



28th October 2020

Dear Qube Family,

Further to the latest government announcement regarding the new lockdown in November; **we will be staying open** as a means to support those who cannot work from home.

Given this period of uncertainty, we want you to know that your health, safety and well-being is of paramount importance to us, and we will continue to do everything in our power to ensure The Qube remains the safest possible creative home for you.

See below for a summary of the key actions taken at The Qube. For a more comprehensive list, our full COVID-19 Policy can be found overleaf. We are continuing to closely monitor guidelines from Government and Health organisations and will be updating our policies accordingly.

Essential C19 Guidelines for Members & Clients:

- Practice the 2 meter social distancing rule whilst inside the building
- **Always** adhere to our membership studio capacities
- Make sure **all** your guests are brought into through reception so we can collect their data for track and trace, and please, only bring guests into the building that are necessary for your session or meeting
- Use our perspex divider screens to stay separated during sessions (available at front desk)
- Avoid congregating in groups in communal areas such as the lounge and hallways
- Use hand sanitisers available throughout the building regularly
- Thoroughly wash your hands regularly
- Help yourself to disinfectant wipes to clean surfaces and equipment between sessions
- Clean up after yourselves in the kitchen, place dirty crockery directly in the dishwasher and dispose of rubbish in the bins

Operational C19 Measures at The Qube:

- Increased duration and frequency of our cleaning schedule, with a focus on all major touchpoints like keyboards, surfaces and doorknobs.
- Hand Sanitisers have been made available in all communal locations (incl. Kitchen, Reception & Member Studios)
- We require any staff or members who have travelled recently to one of the listed high-risk countries within the previous 14 days to identify themselves. Where staff, a member or a family member has visited any of these destinations then we will require such person to self-isolate and work from home for 14 days as a precautionary measure.
- In the event of a suspected COVID-19 case at The Qube then additional cleaning measures will be taken to ensure that the affected member's work area will be rendered safe for other members irrespective of whether or not such member is confirmed as having or not having COVID-19.

COVID-19 POLICY

The purpose of this policy is to set out the actions The Qube are taking to provide a flexible approach to respond to the risk associate with Coronavirus (COVID-19) effectively and efficiently and to ensure that the impact to our Members is minimised and that essential operations are maintained at normal levels as much as possible during a virus outbreak.

Objectives:

- Reduce the likelihood of transmission of the pandemic virus strain and minimise the illness or its affects among our Members, contractors and other tenants within the building.
- Maintain business-critical operations and services wherever possible.
- Minimise social disruptions and the economic impact of the outbreak.
- Present The Qube as a safe place to work and visit.

The Qube will use the UK Government's website as a key source of data and advice.

COVID-19 Information

Information about the virus

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020.

The incubation period of COVID-19 is between 2 to 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, they have not been infected.

Signs and symptoms of COVID-19

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- cough
- difficulty in breathing
- fever

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

Preventing the Spread of Infection

There are 2 main routes by which people can spread COVID-19:

- 1) Infection can be spread to people who are nearby (within 2 metres) or possibly could be inhaled into the lungs. As a response to this route of infection, The Qube will promote to its Members, via digital and poster campaigns, methods of preventing the spread and exposure to the virus which are essentially;
 - cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
 - catch it, kill it, bin it posters
 - put used tissues in the bin straight away
 - wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.
 - try to avoid close contact with people who are unwell
 - clean and disinfect frequently touched objects and surfaces

- do not touch your eyes, nose or mouth if your hands are not clean
- 2) Someone may also become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching doorknob or shaking hands then touching own face). As a response to this route of infection The Qube have -
- Increased cleaning frequency in common areas, ensuring appropriate cleaning materials are in use which are effective in treating the virus.
 - Implemented a regime of cleaning workstation equipment within Members offices.

Travel Guidance

It is possible that Members travelling overseas on business or social travel could become exposed to COVID-19 and catch the virus and bring it back into the workplace.

At the time this policy was last updated, The Qube intend to follow the UK Government guidance on travel which can be summarised as follows;

The UK Government has created 2 Categories of travellers which are detailed in the link below. If members are planning a trip overseas or have returned from a trip overseas, they must read and implement the advice within the attached [link](#).

Returning from travel to Category 1 Locations

People who have returned from Category 1 locations within the last 14 days should avoid attending work. **They should call NHS 111 for advice and self-isolate.** See the link above for advice.

