

Assumptions

COVID-19 is transmitted through contaminated droplets spread by coughing or sneezing, or by contact with contaminated hands, surfaces or objects ¹

Surfaces may remain contaminated for several days ²

Infected people may not present with symptoms or know that they're infected ¹

A 70/30 mix of 99% Isopropyl Alcohol and Water is an effective surface disinfectant but is not suitable for hand sanitising

A 70/30 mix of 99% Isopropyl Alcohol and Aloe Vera gel is an effective hand sanitiser but is not suitable for surface disinfecting

Social distancing

- **Do not visit the space *at any time* if you're sick or have been in contact with a suspected COVID-19 patient**
- Do not shake hands with others - switch to elbow bumps or just waving
- Do not work/sit within 1m of other people where possible
- Do not attend in person events in the space if you are in a high risk category

Infection control within the workshop

The Artifactory has a significant number of "shared" surfaces. These include:

(references point to proposed solution/action)

- Door handles ³
- Laser/CNC control panels ³
- Workstation peripherals ³
- Fridge stock ³
- Cash float ³
- EFTPOS machine ⁴
- Electronics Lab benchtop equipment ⁴
- Water chiller ³
- Hand tools ³
- Face shields/glasses ³
- Work gloves ⁴
- Bins (when items are retrieved or the bins are emptied) ⁵

Payment methods

Physical money has a high risk of surface contamination. People should be encouraged to use EFT where possible or EFTPOS with appropriate infection control.

Providing disinfectant

Providing spray bottles of disinfectant near machines merely introduces a concentrated exposure surface. We should instead provide smaller personal bottles of surface disinfectant that people keep with them for the entirety of their visit to the space. Once a bottle is empty or the person is leaving the space the bottle should be placed in a "used" collection box for disinfection and refilling by a volunteer following more rigorous infection control procedures.

Items that cannot be adequately disinfected

- Fabric items like work gloves *cannot be* effectively disinfected with an aerosolised Alcohol/Water mix.
- Electronic equipment that responds poorly to water *should not* be disinfected with an Alcohol/Water mix.

In both of these instances people should use provided disposable gloves before using affected resources.

Disposal of infection control materials

The workshop has a rather loose culture surrounding bins within the space. Specifically we do not currently distinguish between bins used to store wood offcuts that might be of use to other members and bins used for other waste. This may lead to a visitor being unknowingly exposed to contaminated items like disposable gloves when looking for MDF scraps for the laser cutters. Several bins should be designated as "In only" bins to mark bins where it is safe for people to place potentially contaminated items. These bins should be lined with a bin liner and only be emptied by a volunteer following rigorous infection control methods.

Surface cleaning

The following areas should be cleaned and disinfected before an event:

- Bar
- Kitchen
- Toilets

This can be achieved with a bleach mixture (where appropriate for the material) or other cleaning product followed by surface disinfectant.

Personal washing / hygiene supplies

Quartermasters will endeavour to keep toilet paper, paper towels, and hand sanitiser in stock. This may become difficult due to supply chain issues and the overall response to COVID-19.

- Toilets should be switched from multi use hand towels to single use paper towels when feasible.
- Multi use kitchen items should be replaced with single use variants.

Producing disinfectant / hand sanitiser

In anticipation of the need for mass produced disinfectant and hand sanitiser the Infrastructure Subcommittee has sourced the material to produce 28L of 70% alcohol solution and 30 100ml spray bottles suitable for disinfecting surfaces. The stock of Isopropyl Alcohol is shared with the Laser Subcommittee and 3D Printing Working Group. We do not anticipate supply chain issues affecting operations in these areas.

IT

The IT Subcommittee can provide compressed copies of member work directories on request for people that just need access to their files.

When in the space visitors should be encouraged to use their personal devices where feasible, instructions on accessing Filer over the wifi to be posted in the space.

Event Adjustment

Going forward events may be cancelled/postponed due to volunteer availability. Visitors should be made aware of social media channels where they can get up to date information on whether a given event will be running.

In line with social distancing guidelines events that encourage people to share objects or sit close to one another should be carefully considered before being run. Tables/chairs should be placed so that people sit 1m apart etc.

Canceling an event

When cancelling an event the Event Host or other volunteer should:

- Prefix the event on the google calendar with "CANCELLED"/"POSTPONED" rather than deleting the event. This provides positive confirmation that an event has been cancelled/postponed.
- Cancel the event on Meetup/Facebook
- Post a message in #general on Slack noting that the event has been cancelled/postponed. It is appropriate to use the @channel ping in this instance.
- Post a message to the mailing list noting that the event has been cancelled/postponed.

Changes to internal bureaucracy

- A member of the executive and at least one other committee member may enact any restriction recommended by state or federal health agencies while there is an active pandemic/epidemic alert for WA/AUS. This includes (but is not limited to) cancelling events, disabling keys, disabling equipment, and modifying related internal guidelines and requirements. Where feasible any changes should still be discussed in the committee Slack channel first.
- Committee meetings should be held online where possible. It is the responsibility of the executive to ensure that adequate teleconferencing facilities are available.

Community Support

For many members The Artifactory is one of the pillars of their community engagement/support network. It is important that in the coming months this support is not lost. To that end members should be encouraged to:

- Run/participate in social events that do not require physical contact. eg. online gaming nights in the place of Artifrag
- Reach out to other members for support
- Contact the Management Committee if a member that is normally contactable/engaged ceases to be without a known cause

Membership dues

The economic impact of COVID-19 may make it difficult for members to pay their membership dues in the short term. The Treasurer and Management Committee will work with any affected members to ensure that they do not lose access to community support. In the event that a member submits to self isolation their membership will be paused without penalty.

Recommendations for anyone entering the space

(To be displayed)

- **Do not visit the space *at any time* if you're sick or have been in contact with a suspected COVID-19 patient**

- Do not shake hands with others - switch to elbow bumps or just waving.
 - Do not touch your face.
 - Do not work/sit within 1m of other people, events like Noise Machine and Arduino U will be modified to make this feasible or will be cancelled.
 - Do not attend in person events in the space if you are in a high risk category.
 - Wash your hands for a minimum of 20 seconds often.
 - Preferred payment methods (in order): EFT, EFTPOS, Cash
 - Pick up a personal bottle of disinfectant when entering the space. This bottle should stay with you for the entirety of your visit and then be returned for cleaning/refilling when you leave.
 - Anything you touch should be disinfected prior to contact if it is safe to do so. Spray disinfectant on to a paper towel and wipe down the equipment. As this method is not viable for fabric disinfecting please always wear disposable gloves before interacting with work gloves and the like.
 - Tissues, gloves, and another other disposable item that may be infected go into the *orange* marked bins for disposal. Do not remove anything from these bins.
 - Discard disposable gloves as soon as you take them off. Do not reuse disposable gloves.
 - In the event that the workshop can no longer provide hygiene products notice will be given to visitors upon entering the space as well as on any event page.
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1. <https://www.health.nsw.gov.au/Infectious/alerts/Pages/coronavirus-faqs.aspx#1-3>

2. <https://www.health.nsw.gov.au/Infectious/alerts/Pages/coronavirus-faqs.aspx#1-4>

3. Personal bottles of disinfectant to be provided

4. Disposable gloves should be worn when interacting with items that cannot be disinfected

5. Designated bins should be used for disposal of items that are more likely to be contaminated