

UOW Makerspace

Innovation Campus,
60 Squires Way
North Wollongong
NSW 2500
makerspace@uow.edu.au
uow.info/makerspace



COVID-19 Safe

UOW Makerspace Operational Plan detail

7th July 2020

This document outlines the UOW Makerspace operation to provide a COVID safe environment in accordance with all Government and UOW policies.

The UOW Makerspace COVID-19 safe operational plan has been fully endorsed by WHS for both public access and research activity.

Under the current information provided by the NSW State Government and UOW the UOW Makerspace can operate with the following maximum capacities:

- Makerspace area (72m²): 18 people
- Makerspace office (12m²): 3 people
- Communal area (56m²): 14 people
- Office area (36m²): 9 people

The above capacities are based of 1 person per 4 square meters as per COVID safe Australia guidelines.

This capacity will be reviewed and increased as additional restrictions are eased further.

Proposed Reopening date: 13th July 2020

Proposed initial Operating Capacity:

Limited access to members.

Small workshops, initially capped at 10 participants (plus 2 – 3 staff members) with attendees restricted to the Makerspace and Communal areas only.

Operational Hours

Registration required for each session with sessions having designated start and finish times.

Sessions to be run within the range of 9am – 5pm Monday – Friday.

Social Distancing Measures

- Floor markers around equipment areas
- Equipment and space signage reminding guests of social distancing.
- Staff to monitor and remind visitors as needed.
- Visitor messaging through T&C's with ticket purchase.
- Seats and stools removed to ensure distancing is maintained and within capacity limits
- Capacity signage at entrance to each area

Visitor hygiene measures

- Hand sanitiser and hand wash stations for all in the space
- Social distancing markers throughout space and at equipment
- Disposable antibacterial wipes and spray available for guests to use on high touch areas.
- PPE such as gloves and face shields available to staff and visitors
- Signage to remind staff and visitors of correct behaviours

Member and workshop registration and access

- Contactless sign in and sign out procedures, that collect details on all entering the space including, time and date of entry and exit, name, contact phone number or email
- Covid questionnaire on entry to the space and at time of booking
- Request to access the space including equipment to be logged prior to arrival. All requests will be assessed and approved by UOW Makerspace manager with the member notified before access given.
- Logs kept of users of all equipment
- Workshop attendees must be registered in advance, with all payment online.

Visitor messaging and traffic control

Online only tickets would be available for general maker sessions and workshops. As customers are processing their purchase, they will be asked to adhere to the following additional T&C's.

- They have not travelled from overseas in the past month
- They are not feeling unwell and do not have a fever, cough, sore throat or shortness of breath.
- If they feel unwell during a visit, then they must immediately notify staff.
- Use the hand sanitiser stations as they enter, leave and during their visit
- Maintain good hygiene and wash their hands after using the restrooms.
- Maintain social distancing and respect other guests' space, avoid crowding and be aware of others in the space
- We shall also encourage/advise all guests of the following
 - Download the COVID Safe app to assist with possible contact tracing.

Upon arrival at the UOW Makerspace the following shall reinforce our messaging both visually and verbally:

- Signage to notify capacity limits and restrictions as per Government and UOW policies
- Signage to identify sanitiser stations and good hygiene practise and social distancing.
- Directional signage to encourage smooth visitor flow, and workshop operation
- Staff shall use a defined script to advise customers of adjustments to create a COVID safe environment and ask that they assist by adhering to the guidelines.
- Signage throughout the space and rest rooms shall also advise of the various new guidelines.

Operational changes

- All staff to sanitise their hands on arrival and regularly
- Staff should not attend if feeling unwell and should notify their supervisor immediately if unwell while on duty.
- All staff will be rostered and must sign in and out
- All staff are encouraged to download the COVID Safe App and carry their mobile with them while on duty.
- Manager will roster all staff and visitors through online request system. Details logged online and monitored via equipment calendars
- Staff to regularly wipe all surfaces and equipment that visitors or staff may touch

Suspected or confirmed case of COVID-19 (as per Science Space Operational Plan)

These points are to set out a clear procedure should a suspected or confirmed COVID be presented.

- If on the premises an individual must be isolated immediately away from others in the party room.
- The person should be asked to where a mask.
- Persons assisting must wear appropriate PPE.
- Contact the supervisor who will contact the UOW coronavirus support line 4221 5902.
- WHS will assist in ensuring safe transportation for staff of guest to home or medical support.
- Areas where that person came into contact must be thoroughly cleaned with staff members to wear gloves.
- UOW WH&S along with Public Health will require access to all staff and visitors who may have come into contact in the last 24hrs will be instructed to isolate in line with the self-isolation procedure.
- An incident will be lodged, and a review taken in Safetynet.