Covid-19

Safety and hygiene measures in the Mundo centres

Version 5 – June 09, 2021

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Introduction

About this document

- Anyone entering the Mundo center must have read this document
- The measures described in this protocol must be strictly observed
- This document is evolving and the Mundo team will adapt it according to government announcements. It could become more stringent, or be relaxed in the days to come.
- A communication will be sent to the *Covid contact person* of each association at each change of situation.
- more restrictive government rules still supersede this protocol
- The measures will only be lifted after an official announcement from the Mundo team
- Each organizations' manager will ensure that these measures are communicated to each member of the team and to their visitors

Please report to the Mundo teams any observations regarding the measures that you consider useful or problematic should be sent via the Covid contact to Catherine@mundo-lab.org

About the return to the office

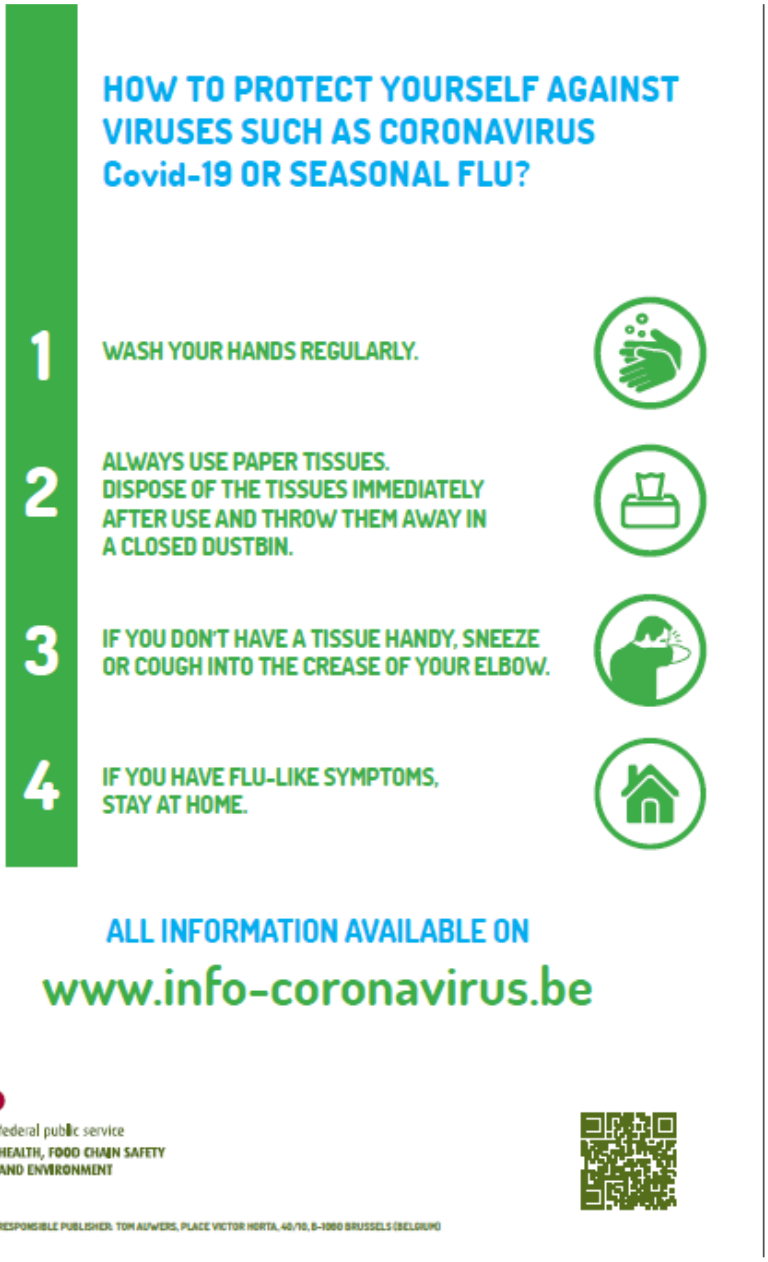
- From 9/06 onwards, return to work is allowed, up to one day per week. A maximum of 20% of the staff can be present in the company at the same time. In organisations with less than 10 employees, 5 employees may work simultaneously in the office.
- From 1 July, teleworking is recommended but no longer mandatory.
- Tenants are setting up a policy to organize telework for their employees by spreading the presence over the week so as not to overcrowd the space.

