



HEALTH & SAFETY POLICY – COVID19

Introduction

Futurespace would like to reassure our visitors that our main priority is to uphold FS as a safe place in which to work and conduct safe meetings in. This means that we will take every possible measure to reduce the risk of you becoming infected with the COVID-19 virus at our locations, through various preventative measures and systems.

The policies below summarise the various health and safety protocols that we are incorporating at our spaces. To further safeguard and assist our members, we will be selling masks and other protective equipment at cost to all visitors, which will be available for purchase at all of our locations. This will allow everyone working at our premises to focus on their business while we take care of the vital health and safety protocols.

Personal Protective Equipment (PPE) and Hygiene in the Workplace

- Wearing of face masks outside the home is now a mandatory requirement by the government, and all people entering FS will be required to wear one.
- Reusable fabric masks will be available for purchase at cost from FS locations. Directions for use will be included.
- Reception, cleaning and Deli staff are required to wear face masks during working hours.
- Cleaning staff will use protective gloves in addition to following all health and safety standards.
- Staff, members and guests will be required to practice the necessary hygiene principles as advised by the government, including frequent hand washing and sanitising.

Access into FS Premises and Building Rules

- Property Managers at all FS buildings will ensure that all safety standards and measures are implemented to safeguard anyone visiting the various buildings. This will include gathering of tracing information for visitors. A non-contact QR code can be scanned at

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reception via a cellphone to complete an online screening, track & trace form.

- Hand sanitisers will be made available before entering the space. All visitors, tenants, and staff are required to sanitise before entering FS premises.
- Fever Scan thermometers issued at all FS premises will be used to test the temperatures of all staff, visitors and tenants who enter the offices.
- Signage with instructions on FS Health and Safety policy will be clearly visible in key central areas at all FS locations.

Cleaning Protocol and Disinfectant Equipment

- Mobile or fixed hand sanitisers will be located at reception and other communal spaces.
- Regular cleaning will be conducted with particular attention paid to all frequently-used touchpoint areas such as; printers, boardroom tables, door handles, light switches, desks, bathrooms, kitchens, and other shared facilities.
- Cleaning staff will follow a strict daily roster and hygiene practices, which will be closely monitored by management.
- All goods delivered to the offices will be sanitised before they are handed over to tenants.
- All cleaning chemicals and disinfectants information can be made available
- Each venue will be cleaned and disinfected before each use.

General Rules and Guidelines

- Wearing of face masks in common areas is mandatory.
- Signage incorporating the critical points of our policies will be displayed in strategic places.
- People should stay away or leave the FS premises immediately if they feel ill or start experiencing any flu-like symptoms.
- If anyone suspects that they may have come into contact with a person with flu-like symptoms, they should refrain from coming to the office for at least 14 days.
- Everyone is required to adhere to all government guidelines and laws.

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