



PREVENT COVID-19 AT WORK - GUIDELINES

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Bar d'Office is a project of

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POST COVID-19

THE PURPOSE OF THESE GUIDELINES

After nearly seven weeks of uncertainty, the government was finally able to provide us with a cautious prospect for a post-COVID-19 era. It is almost time to rebuilt our life as we knew it, whilst keeping the virus in mind. Because a post-corona era does not mean the virus is completely gone. Everyone will still need to take precautions to limit further spread or a new flare-up.

Companies and workspaces have to prove themselves to be safe and hygienic. And they must be able to guarantee their employees/visitors a place that complies with the government measures. Social distancing must be guaranteed at all times and disinfection must be a keyword in every workplace.

At the request of some of our coworking locations, we have prepared this document with some necessary guidelines and recommendations for workplaces to pay attention to. In order to prepare for the re-opening of their coworking location. Consider these guidelines to be the base for your location to build upon. Some guidelines will not be useful in your situation and perhaps you will have some extra guidelines you would like to add to this list. Keep in mind this is not an official government paper, but measures Bar d'Office recommends their location to follow on top of the official governmental precautions. The official paper can be found at the website of [FOD WASO](#).

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THE CHECKLIST FOR YOUR LOCATION

ORGANIZING YOUR SHARED SPACE

IN GENERAL

- We advise you to start out with a **minimum capacity** and gradually allow more people to enter. You can easily manage this by using the **Bar d'Office Application**.
 - Fill in the number of available desks, start with the minimum
 - Make sure every coworker and visitor books their workplace in advance via the App. That is how you can know for sure who to expect and you are able to send them the measures in advance that need to be expected at your location
 - When coworkers and visitors arrive at your location, make sure they **check-in** via the App

- Sitting at a safe social distance is one thing, but make sure to guarantee and create a **safe passage** around the desks. For example: only allow one-way traffic through your space and mark it on the floor with arrows so people will not cross each other in narrow corridors behind the desks.

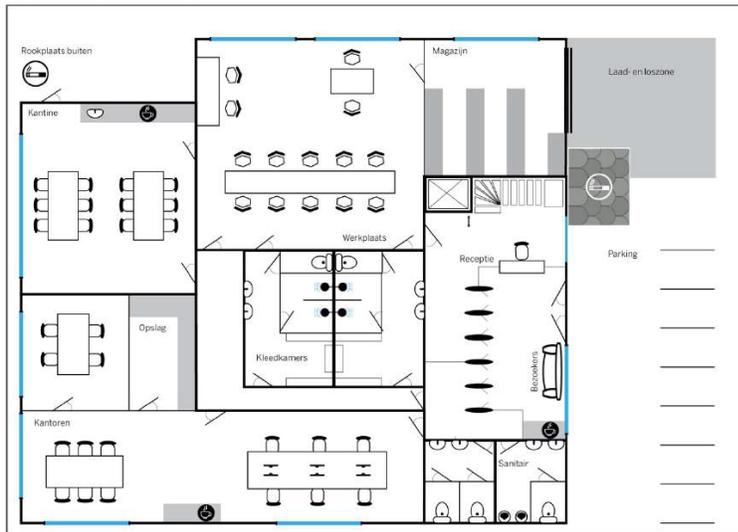
- Make sure you can guarantee your visitors a **safe distance** at each location inside the building. Map each zone before your re-open and identify the critical zones. Only then you will be able to provide a safe distance policy tailored to that specific space. Some examples and tips:
 - *Reception*: mark a safe distance on the floor for people to stand in line or provide stand-up signs that indicate the line.
 - *Shared desk*: remove a chair between two desks to make sure the middle one will not be used. Mark the desk as unavailable by placing a red cross icon or just a simple paper. You can switch the unavailable desks each day.
 - *Elevators*: provide some elevator-etiquette which indicates how many people can enter the elevator. Perhaps a queue should be provided as well. But advise people to take the stairs
 - *Toilets*: even at the sanitary rooms, social distancing and extreme hygienic measures must be taken. Provide some basic equipment such as something to clean the toilet seat, disinfection gels, hand soap and disposable paper towels. Also make sure not too many people are allowed in the common area at the same time. You could use a sign at the front that indicates whether the sanitary room is occupied or free for use.

- **Visually indicate** as much as possible every precaution you are taking, how many people can be in the same room at once, which materials inside that room can be used, and so on.