Scope

- This document concerns the communal areas of the Mundo center: circulation areas, stairs, elevators, reception area, communal meeting rooms, communal kitchens and lunch areas, outdoor spaces, gardens, parkings
- This document also applies to the co-working spaces "Hives" in Mundo-b, Mundo-n and Mundo-a
- The private office spaces remain under the exclusive responsibility of each tenant, for the layout, for the equipment made available to the employees, for their maintenance, etc. Mundo will only be in charge of weekly cleaning of private offices (see surface hygiene protocol)
- The advice and indications contained in this document can certainly be used by the tenants for their private spaces, under their own responsibility

General instructions COVID-19 – Mundo centers

- Wear your mask in all communal areas.
- Wash your hands regularly with soap and water. See tutorial - Wash your hands
- Dry your hands with paper
- If it is impossible to wash your hands, use hydroalcoholic gel. See tutorial - Wash your hands
- Avoid contact with objects touched by other people.
- Throw away your used masks, gloves and papers in the general-purpose bin. However, we invite you to favor reusable personal protections
- Many of you regularly travel abroad. We advise you to refer to the official opinion of the Belgian government in order to limit the risk of spread
  https://diplomatie.belgium.be/en
- Follow the instructions of the SPF below:



Circulation inside the centre

Floor signage:

- Red/White and Yellow/Black: Do not cross or do not use
- Orange arrows: Follow directions
- Orange zones: maximum 1 person

Circulation in general: applicable to all circulation outside the private offices

1. Walk through communal areas only if you cannot do otherwise
2. Follow the "COVID-19 general instructions".
3. Do not touch anything other than what is necessary
4. Keep to your right
5. Respect the travel plan drawn up by the Mundo team (see display / markup / marking).

Entering / leaving the building:

- Favor the spread of arrivals / departures times
- Wear your mask before entering the building
- Use your badge without touching the reader (detection works at 5 / 10mm distance)
- Give priority to people leaving the building
- When you arrive into the building, please use the hydroalcoholic gel dispenser
- If you enter via the parking lot, wash your hands as soon as possible
- Keep to your right, follow the markings on the ground and follow the instructions
- When you leave, wash your hands just before leaving the building

Stairs:

- Favor the use of the stairs rather than the elevator
- Keep the stairwell doors closed as they are fire doors
- Give priority to people coming out of the staircase
- Give priority to the person going up
- For Mundo-b: Use the small stairwell (that of building 18) only to go to the toilets (except in the event of an evacuation signal)
- For Mundo-b: Move between floors via the large stairwell (that of building 26)

Lifts:

- Use the elevator only if you cannot do otherwise
- Give priority to people with disabilities
- Wait for the elevator respecting the rules of Physical Distancing
- Let people out of the elevator respecting the Physical Distancing rules
- Respect the maximum number of people indicated on the landing and in the cabin (one or 2 people max depending on the size of the cabin).
- Position yourself according to the markings on the ground
- In Mundo-madou and Mundo-j : If you enter through the underground parking, go to the Ground floor on foot to go up by elevator (except for people with disabilities)

Reception

The reception being in the communal area, going there represents a trip. Please follow the "circulation inside the building" protocol in this regard.

- If there is a queue, respect the Physical Distancing rules
- If the queue is long, postpone your passage to a later time
- The receptionist will wear a face mask when traveling but may remove it at his workstation
- The receptionist has an infrared (non-contact) thermometer to take the temperature of anyone who wishes. This data will in no case be used for any purpose other than informing the person who requested it.

In the reception area :

- Follow the "COVID-19 general instructions".
- Respect the ground marking
- Do not touch the reception desk
- Stay behind the plexiglass walls
- At Mundo-a and Mundo-b: only one person is allowed in the reception area

Kitchens

The kitchen or kitchenette concerns the equipped area with a sink, sorting bins, a fridge, a dishwasher, and / or a microwave and / or a coffee maker

The kitchenette is located in the communal area, going there represents a trip. Please follow the "circulation inside the building" protocol

The kitchenette space is defined by a floor marking and includes, depending on the case, one or two zones. Only one person can be present at a time per zone.

