

the halley

COVID-19 Safety

Member and
Guest Guidance



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Introduction

The Halley is more than only our Creative Suite, Workspace, Cafe and Gallery - it's the physical representation of the ethos that we, our members and guests aim to live by. We want to think creatively, work productively, support each other and ultimately build a more sustainable, ethical and balanced music industry. COVID-19 may have put a pause on us bringing you a space to nurture our shared ethos in, but it certainly didn't change our mission and in fact it made it all the more important.

With the global pandemic abating, lockdown measures easing, and our collective readiness to get back to our places of work growing - we are pleased to announce safety measures that will mean we can be together again and get back to our new and improved normal.

We are following the government guidelines in ensuring The Halley space is safe and these measures include: carrying out a COVID-19 specific risk assessment; ensuring cleaning, handwashing and hygiene procedures are in line with government guidance; putting in reasonable steps to maintain a 1m distance in the workspace; and where people are unable to be 1m apart, implementing measures to manage transmission risk.

We are committed to the safety and wellbeing of every person in our Halley team, every member of our community and every visiting guest to the space, and with our combined energy and optimism we can move beyond this crisis and move forward together.

This document will outline the measures we have implemented and will help reassure and guide you in our best practices in keeping The Halley a healthy, safe, productive and creative space. We are counting on all our members and guests to support these policies in a community wide effort, and we welcome questions, suggestions and feedback at any time to the team, or email ellie@thehalley.co.uk directly.

Cleaning

Dedicated Staff

Our Halley team has received in-depth training in the full implementation of our COVID-19 safety measures. They will be on hand throughout working hours to complete hourly floor walks to inspect all areas, which will include frequent cleaning of work areas and equipment between uses as well as frequent sanitising of objects and surfaces that are touched regularly, such as handles, control panels, and light switches.

Evening Clean

A thorough professional clean will be conducted throughout the entire building each evening, using antiviral cleaning solutions.

Signage

Keep an eye out for signage around the space that will inform and remind members and guests of cleaning protocols.

Workstations

Resident Desks and Hot Desks will be cleaned each evening, and anti-bacterial surface spray and wipes will be provided on banks of desks for members and staff to use throughout the day. We ask that all members keep desk areas clear in order to help with evening cleaning.

Members Kitchen

The kitchen will be checked and cleaned hourly as part of the floor walks, with increased cleaning by The Halley team between 12pm - 2pm on weekdays.

Communal Areas

Communal areas and breakout space will be cleaned frequently by The Halley team, focusing particularly on high-touch items.

Meeting Rooms, Studios and Phone Booths

Hand sanitiser and antibacterial spray and wipes will be provided in each meeting room, studio and phone booth. Halley team members will clean down surface as part of their hourly floor walks but we ask that members also wipe down the surfaces prior to vacating any room after use.

Arrival

Travel

We have bike storage racks for members only - located on the terrace out side the cafe. Shower facilities are in place to encourage cycling, running or walking to work and we provide members with under desk storage and lockers to safely store their change of clothes.

Hand Sanitisation

At each entrance you will see an automated, non-touch hand sanitiser dispenser mounted on the wall, please ensure that you use these hand sanitiser upon arrival.

Face Coverings and Masks

Please bring your own face covering to the space when you plan to be here. Face coverings do not need to be worn when you are seated at your desk but we ask that you please wear it when moving about the space in the communal areas.

Social Distancing

Look out for the floor markings in our entrance lobby which will guide you in staying 2m apart from other members and guests checking in, as well our front of house staff.

Front of House

Our front desk will be fitted with a perspex protective shield, and for guests signing in to see members we ask that you give their name to our front of house staff member so they can sign in for you. This is to avoid multiple touches to the sign in iPad. We ask members to let us know if you have any guests coming into the space ahead of time so that we can prepare them with our best practices of safety measures ahead of time.

Shared Workspace

Resident and Hot Desks

Portable clear perspex desk screens will be available for members to place between desks to protect members sitting face-to-face from each other. In addition, desk spacing will be implemented to help keep members 2m apart whilst seated, with signage to clearly indicate which desks are available. We also ask that each member clears away their desk at the end of the day for evening cleaning.

Extra Desks

On busier days, or if at any time members feel they are not able to space themselves away from each other sufficiently, we will open up The Gallery event space and provide extra hot desks in this area as overflow to help maintain social distancing whilst seated to work.

One-Way System

We have implemented a one-way system in the shared workspace to help members limit their face-to-face contact with each other. Please follow the floor marking carefully to ensure you move around the space safely.

Cleaning

In addition to evening cleans and Halley staff hourly cleaning checks, there will be surface spray available on each bank of desks for members to use throughout the day. We encourage you to keep your desk clean at all times, and use the bins provided to dispose of tissues and other rubbish swiftly.

