

Nottingham Hackspace Contingency Planning

how do we reopen?

Section 1: Membership Physical Access

how will members be able to book themselves in to use the hackspace?

Current Situation

- **Hackspace is Closed**
 - The Hackspace is closed except for essential use.
 - Members request access via email.
 - The Trustees manage bookings using a private calendar.
 - Usage is limited to a single member in the space at any one time.
 - No Guests Allowed
 - 3hr Maximum Booking
 - Significant management & enforcement burden



Going Forwards

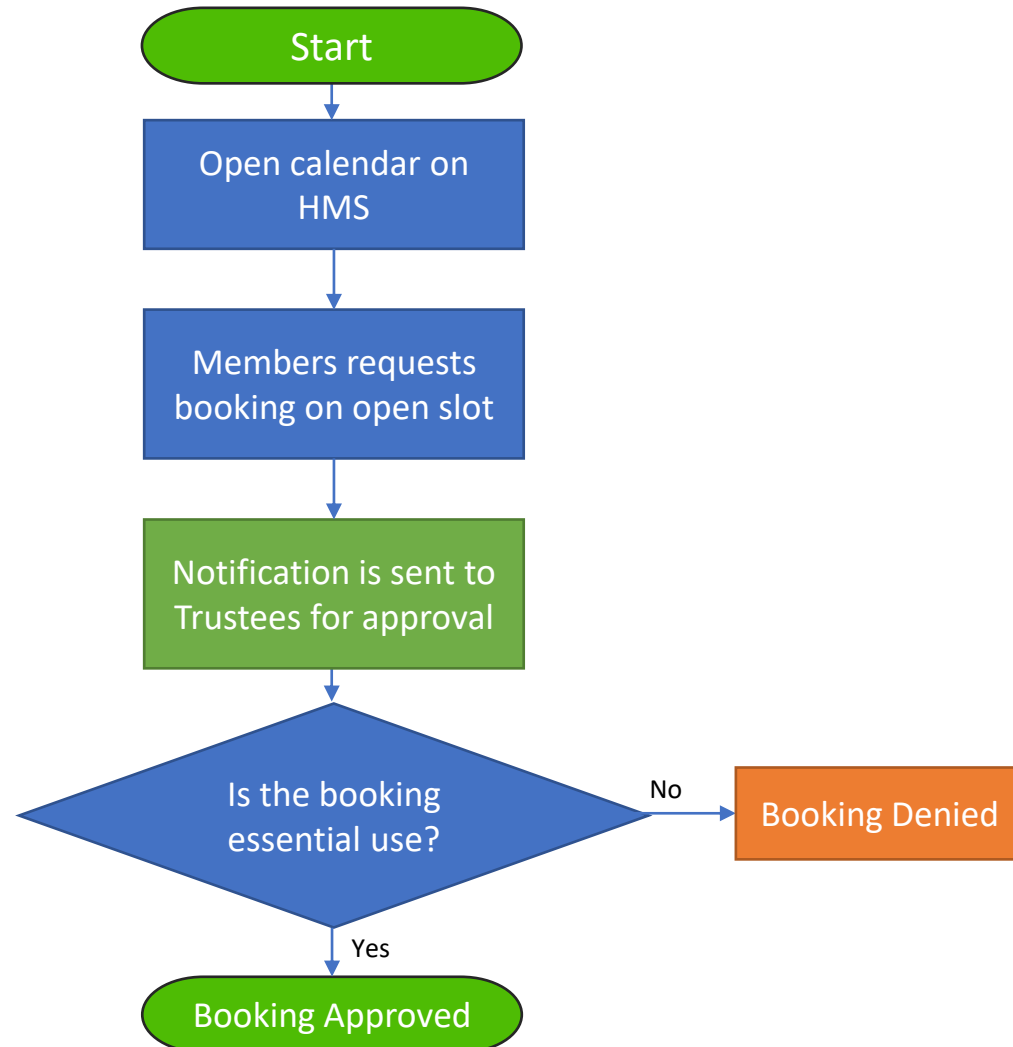
- We will introduce a Level-based system that will allow us to gradually and safely reopen the Hackspace.
- We will be able to loosen or tighten our COVID-19 restrictions based upon current government guidance.