In the "kitchenette" area:

- Follow the "COVID-19 general instructions".
- Do not touch anything other than what is necessary.
- Mundo provides dishwashing liquid in the kitchen.
- If your kitchen has a dishwasher, it can be used under the following conditions:
  - You put your dirty dishes directly into the dishwasher.
  - If the dishwasher is running or clean, you put your dirty dishes in the designated space (bin or reserved space). (tray or reserved space)
  - The dishwasher should run at a high temperature
  - The cleaning staff will put the dishwasher away
- Do not store anything on the work surface in addition to what the Mundo team left there:
  - a coffee machine
  - a kettle if the coffee machine does not provide hot water
  - surface disinfectant spray
  - hydroalcoholic hand gel
  - hand soap
  - paper towels
- Store your food in the fridge in an airtight box (no bag!):
  - without touching the other boxes present
  - leaving room for others

Use of the common coffee machine (Mundo-a and Mundo-madou)

- The tokens of the coffee machine are disinfected before being sold to you.
- Disinfectant spray and paper are available to disinfect the machine buttons before use

Restaurant / Lunch areas on the floors

- The restaurant is the communal area managed by Kamilou / Papagallo / Tandem which allows you to take your meals, seated at the table (not applicable to Mundo-a, at Mundo-n, the cafeteria is temporarily under the management of Mundo)
- The Lunch areas are the communal areas located near the kitchens with dining chairs and tables, at several floors in the building
- The restaurants and lunch areas being in the communal area, going there represents a displacement. Please follow the "Circulation inside the building" protocol.

In the restaurant, the rules of the Horeca apply.

In the "Lunch areas":

- The numbers of seats have been reduced in order to make them compliant with Physical Distancing rules
- Do not touch anything other than what is necessary.
- If possible, spread your meal times to avoid clutter
- Remove your mask following the tutorial "Using your mask" and place it on or in your personal effects (not on the table)
- Do not displace the tables and put your chair back in its place after your meal
- After your meal, replace your mask following the tutorial "Using your mask".
- Clean your place. To this end, follow the "kitchen" protocol
- Disinfect your place using the disinfectant and paper provided for this purpose
- Given the reduced number of seats, do not exceed 30 minutes of lunch time
- This space can be used outside of table hours. The mask is not compulsory for people seated in the designated places.

Lavatories

The lavatories are in the communal area, going there represents a trip. Please follow the "Circulation inside the building" protocol

The lavatories are provided with:

- Surface disinfectant spray
- Hand soap
- Paper towels
- Trash can with lid

Where possible, the external door is kept open.

In the lavatories:

- Follow the "COVID-19 general instructions".
- Do not touch anything other than what is necessary.
- If the lavatory is already occupied, enter only if the space allows your to respect Physical Distancing
- Wash your hands (see tutorial "Washing your hands")
- Before use, you can disinfect the equipment with the disinfectant and the paper provided for this purpose (flush handle, toilet seat, brush handle). Throw the paper IN THE BIN (Not in the toilet, which can cause clogging of the pipes).
- Wash your hands before leaving
- Turn off the light
- Leave the WC's area

Use of shower:

- Don’t touch anything other than what’s necessary
- Don’t leave personal belongings behind: towel, soap…
- Before use, you can disinfect the infrastructure with spray and paper towel. Throw the paper in the bin afterwards.

Meeting rooms

- A meeting room is a communal meeting facility which can be booked via the intranet or via the reception at the Mundo center.
- Never use a meeting room without having previously reserved it, so that Mundo can keep track of their use

The meeting rooms being in the communal area, to go there represents a displacement. Please follow the " Circulation inside the building" protocol.

The meeting rooms are equipped with:

- Surface disinfectant spray
- Paper towels
- Paper bin

The maximum number of seats for each meeting room has been reduced in order to make it possible to comply with Physical Distancing rules. This number is indicated on the intranet and on the door of each meeting room.

In the meeting room:

- If the room allows it, move clockwise around the tables to avoid crossing paths
- Do not touch anything other than what is necessary.
- Limit the number of people present to the maximum authorized capacity for your meeting room.
- Respect the rules of Physical Distancing
- Limit the duration of meetings to the time required
- After use, replace the chairs as they were placed at your arrival
- Disinfect the surfaces with the spray and the paper provided for this purpose.
- Throw the paper in the all-purpose bin
- Leave the meeting room in a clockwise direction (without forgetting to turn off the light).

