



WORKABLE

Key Changes

Introduction

At Workable we make sure that everyone has the space and resources they need to thrive as the successful entrepreneurs, business owners and leaders that they are. Whether you're drawn in by our incredible panoramic views of London or find creativity in our aesthetically designed workspaces. We'd love to have you in our flexi-work community!

We thrive, when you thrive!

Workable has been closed for the last few months, but the Workable team have worked hard to ensure our flexible workspace can now reopen safely, and with all the relevant safety procedures to prevent the spread of the Covid-19 virus.

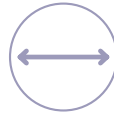
We want all of our members to feel safe and comfortable at Workable, so we are committed to using Covid-19 best practice in our workspaces. We believe our new safety strategy will keep our members safe and focused on the innovation, socialising and wellbeing that define our community.

The Workable community is made up of amazing individuals and with our combined effort, commitment and optimism, we will move forward together.

Our Safety Strategy

This section offers guidance on the Covid-19 safety measures we have implemented and shows how we can work together to adapt and thrive in our "new normal". We have developed the following guidelines to ensure our co-working areas are healthy, safe and productive spaces.

Our Three Pillars



One-way systems

One-way systems have been designed to allow users to still maintain physical distancing where and when needed.



Cleaning

Hand sanitiser stations have been installed everywhere, because having clean hands is one of the most effective measures against Covid-19.



Hygiene

Face coverings are recommended when entering the building, in all communal and self-service areas.

Masks are effective only when used in combination with frequent hand-cleaning. If you wear a mask, then you must know how to use it and dispose of it properly.

The Workable team are fully trained and always on hand to welcome you and provide all the assistance and information you may require.

Summary of our updated procedures

The health and safety of our members and staff is our foremost priority. Please note the following key changes:

Access to the space

- We recommend wearing a face covering while moving around Workable.
- We recommend you use our hand sanitiser stations regularly.
- It is recommended that all visitors scan the NHS QR Code upon arrival.

Co-working

- Clear desk policy
- Memberships will be subject to availability.

Meeting room bookings

- Booking will be available from Monday to Friday, between the hours of 08.00 – 18:30.
- Bookings must be made over email at hello@workable.london or via the Workable website and/or members platform.
- On the day bookings are only allowed subject to availability.
- On the day bookings must be made over email at hello@workable.london
- It is recommended that meeting room attendees take a lateral flow test before attending their meetings.

Do not attend Workable if:

- You have any symptoms of coronavirus (e.g. a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste).
- You've tested positive for coronavirus.
- You live with someone who has symptoms or has tested positive.
- You're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app

Our updated procedures

The health and safety of our members and staff is our foremost priority.

Evening clean

A thorough clean and sanitisation of surfaces will be conducted throughout the space every evening.

Staff training

The community team have received additional training to identify high-touch surface areas such as door handles, control panels, light switches, but also chairs and crockery. These areas/items will be sanitised continuously throughout the day, and at a minimum of every hour.

Co-working areas

Hot desks and fixed desks will be cleaned every evening. We ask that Members help with this process by keeping desks and other surfaces as clean as possible.

Meeting rooms

Each room will be cleaned after each use and its readiness for the next meeting will be clearly displayed.

Self-service area

This area will be cleaned hourly and more frequently between 12pm and 2pm. High-touch areas and shared equipment, such as our microwave and coffee machine will be subjected to enhanced cleaning. Waste bins will be emptied more frequently. A queuing system has been put in place along with signage to ensure that 1 metre social distancing is followed if needed.

We have installed hand sanitiser dispensers in strategic locations throughout the space. Maintaining high levels of hygiene, including frequent hand washing, is an obligation for all of us and we rely on our customers to play their part.

Communal space/ self service area procedure

Communal areas

Face coverings are recommended in the reception area, lobbies, lifts and restrooms. A one-way system is in place and reduced capacity has been applied to the use of lifts and restrooms. Floor signage will be in place to outline the correct pathways.

Self-service area

Operating this high-touch area safely is of utmost importance for us. We have introduced a range of solutions, combined with a rigorous cleaning schedule, to help Workable members and guests to feel comfortable and safe when using it.

High-touch surfaces and items, such as refrigerator handles, microwave, coffee machine, and zip tap will be cleaned every evening by our cleaner, and frequently sanitised by the community team during the day.

Sanitising your hands before using the facilities in the self-service area is strongly advised.

Hand sanitiser and antibacterial wipes will be available at the self-service area to allow members to clean the above-mentioned items before and after each use.

The use of face coverings is at your discretion whilst working at your desk, but we recommend their use in communal areas.

Maintaining high levels of hygiene, including frequent hand washing, is an obligation for all of us and we rely on our customers to play their part.