

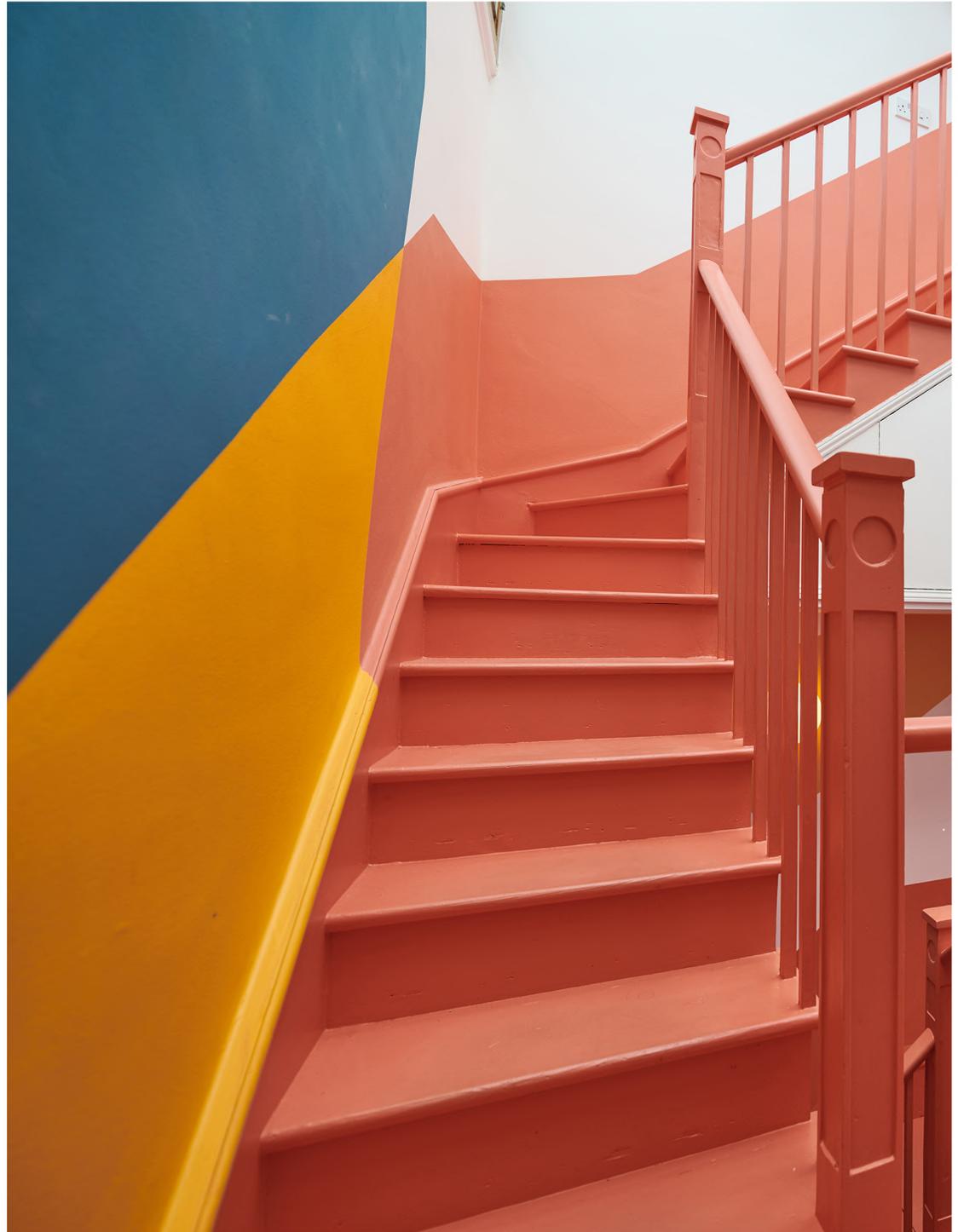
# house

OF CREATIVE

## RETURN TO WORK GUIDANCE

House of Creative is a workspace where Creatives and their businesses can feel like they're at home. The outbreak of COVID-19 has not changed this. Our mission is to help you flourish, creatively and commercially. This is now truer than ever before with a touch of extra care.

To continue to enhance our environment of innovation, social interaction and wellbeing we have created the Return to Work Guidance, a comprehensive set of safety measures and protocols designed for your return. It explains how we are adapting to follow government guidance.