Level 1 Overview

- Level 1 will begin ASAP once the system is ready to use.
- The hackspace will remain **closed except for essential use**.
- Members will request access themselves via a calendar on HMS.
- Trustee approval will then be required to confirm the slot.
- Level 1 is a continuation of the current system designed to reduce the administration burden on the trustees.



Level 1 Booking Process Flow



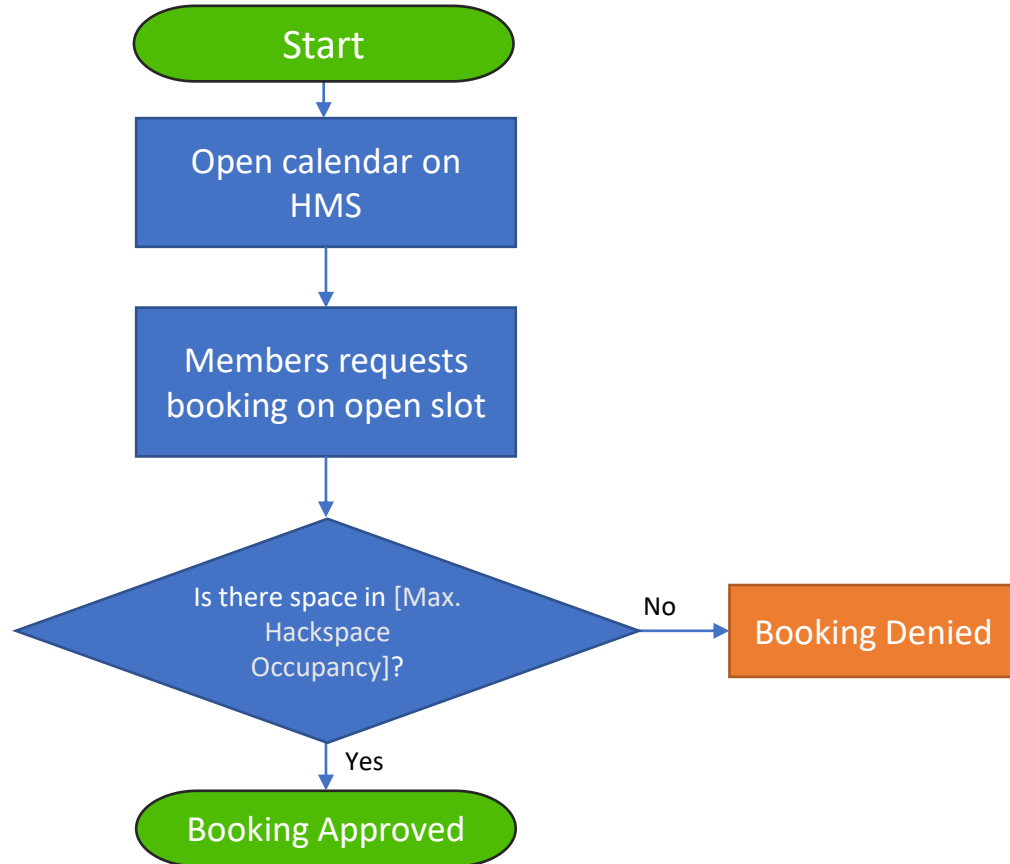
Variables	Maximum Booking Length:	3 Hours
	Maximum Concurrent Bookings:	1
	Maximum Hackspace Occupancy:	1
HMS Permissions	Create bookings:	All Users
	View anonymised bookings:	All Users
	View bookings with names:	Trustees

Level 2 Overview

- The hackspace will re-open for leisure usage at this stage.
- Members will be able to book themselves in via a calendar on HMS.
- Only **one person** will be allowed in the space at any time.
- Members whose membership lapsed between the start of lockdown and re-opening will be sent a single email from the trustees to let them know that we are open and available to use via booking.



Level 2 Booking Process Flow



Variables	Maximum Booking Length:	3 Hours
	Maximum Concurrent Bookings:	1
	Maximum Hackspace Occupancy:	1
HMS Permissions	Create bookings:	All Users
	View anonymised bookings:	All Users
	View bookings with names:	Trustees

