



coworking space - creative hub - meeting space

Dearest and most beloved members of THINQTANQ,

It probably hasn't escaped your notice that there is an ongoing health crisis and I thought it was important to let you know about THINQTANQs plans.

THINQTANQ will remain open as usual unless specifically required to shut by the national or local authorities. We will take steps to ensure that the risk of transmission is reduced by providing additional cleaning materials for coworkers and by increasing the antibacterial cleaning of shared facilities such as the kitchen and meeting rooms. Below is a list of the actions we are taking:

- We are increasing the frequency with which we are disinfecting shared and communal surfaces including door handles, kitchen appliances and shared resources to am/pm daily or as required. If you feel that an item needs cleaning (if you sneeze on the kettle or something equally gross) feel free to use the cleaning supplies to clean it or, if you are not confident, speak with Rob.
- We are providing disposable bags which you can use for your desk to put any tissues or other waste items into. When these are full, please tie them closed and put them in the main bin by the kitchen.
- THINQTANQ will do its best to provide suitable cleaning equipment but due to panic buying, there may be some variation in what these are. If you are concerned about shortages, you are welcome to bring in your own cleaning items but THINQTANQ may require an Manufacturers Safety Data Sheet (MSDS). Speak with Rob if you aren't sure.
- If you need to make a payment (other than by normal electronic means) we would request that you make it via contactless if possible.

What You Can Do To Minimise Risk

Below are a few hints and tips that can help slow the spread of the virus. Please keep these in mind.

- Follow guidance from the government which can be found here - <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- Ensure that you keep your hands and work environment clean.
- We would encourage you to consider how important any planned face to face meetings are and if they could be conducted using a different media such as phone/video conference etc.

- If conducting a face to face meeting with someone from outside the office, take them directly to the meeting room that you will be using, instead of through the main space. It's a shame not to show people how cool the office is but staying healthy is even cooler!
- We know that you guys love to share food, which is awesome. We ask that if you do bring in shared food that you use the tongs and kitchen roll provided to take the food instead of using your fingers.

What To Do If You Have Symptoms

Stay at home for 7 days if you have either:

- a high temperature – you feel hot to touch on your chest or back
- a new, continuous cough – this means you've started coughing repeatedly

Do not go to a GP surgery, pharmacy or hospital.

You do not need to contact 111 to tell them you're staying at home.

Look after yourself and try not to panic about any work you aren't getting done.

That's it for now, if you have any questions or concerns, please speak with Rob and, may the odds be ever in your favour. Thank you again for making THINQTANQ the best workspace in the city!

Yours

A handwritten signature in black ink, appearing to read 'Rob Wick', with a stylized flourish at the end.

Rob Wick