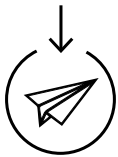


# Checklist pertaining to the use of our premises during the Corona crisis

At launchlabs, top priority is given to the health of its employees and visitors to the premises.

Placing our spacious premises at your disposal would enable you to work safely while still adhering to the directives of the Federal Office of Public Health, thus creating a calm and undisturbed work climate.

We have therefore set up the following Covid-19 checklist relating to the security of our premises.



## Before using the launchlabs premises

- Please let us know how the rooms are to be used and we will assist you with the planning and set-up, ensuring that critical security regulations are complied with.
- Physical participants who belong to risk categories should, wherever possible, be avoided.
- Please bring your own pens, pencils, post-its, etc. Such material would normally be provided by us, but for reasons of hygiene will not be available.
- Please disinfect your hands (or wash thoroughly) before coming into the meeting room. Disinfectant will be at your disposal.



## During your time at launchlabs

- The capacity is currently limited by the canton to 100 people.
- Please change as little as possible on the pre-set room arrangements. This is compliant with security measures.
- Please do not use any disinfectant on delicate surfaces such as wood or textiles.
- Please ensure that each participant has his own belongings and that other measures are observed and adhered to.
- When a meeting lasts for a whole working day, please disinfect surfaces on a regular basis.
- From time-to-time, please open windows to let fresh air into the room.



## Catering

- As usual, a Nespresso coffee machine is at your disposal (with paper cups).
- Please bring your own personal water-bottle. If you can't, we'll provide you with beakers for tap water.
- If you order some food for during the interval, we shall ask our caterer to have individual orders separately packaged.
- In the kitchen area, please ensure that all conversations take place with the required distance and that you take note of the floor markers.
- Please separate meetings from meals.



### Further Measures

- Toilets and frequently used surfaces (e.g. door handles) are regularly disinfected.
- All dishes and cutlery are cleaned with an industrial dishwasher.
- A contact person from launchlabs will always be available to answer any questions or help with any problems you may have.



### Access and opening hours

- The Co-Working places can be used from 08:30 to 17:30.
- Access is guaranteed during this time and someone from the LL team is available for you or on site.
- Please take your personal belongings with you or contact us to make sure they are safely stored. We disclaim any liability for theft.



### Contact

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**Gemeinsam gegen das neue Coronavirus.**  
Informationen auf [bag-coronavirus.ch](http://bag-coronavirus.ch)

A. B. 2020



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