

COVID-19 RETURN TO WORKPLACE GUIDE

Christie Spaces is committed to helping your team return to work safely

As developments with COVID-19 continue to unfold, Christie Spaces has implemented several strategies to ensure the health and well-being of our members and staff. With the easing of restrictions, many of our members are beginning to think about returning to work at our offices.

All of our buildings are continuing to operate as they have done throughout this COVID-19 period. As part of our response to the pandemic, we would like to share with you the initiatives we have put in place to help you and your team return to the office safely and comply with Government regulations.

Christie Spaces Workplace Safety Protocols:



Hand Sanitiser:

Several hand sanitiser stations have been placed in all common areas of our buildings for public use.



Cleaning:

Cleaning services throughout our buildings have been increased, with a focus on common areas and common touch points. Our cleaning staff have been provided personal protective equipment for their safety as well as our members.



Antibacterial Wipes:

Antibacterial wipes have been provided in all meeting rooms and common areas, in addition to hand sanitiser and extra cleaning services.



Physical Distancing:

The spacing out of members & staff across several offices and 1.5m physical distancing measures are being enforced in all our buildings.



Communication:

Open communication is encouraged. Please advise our Community Team immediately of any suspected or confirmed cases of COVID-19 in your team or building. We will update members of any developments via email and the Christie Spaces app.



Antibacterial Soap:

Antibacterial soap has been provided in both bathrooms and kitchens. Posters have been placed throughout common areas to encourage and remind all members and staff to practice good personal hygiene.



No Large Groups:

Large group gatherings - such as social and networking events - have been suspended temporarily to comply with social distancing measures and Government restrictions. Staff and members are encouraged not to congregate in large groups and close quarters.



End of Trip Facilities:

Our end of trip facilities continue to be provided and are available for members to utilise to avoid public transport. These facilities continue to be cleaned thoroughly and regularly.



Contractors:

All contractors within the property are required to practice social distancing and high standards of personal hygiene at all times. Some may be wearing PPE as part of their uniform.



Air conditioning:

Air conditioning throughout our properties continues to operate at a high standard and in line with current health advice.

Implementing your own workplace safety protocols:



Stay at Home:

If you or anyone in your team is unwell, please be cautious and recommend they remain at home.



Make a Plan:

Create a business continuity plan for you and your business to prepare for new developments during COVID-19.



Speak Up:

Continually monitor yourself and your team and alert the Christie Spaces Community Team immediately if you have any concerns about the health and safety of yourself or your team.



Physical Distancing:

Enforce physical distancing measures between your team in the office or common areas. Christie Spaces recommends a 1 person per 4sqm standard. A good measure is to only allow half the amount of workers in an office to the number of desks. E.g: a 6 desk office is suitable for 3 people.



Office Space, Meeting Room & Common Areas Cleaning:

While cleaning services have been increased throughout, please maintain your own personal cleaning practices in your private office space and when using meeting rooms/ common areas.



Temperature Monitoring:

Encourage your team and visitors to monitor their temperature before arriving at the office and stay home if they have any doubts about their wellness.



Hand Sanitiser:

Provide a private hand sanitiser station for your team within your private office space.



Work Rostering:

Consider the introduction of team rostering to help enforce physical distancing in the office and at break times.



Lunch and Break Rostering:

Ensure your team is following physical distancing measures during lunch and on breaks. Consider introducing staggered lunch times to limit the number of people in an office space or lunch area.



Readily Available Hand Sanitiser & Wipes:

Provide your team with sanitiser and antibacterial wipes for when common areas, such as printing and copying stations are used.

If you would like any further information on our workplace safety protocols or have any questions, please reach out to a Community team member.