

26 September 2020

The Building Block (TBB) CoWorking Space Covid Office policy

The nature of Coworking and sharing office space means that we have to pay particular attention to hygiene and infection control in line with the HSE and [government guidelines](#). We ask that all patrons agree to and follow the office policy at all times. Where there is any contradiction between these guidelines and the latest HSE/Government guidelines, then the HSE/Government guidelines should be followed. The TBB is to be treated as a clean environment

- Anyone who uses the space should follow [HSE recommended guidelines](#) for making decisions on attending work if feeling ill.
- If you display any [signs or symptoms of COVID](#) you must leave the workspace immediately. You should self-isolate and contact your GP. TBB staff should be informed after diagnosis of Covid by emailing info@thebuildingblock.ie and advising us of your last attendance at TBB.
- Anyone using the office and all visitors should wash their hands with soapy water and or hand sanitizer each time they enter the office, before and after use of bathrooms/kitchen/meeting rooms/meeting booths , and regularly throughout the day.
- Hand sanitiser is available at the entry points to the office.
- Please maintain a distance of 2 metres from others at all times.
- We request that you wear a face covering when using the office if at all possible, especially if in close contact with others. Please ensure that you are wearing your [face covering properly](#).
- Visitors: Use of the office is limited to people renting a desk or TBB staff and service providers. Please limit any visitors due to Covid, and if you have visitors please ensure they sign in at the visitor register and adhere to these policies.
- Computers/phones, pens etc are not to be shared.
- Utensils in the kitchen should be placed in the dishwasher immediately after use.
- It is your responsibility to empty your bin
- Please clean down your desk and any surface you have used with antibacterial spray before leaving the office.
- We have a policy of ensuring desk users are at least 2 meters from each other, if you find that you are seating closer then 2 meters from another person feel free to move to an empty desk and/or request staff to move to another desk to increase distance
- Please try to keep windows open during work hours to increase ventilation, and please ensure they are closed when leaving the office for security
- Please see the [employee return to work checklist](#).
- We recommend that you install the [HSE COVID Tracker app](#) on your phone for the purpose of contact tracing.

Please contact Info@TheBuildingBlock.ie with any queries or concerns.