

# Impact Hub Vienna Co-Working and Space Set-Up in times of COVID-19

Drafted April 2020

## **Objective:**

In the light of the current developments and step by step opening of different entities, we will as well extend the opening times of Impact Hub Vienna again. From **4th of May** Impact Hub Vienna will be open and hosted from **9:00-15:00**. We are planning to extend the opening times further depending on demand and how the situation develops. As in the past unlimited, fixed desk and office members with keys have 24/7 access to the space.

To make this possible the following measures will be taken. Please read them carefully and make sure you follow them to be able to get back to “normal” as soon as possible:

## **Set-up of Space:**

- **Ground Floor:** The ground floor will be set-up for **co-working** including the event room and innovation lab. We set-up the chairs and working desks to have enough distance between them, minimum of 1,5 meters. We marked the seats accordingly and the hosts at the reception will help you to find a place in case you are unsure where to sit. The coffee machine will be moved to more open area in front of the kitchen to have more space around it.
- **1st floor and 3rd floor** will host the current office and fixed desk members. To make sure that a limited amount of people is on each floor, they will stay closed for co-working for now. Office and fixed desk members are asked to follow the rules in this document accordingly. Fixed desk users will be contacted directly to coordinate seating arrangements in the first floor.

## **Meetings:**

- If meetings are required this is possible with a minimum 1 meter distance between each person in the meeting and up to 10 people. The aquarium, conference room, lounge and library will be set up in a way that this is possible. We as well adapted the pricings to fit this period. Find them [here](#). We still recommend to plan meetings only if needed, with care and as short as possible.
- We will as well offer a set up for web-conferencing and streaming together with Zimtfilm in the near future, please, email [vienna.bookings@impacthub.net](mailto:vienna.bookings@impacthub.net) for further details.

## **Distancing:**

- We ask everyone to be careful when walking through the space and keep a distance of at least 1 meter when entering, passing people, at the printer, coffee machine, in the kitchen, at the toilet. So please be patient and wait in case someone is where you need to go.
- To make sure there is as less movement as possible in the space, we ask you to reduce walking around to a minimum.

## **Masks:**

- Once you leave your working desk, walk around in the space or there is the option to get close to another co-worker, you need to wear a mask (same as you have to wear in supermarkets, shops and pharmacies) to protect fellow workers.

**Hygiene:**

- We provide disinfection at the entrance and around the space.
- Please make sure to wash and disinfect your hands each time you arrive at Impact Hub and regularly during the day like described on the information sheets at the toilets.
- Our cleaning company will set disinfection measures daily.
- Work surfaces in the co-working areas will be disinfected regularly by the Impact Hub team.
- The windows will be kept open as much as possible to ensure air circulation in the space.

**Care about your community**

- Make sure to stay at home if you feel sick (as well if you just have a mild feeling of sickness) to avoid the risk of infecting others.
- Stick to the current rules in- and outside Impact Hub to avoid infection for yourself and others.