Meeting Rooms and Studios

Spacing

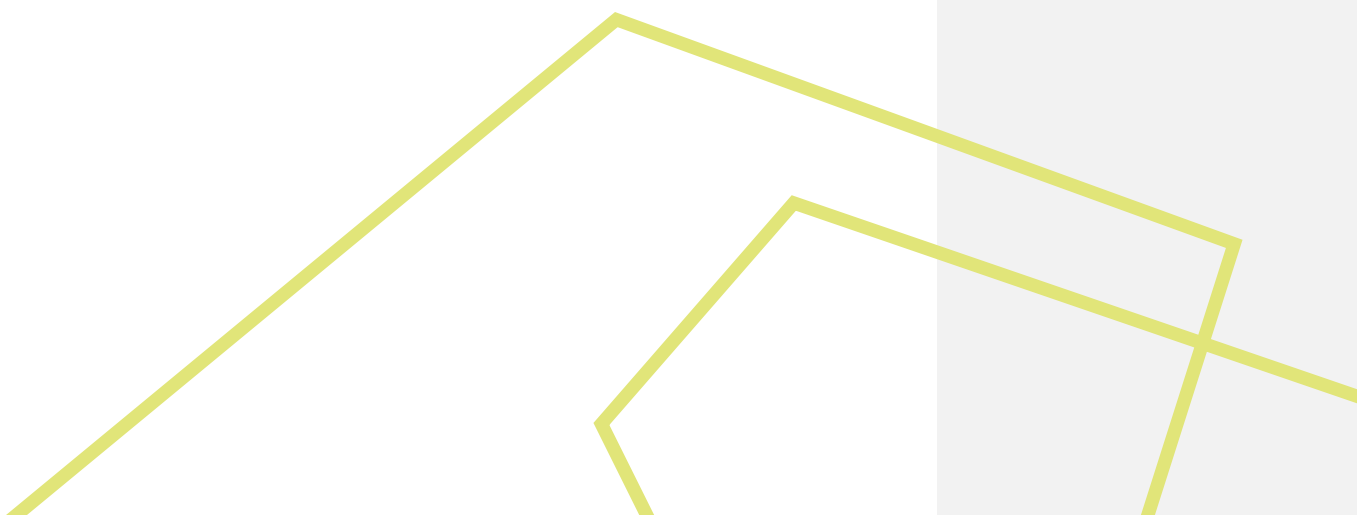
Please walk clockwise around the meeting room or studio table, and if you are the first person to arrive please sit at the furthest chair from the door to make social distancing for others simpler. Seating capacity will be reduced to help ensure distancing so please limit the number of participants to an in-person meeting to suit the size of the room you are booking. Avoid sitting directly opposite other participants, we recommend that as well as maintaining distancing, you sit in a zig-zag pattern to avoid sitting face-to-face.

Sanitise Hands

There will be hand sanitiser provided in each meeting room and studio, please use it upon arrival into the room.

Cleaning Protocols

Please bring your own stationery to meetings and take it away with you when you leave, please also avoid passing any items between meeting participants. Whilst The Halley team members will be cleaning meeting rooms and studios regularly throughout working hours, we ask that all members and visitors please use the surface spray and wipes provided to wipe down all surfaces when meetings end, prior to vacating the room.



Members Kitchen

Cleaning Protocols

The Halley team will check and clean the kitchen regularly but there will be surface cleaner available so we encourage members to keep the kitchen clean after use.

Sanitise Hands

There will be hand sanitiser provided in the members kitchen, please use it prior to touching any kitchen appliances, objects, surfaces etc.

Peak Times

We ask that members try to avoid peak kitchen times of 8.30am - 10.30am and 12pm - 2pm if possible.

Reuse

Please reuse your mug, cup or glass throughout the day to reduce the amount of items you touch.



Bathrooms

Cleaning Protocols

The Halley team will check and clean bathrooms on their hourly floor walks but there will be surface cleaner available in each washroom for members to also ensure the cleanliness of the space themselves.

Hand Washing

We ask that all members and visitors follow the guidance on handwashing for at least 20 seconds with soap, look out for the signage in the bathrooms to help remind you of the steps.

Spacing

If all bathroom cubicles are in use, please step outside of the bathroom corridor and wait in the Members Kitchen or Front of House lobby (depending on which toilets you're using) until a person vacates the bathrooms.

Deliveries

Deliveries will be handled by our front of house staff members and cleaning procedures for goods entering the space are in place. During this time we ask that members do not have personal deliveries made to the space, they must be strictly business related only.

When to stay home

We ask all members and visitors to be familiar with the [government stay at home guidance](#), so that you are confident with recognising symptoms and know the relevant action to take when symptoms are identified. We ask that you please do not come into The Halley if you have symptoms and always check with your visitors on their health prior to their arrival too.

THANK YOU!

