

# 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 disinfect your hands (or wash thoroughly) before coming into the meeting room. Disinfectant will be at your disposal.



## During your time at launchlabs

- To ensure that all participants have enough space, we are temporarily reducing the maximum number of people in our event hall from 200 to 50.
- We set the framework for the hygiene concept and provide the necessary material. The organizer is responsible for adhering to the measures and collecting contacts.
- For public events we provide a contact list in which visitors can register.
- Please change as little as possible on the pre-set room arrangements. This is compliant with security measures.
- Please ensure that each participant has his own belongings and that other measures are observed and adhered to.
- We ventilate the rooms regularly and increasingly. From time-to-time, please open windows to let fresh air into the room during your event (Suggestion: 4 times 10 minutes per day).

## Catering



- As usual, a coffee machine is at your disposal. Desinfectant is available at the coffee station.
- If you order some food for during the interval, will make sure that the procedure is in accordance with the regulations.
- In the kitchen area, please ensure that all conversations take place with the required distance and that you take note of the floor markers.

## 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.
- Please remember to take your personal belongings or ask as for a locker.
- We reject any liability for theft and/or damage to your personal belongings.
- For your protection, our employees wear face masks when necessary.

## Access and opening hours

- Our Co-working desks are available from 8 30 am to 5 30 pm and a contact person from the launchlabs team will be there for you should you require any assistance.
- For workshops, meetings and events the times are defined individually.
- Please take your personal belongings with you or consult with us so that they can be stowed safely. We disclaim any liability for theft.



## Contact

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