**Hot Desks & Teams Call Tables**

**Hot Desks**

There are a number of hot desks around the building that can be used if you are unable to use your desk due to the number of staff that are in the building from your team with the COVID restriction that does not allow desk next to and opposite one another to be used at the same time.

These desks are not bookable but are available on a first come first serve basis. All of the desks will have power available but will not have the desk top hub to plug in your laptop so you will need to ensure you have your laptop charging cable with you to keep your laptop charged & network will be via the WIFI system.

Please ensure that you let the FM team know if you are using a hot desk for a morning, afternoon or both so that they can arrange for the desk to be cleaned. Each desk will have a unique number which you will need to use when letting the FM team know where you have been sitting.

**Teams Call Tables**

Using teams is a great way to keep in touch with team members and to carry out meetings virtually, they can sometimes be a little disruptive to others in the office. As the numbers of staff in the office begins to increase we would ask that if you are to have a teams meeting or conversation that you use headphones and that you consider using somewhere away from other staff to do so.

Rather than book meeting rooms there are a number of places you can use such as the drum areas and some numbered tables around the building. These areas do not have power available so should only be used for a short period of time. These areas will be cleaned during the day by the daytime cleaner we have on duty.

**While the hot desks and teams areas are well screened we ask that, until the rules re social distancing change, you choose one which is 2m away from your nearest neighbour**