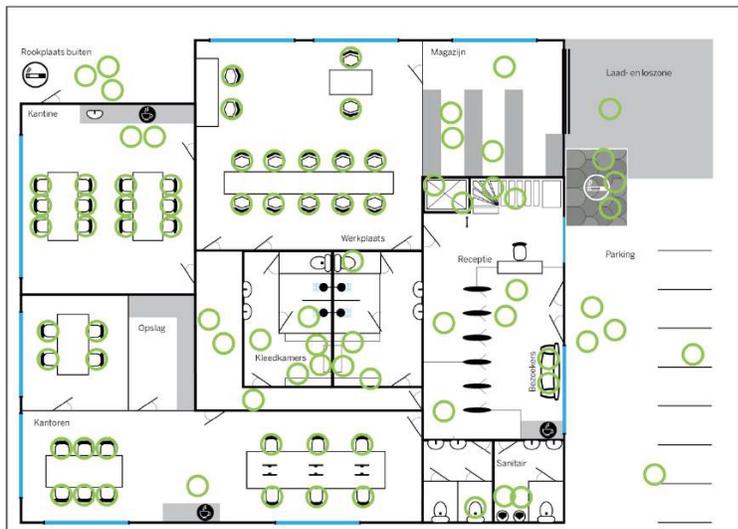
- **Remove every chair** that cannot be used and make sure no one moves any chairs around.

Some social distancing illustrations (from the [FOD WASO document](#)):

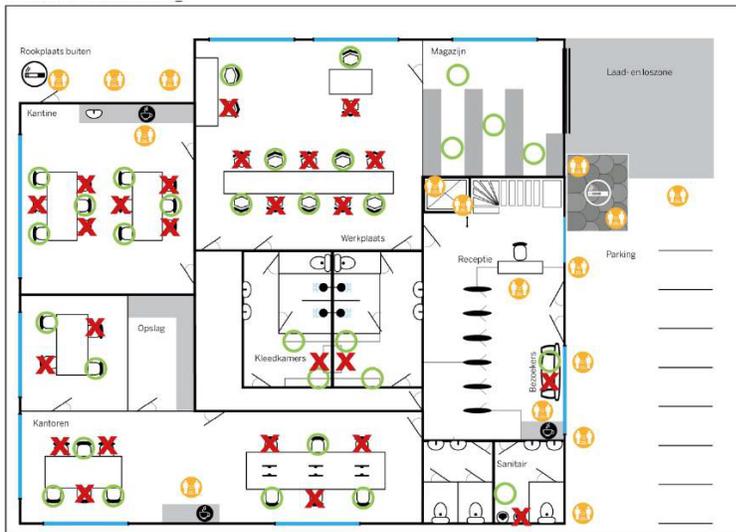
Floor plan before COVID-19



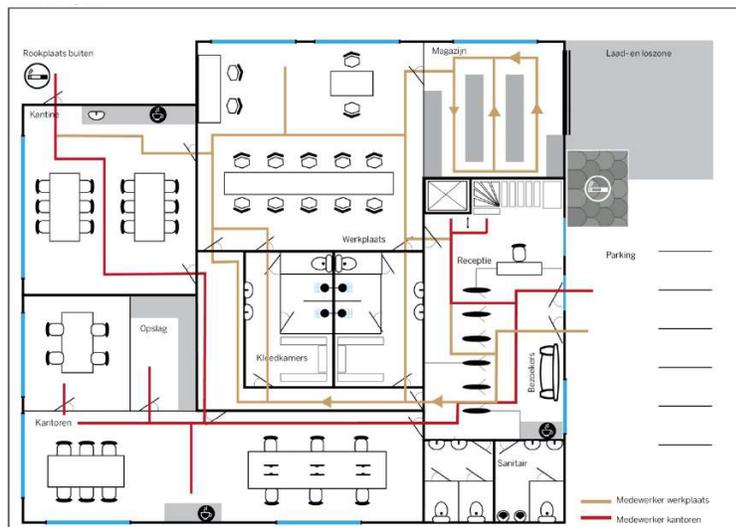
Floor plan with normal occupation



Floor plan with social distancing:



Floor plan that takes a one-way circulation into account:



RECEPTION

- The reception should be as **contact-free** as possible. We prefer a personal welcome over a digital reception, if the social distance can be guaranteed.
- If you choose to organize a **manned reception**, be sure to provide you community managers with all the **protective equipment** they need to perform their job as safely as possible. For example: mouth masks, disposable protection gloves, protection shields at the reception, and so on. You can take a look at [Skepp](#), our official partner, for the purchase or rental of protection shields.
- If you choose to organize a **digital reception**, make sure to write down the procedures your visitors need to follow when checking in. Write it down in clear and easy to follow steps and provide the equipment your visitors will need to check-in properly. For example a tablet with custom software.
- If your visitors need to badge in, make sure to make it as contactless as possible and remember to clean the surfaces regularly.
- Provide a place to receive or deliver any post or packages contactless. Arrange a pick-up hour with your coworkers or suppliers.
- Make agreements with your suppliers to make the delivery as contactless as possible. And be sure to spread several deliveries so not too many external people are present at the same time.
- Avoid cash payments as much as possible, go for electronic payments. In case cash is necessary, be sure to wash your hands straight after the transaction.

