

SCRATCH HUB

COVID-19 SECURE GUIDELINES



KEEPING SCRATCH HUB SAFE

Our priority during this time is the well-being of all Scratch Hub Members and the staff at Battersea Arts Centre. The following guide details the measures put in place to ensure the wellbeing of everyone in the Scratch Hub.

These measures have been adopted in line with Government advice, and we will adapt according to any change in circumstance. Going forward, we will be closely monitoring and following up-to-date guidance and best practice.

For reference, the latest Government guidance on operating workspaces can be found [here](#).

If you are experiencing any symptoms of Coronavirus, or have come into contact with anyone who is either experiencing symptoms or has tested positive for Coronavirus, please do not come to the Scratch Hub.

Stay home, self-isolate and, if possible, let us know.

SOCIAL DISTANCING MEASURES

ONE-WAY SYSTEM

We have introduced a one-way system in and out of the building, and a route through the space to avoid congestion, which will be clearly signed throughout the Hub.

REDUCED CAPACITY

Our capacity has reduced, and each individual desk now has enough personal space to ensure a safe distance. Our kitchen and bathroom facilities will operate at a reduced capacity, and the shared social areas are, for the moment, closed.

HOT-DESKING

While our Anchor Members can return to their personal workspaces safely, the way our more flexible Members use hot-desking has had to change.

We now have bookable timeslots for each of our twelve hot-desks.

MORNING	9am till 1pm
AFTERNOON	2pm till 6pm
ALL DAY	9am till 6pm

Between Morning and Afternoon bookings the Host will perform a thorough clean of each workstation, ready for the next Member.

For more information on booking these time slots, speak to the Host on the day or alternatively e-mail us on scratchhub@bac.org.uk

GUESTS

External guests will be allowed in the Hub, though we would like to stress that wherever possible meetings should be conducted outside the Hub or via Zoom.

Each Member is allowed a maximum of two visitors at any one time, though if we start to reach capacity in the Hub, we won't be able to accept guests. As much notice as possible is preferred.

All guests must sign in at the Host Desk, giving their name and email for Track and Trace. This information is password protected on Nexodus.

Guests must use Hand Sanitiser upon entry and exit, and maintain a distance of 2m from all Members.

MEETING ROOMS

The Meeting Room in the Scratch Hub, and the Phone and Skype Room, will be available to book out for internal meetings and webchats. The Elm House will not be available to book when we re-open. This will be reviewed monthly, as the wider building begins to open up.

For External Guests, the Meeting Room is available, however the doors must be kept open at all times to ensure adequate ventilation.

A gap of 15 minutes will be made between all bookings to allow the Host time to clean the space, and wipes will be made available in both rooms.

HYGIENE AND CLEANING

The Scratch Hub has undergone a thorough, industry-standard clean of all work and social areas before re-opening.

We have increased to a daily cleaning schedule, to be completed every morning before 9am. The Host on duty will regularly wipe down all areas that the government deem to be high-priority touch-points throughout the day (kettle, door handles, printer etc.)

Hand Sanitiser will be available throughout the Hub for use by all BAC Staff and Scratch Hub Members. We encourage you to make full use of it – especially after entering and before leaving the space. Please do leave it where you found it though!

We will also provide anti-bacterial hand-wash in every bathroom and toilet.

There will be plenty of signage throughout the space to remind everyone of the importance of keeping clean!

FACE MASKS

The current Government guidance recommends the use of face-masks wherever possible. We are currently operating the following policy, in line with current advice from the Government and from Public Health England regarding use of face-masks in hospitality.

- When moving around the Hub, face-masks should be worn.
- When working at your desk, face-masks are not mandatory.

By implementing all of the measures listed in this Guide we believe the Hub will be a safe and secure space, and therefore the use of face-masks at all times is not mandatory. Of course, should you feel more comfortable doing so, then please do wear a mask at your desk. Our staff will all have the option of wearing protective visors should they want to.

We will closely monitor all Government advice and updates, and adjust our policies accordingly.

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COVID-19 'SECURE' GUIDELINES

Thank you for reading this information.

If you have any questions or concerns, please do speak to the Host in person or contact us via email. Our priority, throughout the entire process of re-opening, has been to make you feel as safe and secure about returning to the Hub as possible.

We can't wait to see the workspace being used again, and we hope you're also looking forward to returning.

This is, of course, a fluid time for all businesses, and we will ensure we respond to any changes as they occur.