Entrepreneurship Hub COVID-19 Induction

* Any stakeholder with symptoms of COVID 19 must stay away from campus and report to Line Manager/Academic Tutor.
* Social distancing rules should be followed: hand washing, avoiding face touching, two metre distancing between individuals, face covering etc.
* The Hub’s capacity is six people, one per desk.
* The Hub only has one entrance, used for both entering and exiting.
* Hand sanitiser is provided in the Hub – students are asked to use the sanitiser both as they enter the Hub and again as they leave.
* Anti-bacterial wipes are provided in the Hub – after using a desk, students are asked to clean the desk they used with the wipes provided.
* The whiteboard in the Hub is shared use – students are asked to maintain social distancing when using it. If possible students are also asked to bring their own whiteboard pens – if not, there are shared whiteboard pens available, but if these are used students are required to wipe them down using anti-bacterial wipes before and after every use.
* With the sole exception of the whiteboard pens, no other items are to be shared in the Hub (e.g. stationary, drinks, laptops).
* Students are asked to contact Alex Baker ([a.j.baker@henley.ac.uk](mailto:a.j.baker@henley.ac.uk) or 0118 378 8691) if their wipes or hand sanitiser are running low in the Hub, so that more can be provided.
* As the Hub is accessed by keypad, the door will be kept wedged open to reduce contact points with the keypad or door handle.
* Good ventilation in the Hub will be maintained by allowing windows to be open as much as possible, without comprising security.
* Students are encouraged to bring their own water – no other drinks are permitted within the Hub.
* Food is not permitted in the Hub.

Entrepreneurship Hub New Layout – Proposed Floor Plan

Each gap between chairs is 2m, with space for people to walk to the exit and still ensure social distancing



Whiteboard

Shelves

Chair

Desk

Doorway

6.32m

4.27m

1.4m x 0.8m

Entrepreneurship Hub New Layout – Example Photos, Following Pattern of Above Floor Plan