# CLEANING

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

We will continue to monitor government guidance and implement any necessary changes as quick as possible

## EVENING CLEAN

A thorough clean and sanitisation will be conducted throughout the building each evening.

## KITCHENS

Kitchens will be cleaned on a regular basis. High-touch areas and shared items will receive additional cleaning by the reception.

## MEETING ROOMS

Each room will be thoroughly cleaned by the reception after use.

## ENHANCED TRAINING

Staff have received additional training to identify high-touch areas such as handles, and light switches, but also jars, bottles, chairs etc - essentially, anything that is touched by multiple people during the day. These items will be sanitised on a regular basis, throughout the day.

# RECEPTION

Throughout your time in the building, we ask that you work with us to ensure a safe, healthy and productive workspace for all.

- Hand Sanitation

We strongly request that House of Creative employees, creatives and guests sanitise their hands at the new hand sanitation point.

- Two Metre Distancing

The reception area has been marked to assist with physical distancing

In accordance with government guidelines, people should maintain a minimum of two metres distance apart.

- Guest Sign-in

We ask that creatives to notify the reception of all the guests before arrival. This will ensure smooth access to the building, and to provide us with awareness of who has visited our locations. Once guests have checked-in, reception will contact you directly to confirm arrival.

## WE ALSO ASK THAT YOU CONSIDER THE FOLLOWING:

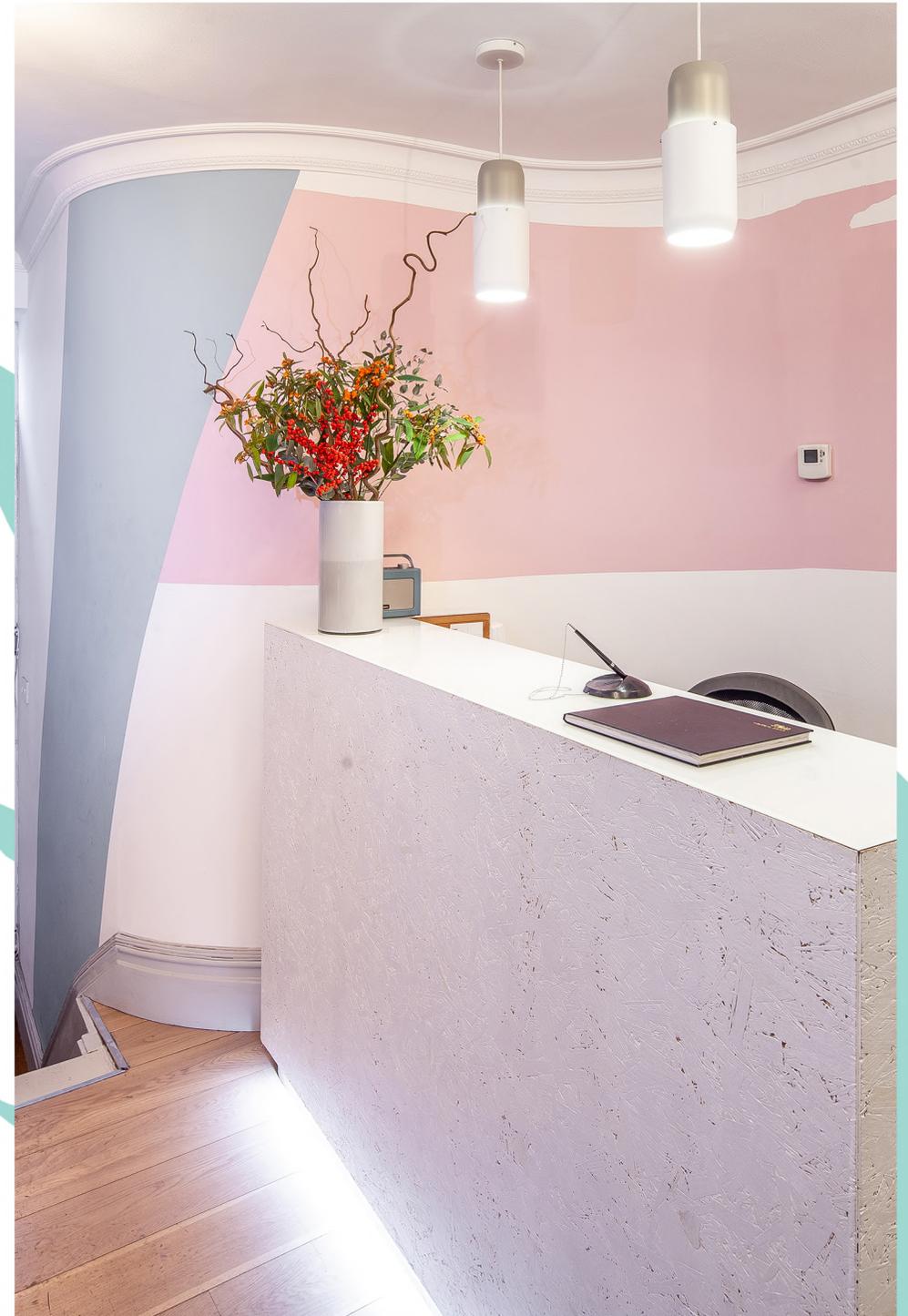
- Meet Your Guests Promptly.

