regular reminders of updates to restrictions and exposure sites via email and app - General public comms on restrictions and policies via social media, website and mailing list - Check In signage - Venue capacity signage - Room capacity signage - Physical distancing signage - Hygiene and cleaning reminders	- Assist members in collecting personal items from workspace before or during lockdown period if required. - Regular reminders of updates to restrictions and exposure sites via email and app. - General public comms on restrictions and policies via social media, website and mailing list. - External signage indicating essential workers only.	- Notification of exposure + contact tracing efforts to all members via email, phone and app. - Assist members in collecting personal items from workspace. - Regular reminders of updates to restrictions and exposure sites via email and app. - General public comms on restrictions and policies via social media, website and mailing list.
Review and monitor	Continue with ongoing monitoring + identifying areas of concern.			Staff to meet and update/respond to COVID-19 Safety Plan weekly or as often as necessary.		

**Disclaimer:** Keep Co uses these above levels and requirements as a roadmap. We will continue to adhere to advice from ACT Health on the specific restrictions for our business type and update our staff, members and visitors with the correct information to the best of our ability.