

WorkYourWay Covid Guidelines

The aim of these guidelines is to provide, in as much as is possible an evidence-based approach to safeguarding our clients from Covid-19 infection while they use the WorkYourWay office:

The risk of infections can be significantly reduced by limiting exposure and duration.

Data suggests that if you are sitting in a well-ventilated space, with few people, the risk of infection is very low.

WorkYourWay will adopt the following Control Measures in order to reduce the risk of transmission and infection at our shared workspace:

- ◆ The working day will be divided into two distinct sessions: 9am-1pm (4hrs) and 3pm-7pm (4hrs)
- ◆ All clients will be required to vacate the office between 1pm and 3pm and at 7pm.
- ◆ During the lunchtime break the office will be ventilated and the kitchen and toilet area will be cleaned and disinfected.
- ◆ At 7pm each evening the whole office space will be given a thorough deep clean – all desks, doors, seats, lamps etc. will be disinfected.
- ◆ In order to avoid any accidental damage or interference to clients' equipment and to ensure a deep clean, clients will be required to remove all their own equipment (laptops, monitors, keyboards, phones, files, bags, coats etc.) during ventilation and cleaning.
- ◆ WorkYourWay will provide two monitors, keyboards and mouse. These will form part of the inventory of the office and are available to clients – this equipment will be cleaned and disinfected daily, and after each user.
- ◆ The maximum occupancy of the office shall be 5 persons (4 at the back maintaining 2mts social distancing and one at the reception desk). Unannounced visitors are not permitted for the duration of the Covid threat.
- ◆ Neither gloves nor facemasks are mandatory but if you are coughing, sneezing or feeling in any way unwell we expect that you will not attend the office until your condition improves.