

Outstanding Offices
for Outstanding People.

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Action Plan for a Safe Office

Member Information



Introduction

The current pandemic affects almost everyone worldwide. It is a far-reaching human tragedy that has already influenced and changed the lives of millions of people. The corona virus has changed not only the patterns of personal interaction - be it increased hygiene measures, maintaining physical distance and the increased use of digital communication - but also the way we work.

With the slow relaxation of state protection regulations, institutions and companies are preparing to return to (new) normality. Each individual company shares responsibility for taking precautions at work that help curb the possible spread of COVID-19. Continued physical distancing and proper hygienic measures remain the most promising tools in this regard.

Hotspot uses REC's many years of knowledge about the environments in which we work, live and move. We have therefore developed a series of measures and recommendations that can help companies, institutions and employees to return to the areas of our work hub with confidence and with the help of carefully thought-out approaches.

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Managing Partner, Hotspot Workhub

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General recommendations

Avoidance of peak usage

Hotspot recommends that all members introduce staggered shifts. This allows the density to be kept low even at peak times. As a special service, Hotspot members can also use rooms that are not allocated to them, if available, to further increase the physical distances.

Make use of the stairwells

We recommend using the two staircases instead of the lifts. In order to further minimise possible contact points, we suggest that the right stairs should be used for going up and the left stairs for going down.

Ride your bike instead of using local public transport

At this time we do not recommend the use of public transportation. Given the early summer weather, we recommend cycling to the office as a good and environmentally friendly alternative. Showers and dressing rooms are available in the building at level -2.

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Current measures and house rules

Keep the distance

Pay attention that the required physical distance of 2 meters is maintained, particularly at the reception and in public areas. Please do not spend more than 15 minutes in informal conversations also mind the signs in front of the reception and the coffee shop counter.

Body temperature measurement

Everyone will be tested by Hana, Alex or Daniel with a non-contact thermometer upon entering the Hotspot premises. Only people without fever (above 37.3° C) and no symptoms will be allowed to enter.

Please inform us immediately if you experience any symptoms and also which people you've had contact with. In our common interest we've go to make sure the disease doesn't secretly spread out.

Use of face masks

Wearing a mask during the whole time spent in the premises is mandatory. We currently have enough masks in stock and would be happy to provide them to our members free of charge at the reception.

Regular disinfection

Please use Hotspot disinfectant dispensers before entering the space.

The entrance doors to the building and particularly exposed surfaces are cleaned even more frequently than usual. We are also disinfecting all your desks and separators early in the morning. Please keep this routine throughout the day, you will find a spray on your desk.

Safe waste disposal

Please dispose your masks, gloves and wipes in the special bio hazard containers in each open space.

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Current measures / continued

Excellent air quality and cleaning

The ventilation is increased, using significantly more fresh air and thus ensures an even better air exchange:

- The circulating air convectors ("fan coils") controlled by thermostats, which only recirculate the breathing air, are switched off in the first phase. The heating or cooling in the office space is initially carried out using fresh air only and cannot be controlled individually.
- On the north side, please use the windows that can be opened to ventilate manually more often.

Meeting rooms

A break of at least 15 minutes between meetings is mandatory, and we disinfect the surfaces before using them again. Depending on the size, only a certain number of participants is allowed.

When booking meeting rooms, a Zoom meeting can now also be generated automatically. All invited guests automatically get Zoom access to the meeting.

Conference room

Our conference room has been converted into a video conference studio. Your events in the Hotspot Workhub can be broadcast professionally live.

5 TV cameras, cordless microphones and other professional equipment enable the transmission of your lectures and panels on the Internet, for example as a Zoom webinar.

Maximum occupation

No more than 5 people are allowed to use the kitchen simultaneously. The toilet rooms are to be used by only one person at a time.

Plexiglass protective walls

If necessary, protection made of plexiglass can be attached to workplaces that are close together.

Logistics and courier services

Courier services without exception have no access to our spaces. All parcels and letters must be handed in at the reception on the ground floor. Our members also have to pick them up from there.

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Current measures / continued

Hotspot café

Our café will reopen soon, offering Black Habit coffee, drinks and packaged food only for take away.

So that there are not too many people in the kitchen at the same time, we have installed an additional coffee machine, a water dispenser and a microwave in the café area. You are welcome to use the cafe's tables and chairs for breakfast, brunch or lunch – of course, you can also eat your own food here.

Dishes and cutlery

Please place used plates and cutlery in the sink. Our cleaning service washes them in the dishwasher at high temperatures. For environmental reasons, we want to avoid disposable cups and cutlery as much as possible.

Catering and food deliveries

To further reduce possible risks, Hotspot has decided to temporarily ban food deliveries from external companies. The Mark restaurant provides catering and has taken measures to ensure safe deliver. Please contact the reception for detail about the procedure.

Further improvements

- The tap in the kitchen can now be operated using a non-contact sensor.
- The air exchange in the toilets has been increased significantly to avoid the congestion of air.
- The intervals for the maintenance of ventilation systems and for changing air filters have been greatly reduced.

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Roadmap

Medium-term measures

Non-contact door openers

We are examining the possibility of installing automatic openers for the entrance doors to the space and the entrance doors to the toilets.

Video conference facilities

The meeting rooms will gradually be equipped with video conference systems (Zoom and MS Teams).

Cleaning the air convectors

We are working on a solution to keep the air convectors clean and to clean them regularly.

Outdoor Workplaces

We are currently negotiating with the landlord about the use of the lawn behind the building as outdoor workplaces. We are also considering a kiosk for the Hotspot café.

Service & Support

The Hotspot team looks forward to your questions, suggestions and ideas. We are always happy to help!