



The Melting Pot

Staying COVID Safe at The Melting Pot

*Details of the measures and policies we have put in
place to keep our community safe*

November 2021



Coming Together, Safely

In opening our new venue, we have taken care to prepare the coworking space so we can operate safely and comfortably within government guidelines for social distancing.

We wanted to create procedures that minimise risk and ease anxiety, both for people who are rightly apprehensive of the new normal during this unprecedented health crisis and others who are finding the measures themselves distressing.

These policies will continue to adapt on a needs-basis as we return. Throughout this process we encourage you to share your feedback. If you spot something amiss or have a great idea for how we could do something better let us know.

These policies are based on trust, respect and kindness. They only work if we all stick to them.

You can share feedback in person in the space, or by phone, email, private message on the portal or via The Virtual Pot Slack. **If you notice something that you believe poses an immediate hazard, please report it to staff immediately.**

Our standard Code of Conduct practice applies for all of the enclosed measures, and any wilful or repeated breaches of these measures will be dealt with by TMP accordingly. This includes reserving the right to remove anyone who is acting in a way that could endanger others.

Whilst TMP will do all we can to keep our space safe and hygienic, we cannot be held liable for anyone who comes into contact with COVID-19 or any other communicable illness whilst in our space.

All those who come to our space do so at their own risk. If you are a vulnerable person or are living with someone who is, please let us know before you return to the space so we can talk you through relevant risks involved.

If you are displaying any symptoms of COVID-19 please to not come in to The Melting Pot as you may be putting others at risk. Follow Government guidance on testing and isolation.

Please inform us as soon as possible if you test positive for COVID-19 within 3 days of visiting The Melting Pot.



COVID-Safe measures at The Melting Pot

General practices

Masks / Face coverings

Please wear a face covering when:

- entering the building
- moving around the building
- using communal areas
- interacting with others - unless specifically agreed otherwise between both of you.

You are welcome to remove your face covering when seated at your work station, or whilst in meeting rooms (with agreement from all in the room).

We understand that face coverings can cause issues for some people (e.g. obscuring lips for lip reading). If this is you please come and speak to us, we want to make sure The Melting Pot is accessible to all our members so we will work with you to address these complications.

Follow guidelines for safe wearing, removal and storage of face coverings, including:

- washing or sanitising hands before touching the face covering to put on or take off
- avoid touching the face covering itself, only handling it by the elastic or ties
- store the face covering hygienically whilst not wearing it (e.g. when seated at your desk) - in a paper bag, or a plastic ziplock bag

Hand washing

There are handwashing stations available throughout the building - in each toilet and each kitchen - please use these frequently.

Make sure your hands are clean before and after using common areas and high touch points such as the printer, door handles, kettle etc.

Advise staff if sinks need attention or a top-up of supplies.

Hand sanitiser

Hand sanitiser is available at entrances to the building and throughout each floor. Please use hand sanitiser before coming into the space.



Make sure your hands are clean before and after using common areas and high touch points such as printer, door handles, kettle etc.

Prioritise hand washing over sanitizing your hands and wash your hands frequently even if you are using hand sanitiser.

Surface sanitiser

We advise as best practise to please sanitise your desk space both before and after you use it. Staff will also sanitise desks throughout the day.

Checking into the venue

Members

Please ensure you check into and out of the space each time you enter and leave the building – even if just to pop out for lunch or a walk. This is to ensure our records are accurate for fire safety as well as any COVID-19 contact tracing.

You can check in/out at reception using either:

- your fob that was allocated to you on your first day
- through the TMP iPad and the Nexodus Passport app on your phone
- through the TMP iPad directly

Visitors / Guests

Any Guests meeting with TMP Staff or a TMP Member should be registered as a Visitor online in advance. On arrival they can either check in themselves using the TMP iPad, or a Host will check them in.

Anyone not registered in advance can register on arrival using the TMP iPad.

On departure please advise a Host so they may check you out.

Event attendees

Event attendees do not need to be registered with TMP in advance, nor do they need to check in at the Host desk on arrival.

When entering their meeting room all attendees must register with NHS Scotland Test and Protect using the QR code provided. It is the responsibility of the event facilitator to ensure that all attendees are registered.



We also request that facilitators complete the manual Delegates' Attendance list for fire safety purposes.

Using the facilities

Kitchen & Tea prep

Please use hand sanitiser before you enter or utilise the kitchen or tea prep area, and after you have finished using it. Try and minimise the number of things you touch whilst in the area!

Once finished, spray the area with sanitiser and wipe down. Staff will do this regularly throughout the day too.

Place dirty dishes on the racks provided, staff will wash them in the dishwasher.

We want to minimise amount of food being stored in the fridge so please only bring in one day's worth at a time.

All plastic food containers must be taken home every day - we will not store them or provide shared containers.

There is one microwave available, it must not be left unattended when in use. Please sanitise the microwave after every use.

Meeting Rooms

We advise best practise is to utilise sanitiser spray on surfaces both at the beginning and end of your meeting. TMP staff also sanitise each room at the beginning and the end of each day, and in between bookings.

We recommend you use face coverings during meetings, but this is left to your discretion and must be agreed by those participating in the meeting.

Where possible we strongly recommend you leave the windows and/or doors open to enable fresh air to circulate.