WORKPLACE

- Ensure there is sufficient **space between desks**. Mark which desks are meant to be used and which not. For example by placing a red cross icon on the desk or just simply place a paper with information.
- If possible, separate the desks so no one can sit right next to someone else. Leave one space open between two desks.
- Do not allow people to sit on opposite sides of a desk, face-to-face.
- If you do not have the space to separate the desks, place protection shields in between desks to provide extra protection.

- You could provide some sort of seal at each desk that is available and can be used. If the seal is broken and the desk is empty, the cleaning staff will know this is a used desk that needs to be cleaned and other coworkers know not to sit there until the seal is fixed

MEETING ROOMS

- Define which **meetings** are allowed and which are not. By setting a maximum amount of people for example, or by only allowing your coworkers to make use of the meeting rooms.
- Make sure to list every material that can be used and eliminate all items that cannot be used during a meeting. For example: whiteboard, markers, flipcharts, teleconference phone, and so on.
- If you choose not to allow meetings just yet, you could use your **meeting rooms** as workplaces as well. Only if you can guarantee a safe workplace that guarantees social distancing.

LUNCH ZONE

- If you have a **shared lunch zone**, make sure social distancing and optimal hygiene can be guaranteed there as well.
- If your lunch area is large enough, you could simply remove one chair between two chairs and make sure people do not sit across each other.
- Consider using a shift system and clean the tables in between shifts.
- Determine the maximum number of people that are allowed in rest or lunch rooms at the same time. Even limit the user time.
- Make sure people wash their hands before and after going to the lunch zone.
- Allow people to eat at their desks as well.

TOILETS

- If you have one room with multiple toilets, you could maintain the following rule: the door that leads to the entrance hall of the toilets, must remain open at all times for others to be able to check the availability of the several toilets.
- Provide all necessary items to maintain a clean, safe and hygienic sanitary room.
- Make sure people wash their hands before and after going to the toilets.

ELEVATORS AND STAIR CASES

- Provide some elevator-etiquette which indicates how many people can enter the elevator and where they need to stand in order not to infect each other.
- Advise people to take the stairs as much as possible.
- If you have multiple stair cases, make sure one is only used to go up and one to go down. If you only have one stair case, make it a general rule to use the right path to go up and the left path to go down.

DRESSING ROOMS

- Respect the social distance rules when entering and leaving the dressing rooms.
- Ask people to wash and/or disinfect their hands before entering and after leaving the room.
- Limit the number of people that are allowed in this room at the same time.
- If necessary, redesign the dressing room by temporarily providing extra dressing rooms or creating outlined zones that only allow one person at a time.

HYGIENE

GENERAL HYGIENE AND PROTECTION

- Inform everyone about how to **maintain proper hygiene**. For example by:
 - Avoiding generally used objects or surfaces that have been touched by others
 - Wash your hands more than once a day
 - Avoid touching your eyes, nose or mouth
 - Cough or sneeze in your elbow or a paper tissue.
 - Only use paper tissues once. Throw them away immediately

- Provide **paper tissues** at each desk with a dustbin that can be closed.

- Provide **hand disinfecting gels** at the entrance of your building, reception, toilets and each desk.

- Provide **information sheets** on how to properly wash your hands at the public places where this can occur.

- You could prefer to provide **mouth masks** for all visitors. But be sure to communicate whether you expect everyone to wear one or not.

- The same goes for **disposable protection gloves**.

- Provide collective protection materials, but allow people to bring their own (such as protective clothes, mouth masks, gloves, protective glasses, and so on).

- Make sure you can **ventilate** all rooms frequently to generate a flow of fresh air. But do not use specific individual ventilator devices that could spread the virus.

- If possible, you could ask people to open and close doors with their **elbows**.

MOUTH MASKS

- Mouth masks form some sort of physical barrier for splashes or large drops of saliva. They stop particles of body fluids emitted by the wearer. That way, they have a big role in preventing exposures to the virus. But these types of masks are not personal protective equipment as they do not protect the wearer from inhaling small particles or drops that may contain the virus. Most mouth masks do not fit seamlessly to the face and the fabric does not filter out the small particles. Be aware of this information before you think mouth masks are enough to protect yourself!
- When using mouth masks, consider the general measures the government crisis centre obliges.
- Be aware of it that some precautionary measures do not exclude each other. Social distancing must be guaranteed at all times. Mouth masks can be an extra precautionary measure, but does not mean social distancing becomes unnecessary.