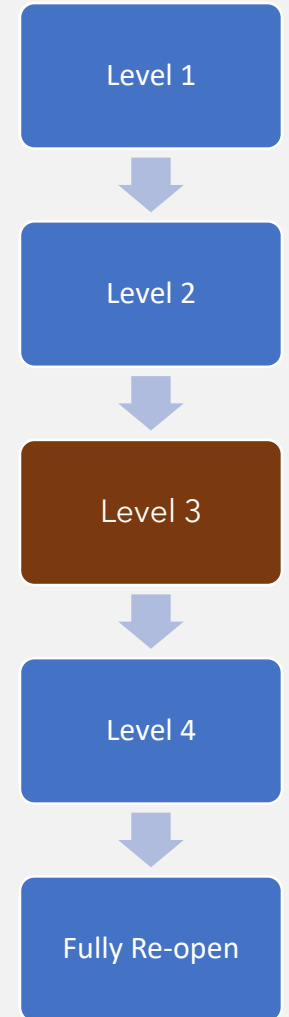
Level 3 Overview

- Members will be able to book themselves in via a calendar on HMS.
- The hackspace has been divided into rough areas of usage and members should declare the “**Main Intended Use**” of their visit when booking.
- Members should declare the number of guests they bring.
- **More than one person** will be allowed in the space at any time.
- The occupancy caps of both the space as a whole and individual areas can be altered as the easing of lockdown measures nationally progresses.