To keep the waiting area clear we ask that you meet your guests as soon as possible.

- Limit Contact. We remind creatives of the need to maintain physical distancing when meeting both colleagues and guests.

- Post and Food Deliveries.

Please, collect your food deliveries and post promptly when notified by the reception.



# WORKSPACES

House of Creative Guidance for workspaces is designed to ensure that residents enjoy a productive and healthy work environment

- **OFFICES**

You may wish to implement your own desk spacing and physical distancing protocols in your offices. We are able to assist you in implementing your own measures.

- **CLEANING**

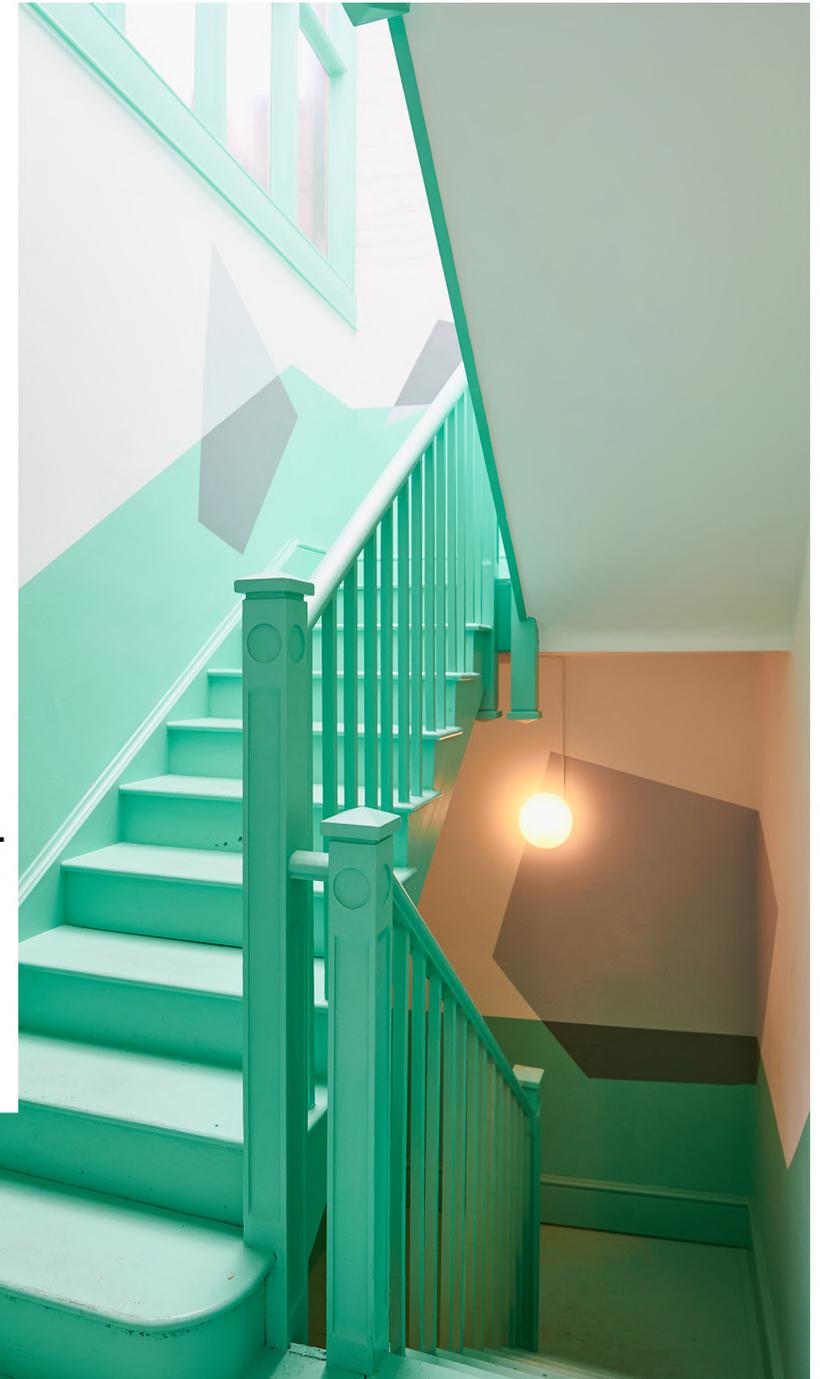
Particular attention will be paid to high-touch items, including door handles and light switches.

