



GRANITE EXCHANGE



MAINTAINING A SAFE AND HEALTHY WORKPLACE



Maintaining a Safe and Healthy Workplace

As the lock-down restrictions begin to lift we want to ensure we are going above and beyond to help you navigate the process. At Granite Exchange we are proud partners of Safe Spaces™, a flexible workspace program that follows World Health Organisation workplace guidelines. The program is designed to help you and your employees access a workspace which has implemented specific practices to keep the workspace safe and hygienic for all.

This comprehensive guide details all the steps we are taking towards creating a safe and comfortable working environment, in line with PHA and Government advice. We look forward to welcoming you back to your office.



Above & Beyond

We are confident to say that we are creating one of the safest workspaces in Newry by investing in premium technology and equipment. Above and beyond industry standards.



Abundance of Space

With Granite Exchange being a new flexible working space in Newry, our building shall provide a reduced level of occupancy in the current environment from the outset. We have 375 sq.ft of space including two kitchens and three toilets throughout the building. This provides us the unique ability to space members out across our building and over two floors.



Air Quality

Our state-of-the-art building guarantees 100% filtered fresh air to every office. We have no recycled air in our ventilation systems. We will also be carrying out frequent servicing of all our air conditioning units.

Remote- First

There are many ways to get in touch with us, either via email or a phone call. We encourage remote-first communication but if you prefer to see us, we will aim to keep a safe 2-meter distance. Please ensure you do the same when coming to speak to any of our staff or other members.



Social distancing

As advised by Government, we will actively promote a culture of awareness for all our members, team and visitors.

- Clear signage and communications will be used to ensure social distancing, safe use of spaces.
- Our reception, communal spaces and our meeting rooms have be reconfigured to allow for safe capacity levels and social distancing protocols
- Members will be encouraged to use our bike parking and showers as an alternative to public transport



People focus

The health and safety of all our members, teams and visitors remains our top priority. We are here to support you in every way we can.



Personal Protective Equipment

In line with the Government advice, we will not require our team, members or visitors to wear PPE. However, if you or any of your guests would like to, we have spare PPE available from our team at reception upon request.

Training

All our Team members will go through detailed training dedicated to the prevention of Covid-19. We are happy to provide any additional guidance to help improve your team's safety compliance within your dedicated private office space.



Have your say

We really value your feedback. On a monthly basis we will circulate a short Members Survey to help us identify your needs and improve our services in line with your feedback.





Meeting Rooms

We are reducing the number of seats in each meeting room, to ensure reduced occupancy and safer distancing.



Member Events

We are actively exploring options of safe delivery of Members Events. Please keep an eye out and we will update you as soon as we can.



Our Spaces

We are adapting our space to ensure that you can enjoy all our services and offerings in a safe environment, without compromising on the Granite Exchange quality.



Stairs

Please remember to keep the safe 2- meter distance from others while using the stairs.



Cleaning Routines

We will be focusing on high traffic areas such as communal areas, bathrooms any high touch points such as handrails and door handles. Using only the most effective sanitising cleaning products.

Your Team

We are ready to support you and your team with guidance and expertise in maintaining a safe and healthy environment for all.



Staff Support

If you need any further support and advice on implementing new health and safety measures, please get in touch. We're happy to provide additional guidance for you and your team.

Clear Desk Policy

To allow our cleaning team to sanitise your desk daily:

- We're introducing a clear desk policy. Members will be asked to ensure your desk is clear at the end of each day and all non essential items (everything other than screens and working equipment) are stored in your pedestals and cabinets.



Touch Points

We are installing automatic dispensers with hand sanitiser in all high traffic frequently used touch areas. You will find these at the entrance and throughout the building. Please use those as often as needed.





Risk Assessment

We have conducted a full Health and Safety Risk Assessment prior to opening in line with the Government guidance (which members can request). We encourage all our member companies to carry out their respective Risk Assessments within their individual private offices and submit risk assessments to management.



Bespoke Office Set-up

Our experienced team can offer you an additional bespoke service.

- Provide advice on optimising your office layouts in line with special guidelines.
- Consult on recommended signage and assist with execution and implementation.
- Provide additional furniture accessories, including Plexiglas desk screens.
- Discuss any specific personal requirements.



GRANITE EXCHANGE

For more information or to get in touch



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