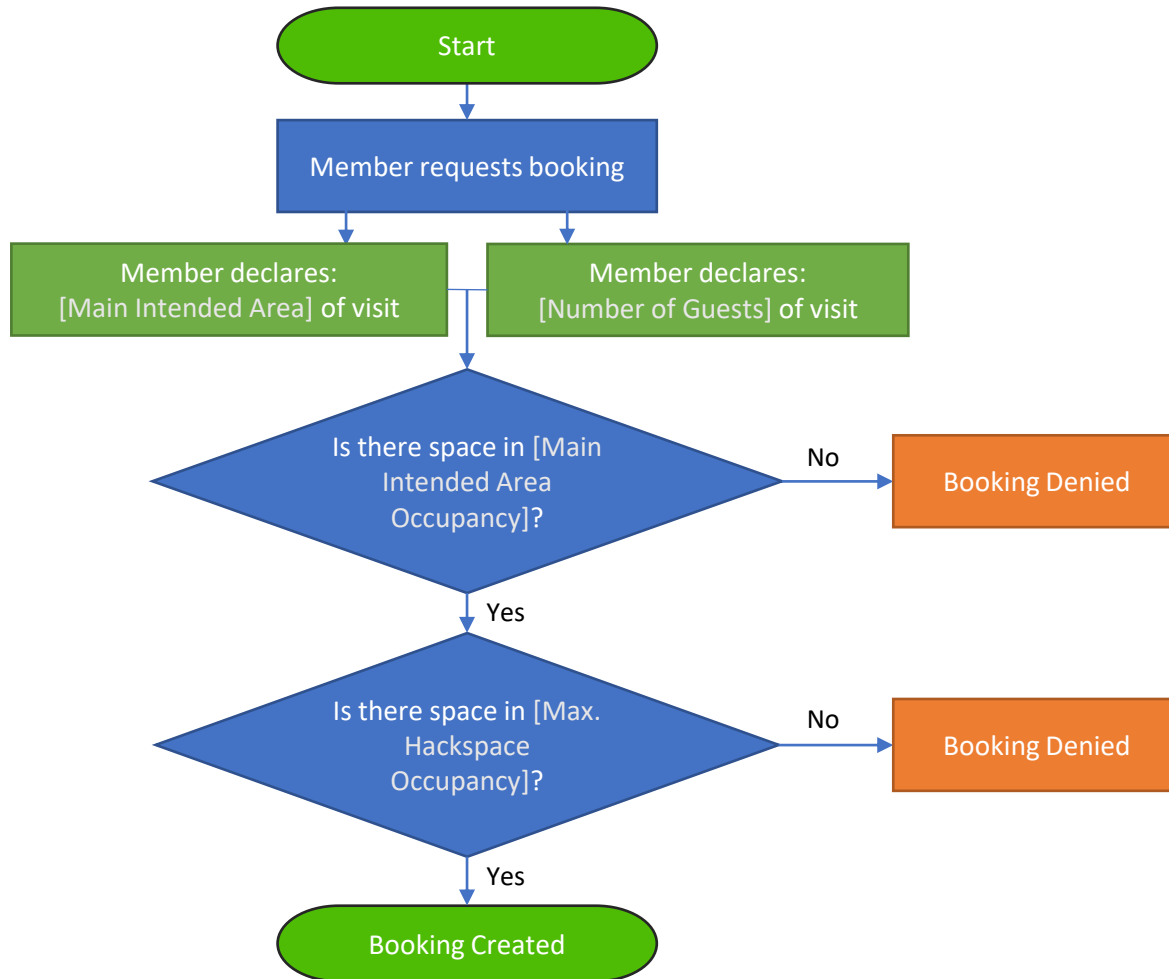


Level 3 Notes

- During Level 3, we accept that members may nip into a different areas to complete their projects but they should expect to spend the vast majority of their time in the "intended main area" that they have booked in to.
- There will also be a lot of crossover in the communal areas like the toilets and the kitchen; we can't reasonably hope to control access to these areas so ask members to be cautious using them and check before entering either room.



Level 3 Booking Process Flow



Variables

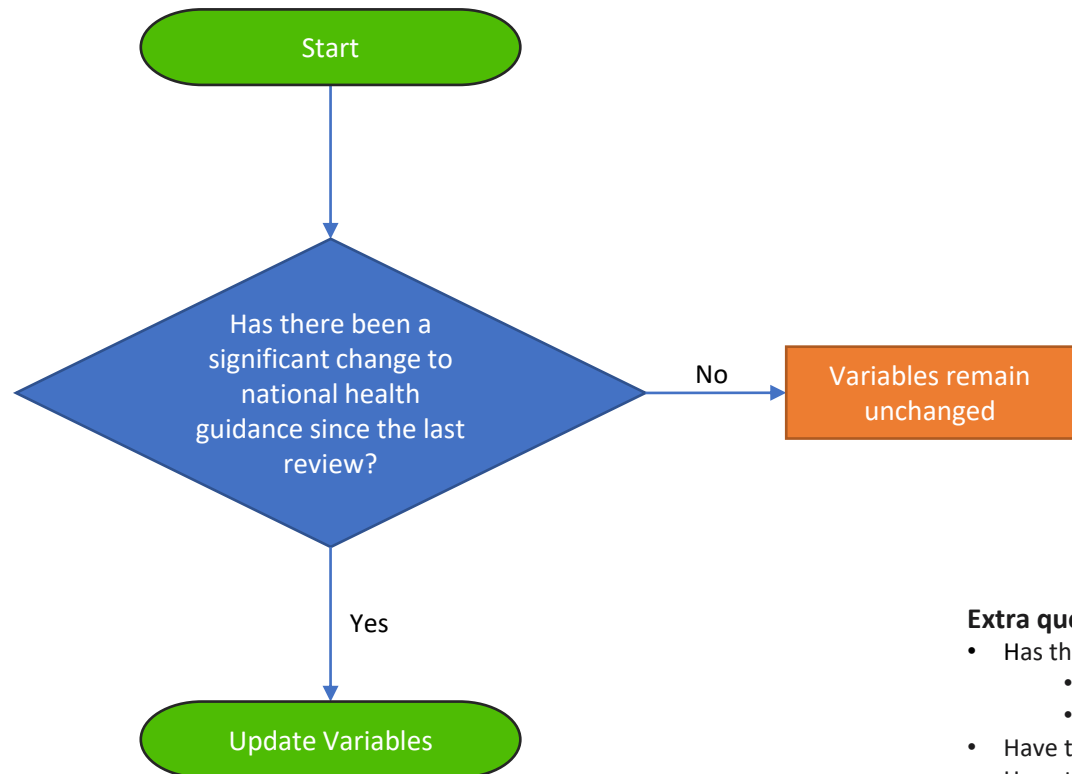
Max. Booking Length:	3 to ?? Hours
Max. Concurrent Bookings:	1
Max. Guests per Member:	0 to ??
Max. Hackspace Occupancy:	1 to ??
Max. Woodworking Occupancy:	1 to ??
Max. Metalworking Occupancy:	1 to ??
Max. Laser Occupancy:	1 to ??
Max. Craft Occupancy:	1 to ??
Max. CNC/ Electronics Occupancy:	1 to ??

HMS Permissions

Create bookings:	All Users
View anonymised bookings:	All Users
View bookings with names:	Trustees
Edit Occupancy Variables:	Trustees

Level 3 Variable Review Process

The occupancy variables should be reviewed during each **Trustee Meeting (Which usually occur every two weeks)**, or as appropriate after significant national guidance changes.



