

COVIDSafe Procedures

Arriving at Saxons

1) Temperature Checks: On arrival out of the elevators, hand sanitiser is offered, and temperature is taken with a contactless infrared thermometer by a member of our operations team.

Readings over 37.5°C will prompt our team to take the following steps:

1. The attendee to be seated in a designated isolated area.
2. After in the designated area, a member of staff asks the attendee for their name and contact details, and fills in the sign-in sheet for them.
3. The information about the attendee having a high reading is passed on to the event facilitator.
4. The event facilitator to talk to the attendee, or a message to be passed from the facilitator to our staff, and then to the attendee.
5. Attendee to leave the facility.
6. Staff to disinfect the seating and surrounding area the attendee was waiting.

2) Facility Sign-In Sheet: After Temperature is taken, all guests are to sign in with their full name and mobile number.

3) Social Distancing: Attendees are then directed to their rooms, where seating is laid out to comply with the social distancing guidelines. Our facilities also have markers and signs for guidance.

Break Times

Designated Break Times: At the beginning of each day, staff will communicate with all facilitators to coordinate break times. All breaks will be staggered to ensure the breakout capacity complies to social distancing rules.

In-Room Catering Available: Alternatively, catering can be served in the rooms opposed to the break out. But in this case, trips to the break out for tea and coffee will be one attendee at a time if other groups are on their designated break.

- A member from our team will assist in coordinating the break times, reminding groups throughout the day when their time slot is open.
- Saxons staff will be monitoring the common areas, and conducting routine cleaning and disinfecting of all surfaces.

Catering and Complimentary Amenities

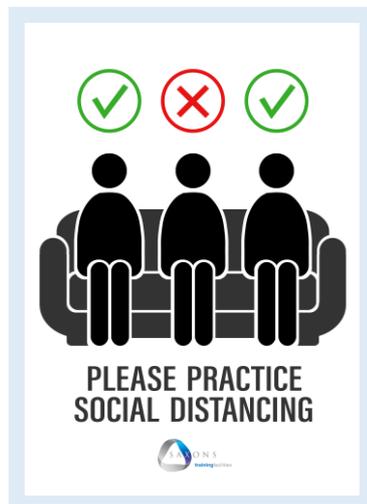
- All catering is served in individual packaging.
- Nespresso coffee and teas are individually wrapped in their own packaging, instant coffee and hot chocolate from the jar is available.
- All cups, plates, and cutlery provided is disposable.

Inside the Rooms

- All rooms are set up to comply with social distancing rules.
- There is to be one person per table, in soft skills rooms, each table will have one glass carafe and one drinking glass.
- Hand sanitizer, tissue, disinfectant wipes, and our CovidSafe procedures are available in every room on the facilitators desk.

Social Distancing and Procedures in Common Areas

- Floor markers (1.5m distance) in areas of the facility where queues may form (toilets, tea and coffee stations, and reception)
- Furniture and seating in common areas to follow 1.5 metre rules
- Social distancing and hygiene posters are up across all Saxons facilities - examples include:



Cleaning Procedures at Saxons

Common Areas:

- All surfaces to be cleaned or disinfected after each break* - these surfaces and their cleaning method include the following:
 - Tables - disinfectants/wipes
 - Benchtops - disinfectants/wipes
 - Hard chairs - disinfectants/wipes
 - Leather surfaces - detergent and water or alcohol based disinfectant
 - Glass surfaces - disinfectants/wipes
- All Frequently touched surfaces disinfected hourly, and after each group break. These include:
 - Door handles/cupboard handles
 - Bathroom Doors
 - Elevator buttons and railing
 - Taps
 - Nespresso machines and kettles
 - Jar lids and milk jug handles

Event Rooms:

- All surfaces to be cleaned or disinfected when new attendees replace the previous, or at the end of each day* - these surfaces include the following:
 - Desks
 - Chairs
 - Whiteboards/flipcharts/markers
 - Hand sanitiser bottles
 - Door handles
 - Remotes
 - Phones
 - Buttons
 - Light switches
- For Computer labs, additional surfaces to disinfect include:
- Mouse and mouse pads
 - Keyboards
 - Screens

Cleaning Procedure when Guests have left after a high temperature reading:

Surfaces they came into contact with are thoroughly cleaned and disinfected. Affected area is closed off before cleaning and disinfection, and outside doors and windows are opened if possible to increase air circulation. After, cleaning and disinfection can commence.

Once cleaning and disinfection is complete, place disposable cloths, PPE and covers in a plastic rubbish bag, place it inside another rubbish bag, and dispose of the bag in the general waste.

There is no need to close the workplace while cleaning and disinfection takes place, however the cleaning and disinfection must occur before any workers return to affected areas. Those cleaning an area of suspected contamination need to be equipped with appropriate Personal protective equipment (PPE).

Cleaning and Disinfecting Steps

As Outlined by Safe Work Australia

Thoroughly clean surfaces using detergent and water, always cleaning from the cleanest surfaces to the dirtiest to stop the transfer of germs to cleaner surfaces.

Make sure surfaces are clean prior to disinfecting, and apply disinfectant to surfaces using disposable towel or cloth, allowing it to remain on the surface for the period of time specified by the manufacturer. If no time is specified, leave for 10 minutes.

https://www.safeworkaustralia.gov.au/sites/default/files/2020-05/COVID-and-Cleaning-info-sheet_26May2020_0.pdf

*(With detergent and water, or with disinfectant containing alcohol in a concentration of $\geq 70\%$, chlorine bleach in a concentration of 1000 parts per million, oxygen bleach, or wipes and sprays that contain quaternary ammonium compounds. 2-in-1 detergent and disinfectant is acceptable)