For borrowed projection equipment, it will be disinfected by Mundo staff after each use. Please limit the number of people handling the device as much as possible

The limited capacity of the meeting rooms is applied until the official end of the 1,5metre-rule. We can’t put an end date to it. If a user exceeds the capacity of the room, for whichever reason, they do so on their own responsibility.

Hive

Shared coworking spaces (the "Hives" of Mundo-b, Mundo-a and Mundo-n) are considered as communal areas. All the rules relating to communal areas therefore apply.

If the distance of 1.5m cannot be respected between the offices, separation panels have been installed.

In particular :

- Clean your workspace before and after use, using the disinfectant and paper provided
- wear your mask when you are on the move
- Touch only what is necessary
- Pay particular attention to the order in the Hive, to facilitate the task of the cleaners.
- Do not store anything on the floor or on cupboards
- Keep your office space tidy and as empty as possible (clean desk)

Use of common printers

The printers are in the common area, going there represents a trip. Please follow the "Displacement" protocol in this regard.

- Hydroalcoholic gel is available near the printers.
- Touch only what is necessary
- Do not use disinfectant spray directly on the machine as this may degrade it.
- The keys on the printers are disinfected every day by our cleaning team.

Surface cleaning & hygiene

Specific cleaning instructions for surfaces:

- Use the spray* and paper reasonably (no waste),
- First spray the disinfectant onto the paper, then pass the paper over the surface to be disinfected
- After use, throw the paper in a bin with a cover
- Report to reception if a bottle is almost empty

* The technical sheet of the product used for disinfection is available at the reception

Regular cleaning of communal areas:

The Mundo cleaning team is in charge of regular cleaning of all private and communal areas

An increase in the rate of cleaning in communal areas with particular attention to "surfaces" is already implemented as follows:

Communal areas

Communal areas include:

- Reception area,
- meeting rooms,
- corridors,
- lavatories
- kitchens and restaurant

The Mundo cleaning team performs cleaning of the communal areas once a day, Monday to Friday, and pays particular attention to the surfaces *.

* Surfaces include: Door handles, handrails, elevator knobs, light switches, kitchen worktops, fridge, microwave, cabinet and drawer handles, sink and sink faucets, knobs control devices and machines including coffee machines, dishwashers, printers, videophone and any other device or control button to be regularly touched by several users.

The Mundo team puts disinfectant spray and paper in kitchens, bathrooms and meeting rooms to give tenants the possibility of disinfecting between passages of the cleaning service. Each surface should be disinfected, whenever possible, after each use.

Private office spaces

- The floors of private office spaces are cleaned and the bins are emptied once a week
- The cleaning and disinfection of desks (= tables), electrical, computer and telephone equipment, switches in private spaces are currently under the responsibility of the tenants
- A specific and thorough disinfection of private premises is not necessary as long as there isn't a suspicion of contamination. However, if a tenant wishes to have it done (by an external company), the Mundo team can also organize it at the tenant's expense.

What to do if one of my employees is tested positive with Covid19?

- Alert catherine@mundo-lab.org immediately
- Alert the staff who have been in direct contact with this person, ask them to stay home for the next 7 days
- Depending on the situation, extra measures will be put in place after discussing with Mundo.
- The identity of the person in question is confidential, it will be respected at all times.

Miscellaneous

- "Give boxes" are open. Disinfect your hands before and after touching any object
- All waste recycling streams are maintained, including compost
- Bike and car parking spaces remain accessible, please observe the instructions relating to the "circulation" protocol

Tutorial – Wash your hands

Tutorial – Using your mask

Putting on the mask

1. Wash your hands or use hydroalcoholic gel BEFORE picking up the mask.
2. Do not touch the inside of the mask
3. Handle the mask only by the ends of the elastic bands
4. Place the elastics behind the ears
5. Adjust by pinching the top of the nose (image 1)
6. Make sure the mask covers the entire nose to the chin (image 2)
7. Wash your hands after putting on your mask

Image 1

Image 2

Warning :

- Do not touch the filter of the mask
- Do not remove the mask to speak

Removing the mask

Wearing a mask is compulsory in the communal areas, except for eating.

1. Remove your mask by the elastic bands behind the ears
2. Always put your mask on the same place, without touching the fabric part of the mask.
3. Wash your hands after removing your mask

Warning :

- Do not touch the mask until the next use
- Each member of staff should have a specific place where the mask will be placed until the next use.