



The Melting Pot

The New Normal – Social Distancing Rules at The Melting Pot

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

v1 July 2020



The Melting Pot

The New Normal

We have prepared the coworking space so we can re-open safely when the government announces the next phase of eased measures. We've adapted the space for socially distanced working and connecting.

The space will re-open to our existing and trusted community as we get used to these new measures.

Over the past few weeks, we have held a focus group with members from a cross section of circumstances and we sent round a survey to help us gauge the measures the community want to see implemented. We have designed our new measures using the information we collected during this process.

It is important that we all follow these new procedures for our own health and each others'.

We cannot make assumptions about other people's health or what's "ok", these new policies are our terms of engagement and we must stick to them.

The other members of your community are only consenting to share this space with other people who are committed to respecting the safety procedures.

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

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.

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.**

We will continue to update you on best practices within the space, through email, portal posts and signage around the physical space itself.

Hosts will be here to lead by example and help keep one another accountable.

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.

Please familiarise yourself with this entire document and our policies on:

- General hygiene measures – hand washing, sanitiser, masks, distancing measures
- Opening hours
- Booking Hot Desks (now required)
- Suspending guest access to the coworking space
- Booking meeting space
- The use of communal areas



The Melting Pot

The New Rules

Opening Hours

We will be open from 9.00am - 5.00pm from Monday to Friday.

Fixed Desk Premium Members will be able to access the space utilising their keys at any point.

Illness and Potential COVID-19 Symptoms

TMP's policy has always been to protect your fellow members' health by staying away from the space if you're feeling unwell.

Now more than ever we reiterate that you should not come into The Melting Pot if you are displaying any symptoms of illness, particularly those associated with COVID-19.

If people are visibly displaying symptoms of illness, we will ask them to leave, even if they are taking precautions

Cleaning

Ethical Property Company (the building's landlord) hired professional cleaners prior to opening to deep clean the space.

The building's cleaners will be in each morning as normal and they will focus on cleaning frequently touched areas such as door handles, banister rails, kitchens and bathroom areas.

TMP staff will regularly clean key communal areas and 'hot spots' with sanitiser spray.

Sanitiser stations will be set up around the space, you are responsible for cleaning your desk space before and after use.

Masks

Please wear a mask when entering the space.

Please wear a mask when interacting with others - unless specifically agreed otherwise between both of you.

Please wear a mask when using common areas and moving around the space.



It is up to your discretion whether to wear a mask whilst seated at your workstation, as long as you are maintaining physical distance from those around you.

Don't have a mask? Here are some great local places to get them from:

- [Edinburgh Mask Makers](#)
- [Screen & Shield](#) (20% of proceeds go to NHS charities and community groups)
- [The Polymorph Project](#)
- [Leith Toy Hospital](#)

We understand that masks 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 masks, including:

- washing or sanitising hands before touching the mask to put on or take off
- avoid touching the mask itself, only handling it by the elastic or ties
- store the mask 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 four handwashing stations available - in each toilet, the kitchen and at the tea prep - 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 (inside by the lift door), as well as entry to TMP on 4th floor (both sides)

Please use hand sanitiser before coming into the space.

There are hand sanitiser stations placed around the coworking 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.



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Guests

Currently we are not allowing guests in the coworking space.

If you want to meet someone who is not a member at The Melting Pot please book a meeting space.

We require up to date contact details (name and phone number) for everyone who enters The Melting Pot, in accordance with NHS Scotland's Test and Trace program. We will therefore be asking all non-members for these details on arrival.

Practices Throughout the Building

These are the policies that all Ethical Property Company (the building's landlord) tenants have agreed to. You can find more details of EPC's policies [here](#).

Keep to the left when moving through the building.

When entering the building, give way to anyone exiting.

Use hand sanitiser (by the lift) upon entry.

Use key fobs for entry - full contact on the keypad is not required, the sensor works from a few cm distance away.

Only use lift if it is essential. The lift can be used by one person at a time and hand sanitizer should be used before entry.

On the stairwell, give way to those going up and use landings to pass.

The Melting Pot recommends you wear masks when in common areas (entry, stairwell, copy room).

Moving around the Coworking Space

Keep to the left and keep 2m distance when passing others.

Follow any routes indicated on floor decals and signage.

Wear your mask when away from your workstation.



Coworking Spaces

We have extended our coworking desk space to the Workshop Space, to allow more capacity whilst retaining physical distancing between desks.

We have a designated quiet room and a more social room for phone calls, informal meetings and chats. Please respect the allocated use for each.

The Workshop will have its own tea prep area to reduce traffic to one space

You will still need to first come into the coworking space to sign in on arrival, and can then make your way to the Workshop

Desks

Please only sit at allocated desk spaces, we have spaced them out deliberately.

Once you've started using a desk stick with it for the rest of the day.

Sanitise your desk space both before and after you use it. Staff will also clean empty desks throughout the day.

Sanitising spray stations are available around the space.

Booking Hot Desk Space

Our Hot Desks will now operate on a booking system.

Bookings will be made via the online system in the same manner as booking The Pod.

You can book a slot that's anywhere from 15 mins to the whole day.

When booking, do your best to estimate how long you need, it's best to overestimate as people can book the empty slots after your booking.

The most important thing is to ensure you extend your booking if you're staying longer or cancel your booking if you leave early.

As ever you will only be charged for the hours you actually use the space.

We will keep one or two desks available for drop-ins, but do not depend on these. Booking a desk is the only way to guarantee you will get one.

You can call us at any point during our opening hours for help with booking or with questions about availability.



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Booths & Communal Areas

Booths are not bookable in advance with only one person in each booth and the usual time limit on use.

Communal tables are available for lunch, with one person per table (unless from the same household).

The red sofas will be limited to a maximum two people separated by a 2m distance.

Tea prep

Please wash your hands or use hand sanitiser before you enter or utilise the tea prep area, and after you have finished using it.

The tea prep will be limited to one person at a time.

Only prepare drinks for yourself.

Minimise the number of things you touch whilst in the tea prep.

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 also recommend people bring in their own reusable cups for hot drinks and water. These should be kept clean and taken home at the end of each day.

Please do not bring in food to share.

Kitchen

The kitchen will be available for you to use.

Please wash your hands or use hand sanitiser before you enter or utilise the kitchen area, and after you have finished using it.

Only two people should be in the kitchen at any one time.

Be respectful of others' need to use the space and spend as little time in the kitchen as possible.

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



We have additional fridge space available to accommodate everyone and keep food safely separated. Please sanitise the fridge door after every use.

All Tupperware and 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.

The Pod & Meeting Room

The Pod is available for members. It can be used by a maximum of two people at 2m distance. The Pod can be booked for a maximum of 2 hours via the Member's Portal or by speaking to a Host.

The Meeting Room is available for members. It can be used for a maximum of 4 people at a 2 metre distance. The Meeting Room can be booked for a maximum of 2 hours via the Member's Portal or by speaking to a Host.

The Meeting Room will be free for members to use for the first month of opening. After which, there will be a charge of £18/hour ex VAT (which includes the 10% member discount).

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

We strongly recommend you leave the windows open in each space to enable fresh air to circulate.

Use sanitiser spray to clean the space before and after use.