

Member Guide to Member Area

- If you would like to come to the techUK offices to use the 'touch down' desks in the member area, spaces will be allocated on a first come first served basis. Numbers will be limited due to spaces set up with some distancing measures in place. If you arrive and the member area is already full, please be aware that we may have to turn you away.
- If you arrange to have a meeting with a third party in the member area, you may want to call before your appointment time to ensure there is sufficient space for you and your guest.
- On arrival, please adhere to the following procedures:
 - Make sure you are wearing a face mask unless you are medically exempt. Please put your mask on before entering the building on the ground floor.
 - Use the hand sanitizer available in Reception to sanitize your hands.
 - Scan the NHS QR code poster. If you are unable to scan the poster, please provide your details to the techUK reception for test and trace purposes.
 - Please read the COVID-19 notice to members to ensure you are aware of the safety measures we have in place and abide by these rules whilst you are onsite. You will find this on our website here <https://www.techuk.org/covid-19-guidance-for-techuk-members-and-visitors.html> and a copy displayed in our reception area.
 - You can use any desk that is available in the member area, but we ask you not to change your desk throughout the day for hygiene purposes.
 - All seating is positioned for some distancing so please do not move any of the chairs or change the desk space that you have chosen.
 - Help yourself to drinks throughout the day. Please use the supplied sanitizer to sanitise your hands before using the touchscreens.
 - Please remain seated as much as possible throughout the day to enable us to manage social distancing requirements. Whilst seated you may remove your face mask. Please wear your face mask when you are moving around the floor and the common parts of the building.
 - All meeting rooms will be available for pre-booked meetings only and must not otherwise be used.
- Before you leave the building, please:
 - Clear any rubbish from your workspace and ensure you take all your personal belongings with you.
 - Advise the techUK reception that you are leaving so they can sign you out.
 - Keep your face mask on until you have exited the building.
- If you have any questions or concerns whilst onsite, please speak to the person at the techUK reception, who will be able to assist you.