Variables		
Max. Guests per Member:		0 to ??
Max. Hackspace Occupancy:		1 to ??
Max. Woodworking Occupancy:		1 to ??
Max. Metalworking Occupancy:		1 to ??
Max. Laser Occupancy:		1 to ??
Max. Craft Occupancy:		1 to ??
Max. CNC/ Electronics Occupancy:		1 to ??

Extra questions to consider:

- Has there been any issue with over crowding in:
 - The space as a whole (Adjust Max Occupancy)
 - Each specific area (Adjust Local Occupancy)
- Have there been requests to stay longer in the space? (Adjust max length)
- Have there been request to bring more guests or issues with too many guests? (adjust guests)
- How much is the space being used overall (booked vs unbooked time)?
- Is there fair opportunity for all members to get in, are some members hogging the system (adjust cool off)

Level 4 Overview

- Inductions can resume.
 - Cashless payment methods should be preferred.
 - Booking system will remain in use.
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- All parties involved in inductions or events should wear appropriate PPE.
 - It is thought that this level will be implemented when guidance from the government allows significant interaction between members of separate households.



Fully Reopen

- Open night resumes
- There may still be occupancy caps required depending on nationally available guidance.
- Normal workshops, Events and socialising are allowed



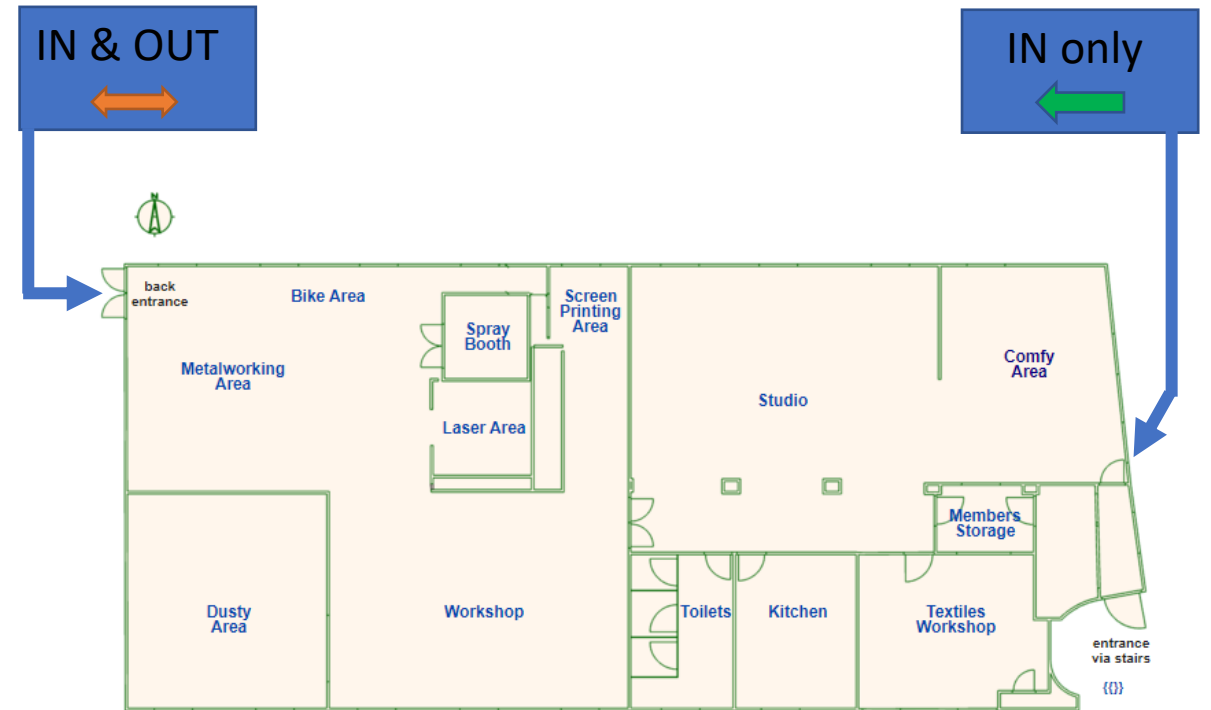
Section 2:

Physical modifications to the space

what changes need to be made to the space?