Returning from travel to Category 2 Locations

See the link above for advice.

If Member becomes unwell and believe they have been exposed to COVID-19

It's very unlikely for a Member to have COVID-19 if

- The Member has not been in close contact with someone with confirmed COVID-19
- The Member has not been to a Category 1 or 2 Location as detailed above.

But if a Member thinks they might have COVID-19, then please use the NHS 111 helpline service to find out what to do.

There should be no Members on site who have recently returned from a Category 1 Location within the past 14 days, but if someone becomes unwell in the workplace and has travelled to a Category 2 country within the past 14 days, the following must happen;

- The unwell person should be removed to an area which is at least 2 metres away from other people.
- If possible, find a vacant Studio or area where they can be isolated behind a closed door. If it is possible to open a window, do so for ventilation.
- The individual who is unwell should call NHS 111 from their mobile, or 999 if an emergency (if they are seriously ill or injured or their life is at risk) and explain which country they have returned from in the last 14 days and outline their current symptoms.
- Whilst they wait for advice from NHS 111 or an ambulance to arrive, they should remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and

put the tissue in a bag or pocket then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow.

- If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.

If a member or a member of public with suspected COVID-19 has recently been in The Qube

If a Member becomes aware that someone with a suspected case of COVID-19 has been in the workplace then please report this to The Qube in the first instance.

Please note that the UK Government does not currently advise that restrictions or special control measures are required while laboratory test results for COVID-19 are awaited. In particular, the advice is that there is no need to close the workplace or send other staff home at this point. Therefore, until the outcome of test results is known The Qube will continue with the regimes detailed within this Policy.

What to do if a member or member of public with confirmed COVID-19 has recently been in The Qube

If a Member becomes aware that someone with a confirmed case of COVID-19 then please report this to The Qube in the first instance. It is more likely that The Qube team will be contacted by the PHE local Health Protection Team to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken.

A risk assessment of each setting will be undertaken by the Health Protection Team with the lead responsible person. Advice on the management of staff and members of the public will be based on this assessment. The Health Protection Team will also be in contact with the case directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the case to provide them with appropriate advice. Advice on cleaning of communal areas such as offices or toilets will be given by the Health Protection Team. The Qube will take advice from the Health Protection Team as to whether any areas of the office should be closed.

When Members, contractors or other tenants in the office have had contact with a confirmed case of COVID-19

If a confirmed case is identified in our office, the local Health Protection Team will provide the relevant staff with advice.

Cleaning the office and common areas where there are suspected or confirmed cases of COVID-19

Coronavirus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. If Members alert The Qube to a symptomatic (showing symptoms or signs) Member, we will ensure all surfaces that the Member has come into contact are cleaned including:

- all surfaces and objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as toilets, door handles, telephones

Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected. If a person becomes ill in a shared space, we will ensure the area is cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.

Social Distancing at The Qube

We are putting up extra signage around The Qube to help us all adhere to Social Distancing measures. In order to limit physical contact, we have implemented the following points;

- Limiting the occupation of the kitchens to 2 people max
- Limiting the occupancy of members production suites to 1 person for studios without booths/live rooms, and 2 people for studios with booths/live. Rooms.
- Controlling the flow of foot traffic in corridors with signage, while keeping the corridor doors open to minimise interaction with touch points.
- Making sure that bookings are managed sensibly, monitoring levels of occupancy to make sure the physical contacts in corridors and common areas can be kept to a minimum

Cleaning at The Qube

We have instructed our cleaners to perform a much deeper regular clean than usual, including the disinfecting of all touch points at The Qube.

We will be spraying studios, touch points, accessories and instruments with Antiviral spray before and after sessions. We will be extra vigilant in making sure all our sanitisers, hand wash, paper towels and disinfectant are kept to a satisfactory level of stock.

We will be making sure that showers and toilets are subject to enhanced cleaning, with regularity throughout the week and weekend, please do not leave any personal items in the shower or WC's as these will be disposed of.

The fridge in the kitchens will be emptied of any personal food and items left every Saturday morning.

Microphone pop shields will be cleaned with antiviral spray after all sessions

Inbound Goods

We will minimise contact with delivery agents to maintain social distancing and avoid surface transmission when goods enter the site;

- We ask all members to minimise post and redirect where possible to home addresses
- We will limit unloading of larger deliveries to single people entering the site