

THE BUCKLEY COWORKING

COVID-19 Guidelines

The nature of Coworking and sharing office space means that we have to pay particular attention to hygiene and infection control in line with current HSE and government guidelines. We ask that all patrons agree to and follow the office policy at all times which may change from time to time. Where there is any contradiction between these guidelines and the latest HSE/Government guidelines, then the HSE/Government guidelines should be followed. Please contact space@thebuckleycoworking.com with any queries or concerns.

- Anyone who uses the space should follow HSE recommended guidelines for making decisions on attending work if feeling ill.
- If you display any signs or symptoms of COVID you must leave the workspace immediately. You should self-isolate and contact your GP. TB staff should be informed after diagnosis of COVID by emailing space@thebuckleycoworking.com and advising us of your last attendance at TB.
- If the HSE guidelines recommend you wear a face mask using the office then please do so, especially if in close contact with others. Please ensure that you are wearing your face covering properly.
- Anyone using the office and all visitors should wash their hands with soapy water and or hand sanitizer each time they use the office, and regularly throughout the day. Please follow common hygiene guidelines in not coughing openly in office and wearing a facemask if you have a cough.
- Hand sanitizer is available at the entry points to the office please use it. Please maintain a distance of 2 meters from others if possible.
- Visitors: Due to covid we would request you limit your visitors and ask they also sign the visitor registration form. Please manage your visitors and also request they follow this policy.
- Utensils in the kitchen should be placed in the dishwasher immediately after use. Please clean down your desk and any surface you have used with antibacterial regularly.
- If you find that you are seating closer than 2 meters from another person feel free to move to an empty desk and/or request staff to move to another desk to increase distance.
- We recommend that you install the HSE COVID Tracker app on your phone for the purpose of contact tracing.
- We have a professional company who regularly clean the entire coworking space, however we also need our users to follow a clean office policy.