Front Door

- The main entrance to the hackspace (the “Spiral staircase” door) will become an entrance only door.
- This is needed because there is no “exit” gatekeeper unit to track when a member leaves the space. Without the exit data we could easily lose track of the number of members in the space.
- Members will need to leave through the door at the back of the workshop until such time as a new gatekeeper unit is installed at the front of the space.



Section 3: Cleanliness & Self-Protection

how can we reduce the risk of members unknowingly spreading the virus?

Encourage general good hygiene

- Members will be encouraged to regularly wash their hands when using the Hackspace. We will need some posters designing that can be put up around the space.
- Social Distancing will be expected where it is possible to maintain a 2m gap.
- As a community we will do our best to ensure there are supplies of cleaning goods and sanitiser at the hackspace. But, members shouldn't rely upon a supply being available and will be encouraged to take their own precautions/ bring their own products where possible.



**Wash your
hands please**

Hand Sanitiser Stations

- Hand sanitiser stations will be installed around the hackspace in locations where there is likely to be repeated, predictable interaction with common surfaces.
- Locations may include:
 - Entrance/ Exit doors
 - Exterior of the Toilets & Kitchen

Once installed usage will be encouraged, but as previously stated, it should not be relied upon that these will be stocked all of the time. We will be recommending members to take their own sanitiser to the space if possible.

- Deb Hand Sanitiser 1L Dispenser
 - <https://www.arco.co.uk/products/2769056>
 - Typical Cost: £15/ Refills: £15



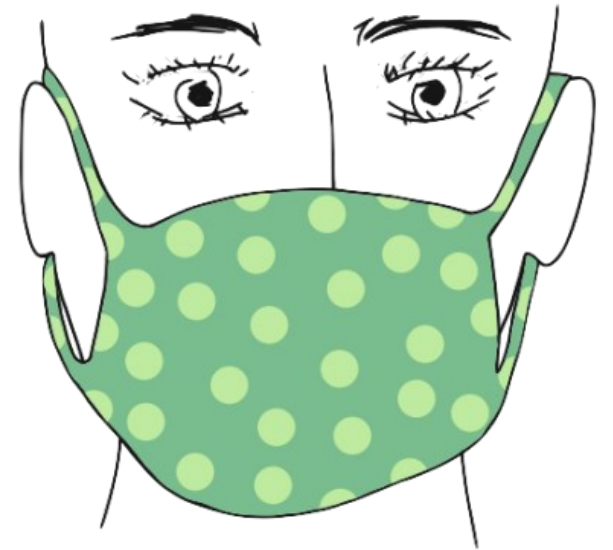
Surface Wipes

- We will be purchasing surface wipes that members can use to clean surfaces before and after working. Surface wipes will be placed at workstations in high capacity tubs.
- A tub of wipes will be available at a minimum in these areas:
 - Studio
 - Craft Room
 - Kitchen
 - Laser Cutter
 - Main Workshop
 - Electronics/ CNC area
- There is already a stock at the space remaining from the PPE project that has been ongoing over the last few weeks. The tubs are readily available from [Amazon](#) and other suppliers.



COVID-19 PPE

- We discussed mandating PPE usage inside the hackspace but ultimately decided that because we can't supply good quality CE marked masks safely, it's not realistic. **We won't be supplying PPE.**
- Instead, we will be strongly encouraging the use of face coverings in line with government guidance issued in May: [link](#)
- Note:
 - During the later levels of our reopening plan, when inductions can resume, we will review current government guidance and will most probably be mandating the use of face coverings in close contact situations.



Workshop PPE

- Normal PPE located in the workshop has been identified as a risk factor for when we reopen. This may include items such Dust Masks, Welding Helmets, Ventilators & goggles.
- Before the hackspace reopens, this PPE will be reviewed to ensure it is necessary, in good condition, and wipeable.
- If deemed unsuitable or unsafe, items may be removed and members will be told to bring their own PPE from home.



Commercial Cleaning Contract

- The hackspace has a cleaner, Jane, who currently visits on each Wednesday morning.
- The current cleaning contract covers the high traffic regions upstairs including the Kitchen, Bathroom and Studio.
- If required, we are able to increase the cleaning to cover more physical areas of the space or to increase the frequency. During the first levels of re-opening we will maintain weekly visits as it is expected that overall usage of the space will be low.



Conclusion

- These plans were shared for consultation with the membership at the meeting on 20th May.
- Minutes: https://wiki.nottinghack.org.uk/wiki/2020-05-20_Transcript