



13th August 2021

The Qube is open to members and guests and all studios and spaces are fully operational.

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.

When visiting The Qube, we encourage you to:

- Wear face coverings when in crowded areas of the building
- Adhere to our membership studio capacities
- Make sure all your guests are registered at Reception
- 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
- Regularly test yourself for the virus, even if you don't have symptoms

For your safety, we have implemented the following protective measures:

- 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)
- All Qube staff are tested on a regular basis for COVID-19.
- 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.

## THE QUBE OUR 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 associated 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 effects among our staff, 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

As of the time this document was written, England moved to step 4 of the UK Government's roadmap out of the pandemic and many people have been vaccinated under the UK vaccination programme. Most legal restrictions to control COVID-19 have been lifted at step 4, however the Government advises the general public to act carefully and remain cautious.

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 in order to remain cautious, 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 their 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.

## COVID-19 Testing

Testing for coronavirus (COVID-19) is now widely available through the NHS. Staff of The Qube are tested on a regular basis, and we encourage Members and members of the public visiting The Qube to test themselves regularly, even if they do not have symptoms of the virus. Information on testing and how to test yourself can be found on the NHS website via this [link](#).

## 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 travel restrictions which vary depending on whether or not the traveller has received a full, UK Government approved vaccination for COVID-19. The UK Government has also created three categories of countries and territories, listing them as either red, amber or green. The rules for testing and quarantine when you return to England are different for each list.

These restrictions and categories are detailed in their online guidance. 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](#).

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 been fully vaccinated under the UK vaccination programme, or approved vaccination programme in the UK or Europe

However, if a Member thinks they might have COVID-19, we advise them to 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 Red List Country or Territory within the past 10 days, but if someone becomes unwell in the workplace and has travelled to a Red List Country or Territory within the past 10 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 the public with suspected COVID-19 has recently been in The Qube

If a Member or member of the public begins to feel unwell with symptoms of the COVID-19 virus ([see symptoms](#)), they must take a PCR test as soon as possible. PCR testing (test that was sent to a lab) is free on the NHS and can be booked following this [link](#). While they are awaiting their test results, the Member or member of the public must not visit The Qube and is advised to self isolate until they receive their result.

What to do if a member or member of public testing positive for COVID-19 has recently been in The Qube

If a Member or member of the public tests positive for COVID-19 via a PCR test, they must self isolate for 10 days starting from the day their symptoms started. If they tested positive via a Lateral Flow test, they must then take a PCR test. See the NHS website [here](#) for more information on what to do if you tested positive via a PCR test (test that was sent to a lab) or a Lateral Flow test.

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

To contain the risk of spread of the virus, the infected Member or member of the public should register the names of the Qube members or members of the public they have been in close contact with via the NHS Test and Trace.

Those who have been notified by the NHS Test and Trace must self isolate as per the most recent Government guidance. See the guidance for contacts of people with confirmed COVID-19 infection via this [link](#).

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

Since England moved into step 4 of the roadmap out of the pandemic, it is no longer necessary to stay 2 metres away from people you do not live with. However, to decrease any risk of spread of the virus The Qube has taken the following actions;

- Limiting the number of event attendees to prevent overcrowding at any events created or sponsored by The Qube
- The requirement to wear face coverings in law has now been lifted. However, we remain to encourage members and their guests to wear masks when walking through communal areas. Masks are provided at the front desk reception.

Cleaning at The Qube

Our cleaners are currently performing regular deep cleans, including the disinfecting of all touch points at The Qube.

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

We are also 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 are being emptied of any personal food and items left every Saturday morning.

Microphone pop shields are cleaned with antiviral spray on a daily basis.