- **FACE COVERING**

Face covering is at your discretion whilst you are working in your office, but we would prefer that you wear it whilst using the rest of the building. High grade face masks will be provided by us and available at reception

- **DECLUTTER DESKS**

To aid cleaning, we ask that desks are kept as clear as possible of personal items at the end of each day.





# MEETING ROOMS

Meeting rooms will still be available for creatives to use, but with new measures in place to ensure the safety of all meeting attendees.

- **SPACING**

Seating capacity in the meeting rooms will be reduced to ensure individuals can maintain physical distancing. A maximum of 4 people in the boardrooms. A maximum of 2 people in small meeting rooms. If you require a larger room to hold your meeting please speak to reception for more information.

- **MEETING ROOM SCHEDULES**

A 15-minute window will automatically be blocked out after each meeting, to allow it to be cleaned before the next booking.

- **CLEANING**

Each meeting room will be thoroughly cleaned after use. In addition, high-touch areas, such as door handles, will be cleaned frequently by the reception.

*WE ALSO ASK THAT YOU CONSIDER THE FOLLOWING:*

## **SANITIZE YOUR HANDS.**

We ask that you sanitise your hands at the start of meetings. Sanitising gel is provided in meeting rooms area.

## **REMOVAL OF ITEMS.**

In order to speed the cleaning process between meetings we will temporarily remove all stationery, water bottles, glasses. These can be provided, please see reception

Avoid sitting directly opposite. Where possible, we recommend that as well as maintaining physical distancing, meeting attendees sit in a zig-zag pattern to avoid sitting directly opposite one another.

# KITCHENS

As an area used by many Creatives throughout the day, the safe operation of the kitchens is our central focus.

- **SANITISING**

Sanitising products are provided in all kitchens. Please use hand gel when entering the space and clean surfaces after use with anti-bacterial product.

- **FOOD ITEMS**

We can provide tea bags and coffee to your office. We recommend using your own kettle during this period.

- **CLEANING**

Throughout the day the reception will sanitize the area on a regular basis. We would kindly ask you to sanitize shared items after your use.



- **REDUCE USE AT PEAK TIMES.**

We ask that creatives try to avoid peak times (8-10am and 12-2pm) if possible.

- **MINIMISE PREPARATION TIME**

We recommend food options that can be do not require extensive preparation in the kitchen area

- **PLACE USED ITEMS DIRECTLY INTO THE DISHWASHER.**

Remove items from surfaces. we would be grateful if you could place disposable items in the waste bins provided and leave the kitchen area as you would expect to find it.

- **REUSE YOUR CUP, MUG, OR GLASS.**

By reusing the same item throughout the day, it will reduce the number of items you touch!

# COVID-19 REPORTING

## POTENTIAL SYMPTOMS AND SELF-REPORTING

If a Creative of House of Creative employee shows any symptoms of COVID-19 we would ask them to reach out to the Reception of their building to determine next steps.

We would ask that this person immediately exits the building, self-isolates and follows the most up-to-date NHS guidance.

We do not require the individual's identity; however, we do ask to trace all previous contact and space usage for the previous 72 hours.

Please continue to inform us of any accidents or incidents that happen within the workspace.

## CONFIRMED CASE OF COVID-19 AND RESPONSE

If a Creative or a House of Creative employee tests positive for COVID-19, House of Creative will share this information, as well as all contact and space usage, however, the identity of the individual will be kept confidential.

We will take all necessary steps, which includes deep and clinical cleaning, sanitisation and in an extreme instance, the temporary closure of the building.