HAND HYGIENE

- Make sure you have the right **products** that qualify as proper soap or disinfection gel (with alcohol). If you have any doubts, contact the occupational medics.
- Provide these items on all public used places.
- Make sure there is enough **soap** at the toilets for people to wash their hands regularly.
- Make people aware of the necessity to **wash your hands frequently** with water and soap, even if you are wearing gloves.
- Provide enough equipment for people to **wash** and **dry** their hands. Preferably with water, liquid soap and paper towels.

CLEANING OF WORKPLACES, WORK EQUIPMENT AND SOCIAL FACILITIES

- Ask your coworkers to only use **one (1) desk per day**. This will make it a lot easier to follow up the disinfection of the workplaces.
- **Disinfect** all **desks** and rooms that are being used. At least daily but preferably multiple times per day.
- You could provide basic cleaning equipment or a sanitizer per desk in order for the **users to disinfect it themselves** before and after they make use of the desk. This will also provide an extra sense of security.
- **Disinfect** all **surfaces** and items that are being used by several people throughout the day. Think of all small surfaces as well:
 - Door handles
 - The railing of staircases
 - Light switches
 - Door handles of cabinets
 - (Registration) displays
 - Remote controllers
 - Coffee machines
 - Copy machines
 - Elevator buttons
 - Vending machines
 - The water taps
 - Common used keyboards
 - Common used computer mouses
 - And so on
- Provide a **cleaning list** per desk and common used areas so that the cleaning staff can indicate the day and hour when they last cleaned or disinfected this area.

SOCIAL DISTANCE

- Apply the **social distancing**-rules everywhere in your building. You could use some visual illustrations to point it out to people. But prepare yourself to also address people face-to-face when you notice someone is not following the rule.
- You could use some **extra measures** to ensure social distancing, for example some markings on the floor, ribbons or other physical barriers to define safe zones. Most certainly in common areas such as the coffee machine and sanitary rooms.
- Try to avoid a **simultaneous arrival** of multiple people. Apply queue markings starting outside your building, especially if people will have to wait in line for your reception.
- Try to make as much passage ways as possible a **one-way traffic way**. But make sure these passage ways do not cross each other.
- If you have any **outdoor areas** such as picnic benches or smoking areas, make sure the social distancing rules can be applied in these areas as well.
- Even in the parking lot you will need to make sure bicycles, motorcycles and cars do not stand too close to each other in case they simultaneously arrive or leave.

SOCIAL MANNERS

- Every coworker and visitor must be **aware** of the rules you maintain.
- Make sure every coworker and visitor **respects** those rules. Be prepared to address someone if they are not applying the existing rules.
- Request people with any **symptoms**, COVID-19 related or not, not to show up at the workplace. The FOD WASO has some **tips** on how to act in this situation.
- Do not organize any **social events** in larger groups for now.
- Do not greet anyone that involves making physical contact. Provide handshake alternatives such as the wave, elbow bump, foot bump, thumbs up, and so on.
- For once, do not close any doors and leave them open as much as possible. That way, door handles can be avoided and people can always make an estimation whether it is safe for them to enter a room.

COMMUNICATION

- One of the building blocks in reopening your location, is **communication**. Inform your employees, visitors, coworkers, subscribers, suppliers, cleaning staff, anyone who will come to your location, about the measures you will be taking. Not only to make sure they will follow these rules, but also to provide a maximum **sense of security**.
- Make sure you **list** every precaution you will maintain and provide clear instructions to everyone who gets access to your location.
- **Hang up** this list at the entrance and all public areas in your building, sent them to your regular visitors and make sure your message gets across.
- **Repeat** the message regularly.
- Do not forget to **update** your list frequently. Monitor and measure which precautions are easy to follow, which needs to be given some extra attention or even which visitors need to pay more attention to the precautions. And if necessary, add the precautions the government may impose further on during the exit-strategy.
- Communicate with your visitors, not only **online** but also **offline**.
- Create a **FAQ** (Frequently Asked Questions) page on your website and gather all FAQ's of your visitors. This provides a great platform to explain and update each precaution you take.
- You could also appoint a **contact person** for every question and remark that is related to the prevention of COVID-19 at your location. This will also create a sense of security because people will know who to contact in case they have a remark or question.
- Consider using **visual communication** to inform everyone. Visual communication lingers longer. We will provide you with some basic A4-posters for you to use.
- Keep an open mind for any precautions employees may have been imposed by their employers. Do not block them, allow them and perhaps adapt them to your own measures.