



# COVID-RESPONSE

**SAFETY & WELLNESS FOR MEMBERS, CLIENTS & STAFF |  
DIRECTED BY SA HEALTH [WWW.SAHEALTH.GOV.AU](http://WWW.SAHEALTH.GOV.AU)**

## REPORT CASES:

Phone:

1300734982

Email:

[admin@businesshuboffices.com.au](mailto:admin@businesshuboffices.com.au)

## BUSINESS HUB SAFETY GUIDELINES

**DISTANCE • CLEAN • PROTECT • COVER • PRIORITIZE • REPORT**

Business Hub puts the health and safety of our members and communities as our top priority. We continue to take the necessary steps to enhance our spaces and services so that our members can continue working with peace of mind. Any contact with employees, contractors and members is as directed by SA health guidelines.

### Keep a safe distance

Follow local social distancing guidelines to leave space between you and your neighbour. Follow any signage displayed with the amount of people for that area.

### Clean and disinfect surfaces

Wash hands often with soap and water for at least 20 seconds. Wipe down desks and countertops after use.

### Protect others

Follow local guidelines on wearing face coverings.

### Cover your mouth

While coughing or sneezing, cover your mouth and nose with a tissue, sleeve, or elbow.

### Prioritize the community

Stay home if you have any COVID-19 symptoms or you have travelled from a high risk area as indicated by your local government.

### Report when required

If you or an employee has a confirmed case of COVID-19 in your space, please contact Head Office immediately on 1300 734 982. You can also email us at [admin@businesshuboffices.com.au](mailto:admin@businesshuboffices.com.au). We ask that individuals with a confirmed case of COVID-19 do not return to their Business Hub location until they have met SA government criteria for and/or the appropriate home quarantine requirements.

**STAYING SAFE IN THE  
WORKPLACE**

**PROTECT YOUR  
COMMUNITY**

**CLEAN, COVER AND  
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REPORT CASES**

- **Community Wellness Guidelines**  
We kindly ask that all members and guests follow our community wellness guidelines. Signage outlining these guidelines have been placed throughout common areas to help ensure we can keep our spaces clean. This includes keeping a safe distance from one another, cover your mouth when coughing or sneezing, clean your hands often with soap and water, stay home if you have any flu-like symptoms and wear face coverings in common areas when possible.
- **COVID-19 Privacy Policy**  
If you have symptoms associated with COVID-19 or report that you have tested positive for COVID-19, we will use your Personal Information to notify individuals you have been in close contact with and who may now be at risk of COVID-19 infection. We will do this in order to protect the health of our employees, members, visitors and guests. Any such notifications will be conducted on an anonymous 'no names' basis.
- **Event Planning**  
Member-sponsored events will be permitted where SA government law allows and in accordance with capacity measures. Events including networking, seminars, workshops are continuing to be conducted in a safe manner to ensure community connection, health and wellness are well balanced and in a safe manner.
- **Protection Equipment**  
Our Community is encouraged to be wearing face coverings while in our spaces and will be required to when mandated by the South Australian government If required.
- **Sanitization Equipment**  
We're providing all our buildings with sanitation devices for use by all occupants to keep spaces clean (hand sanitizer and/or wipe dispensers, etc.)
- **Signage Guidelines**  
We're installing strategically placed signage and directions in every one of our locations as friendly reminders about physical distancing and cleanliness
- **Physical Distancing**  
We've modified shared spaces with fewer seating and buffer zones indicated by laminated signage so teams can practice physical distancing in the workplace.
- **SA Health**  
We follow the directions by SA Health. For more information go to [www.sahealth.gov.au](http://www.sahealth.gov.au)

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