



#WORKWELL

RETURN TO WORK

FREQUENTLY ASKED QUESTIONS

FAQ

1. Is LACS open?

Our buildings are open and in operation with reinforced hygiene measures, thinking about the safety of our members and employees:

- Availability of alcohol gel dispensers in the main common areas
- Increased frequency of cleaning workspaces
- Reinforcement of the hygiene of common areas, sanitary facilities and areas of greater circulation
- Cleaning of meeting rooms after each use

2. What are the opening hours of LACS buildings?

The LACS Conde d'Óbidos building will be open 24 hours, every day of the week. From 9:00 am until 6:00 pm, a member of the LACS team will be permanently at the reception, the rest of the time counting with the presence of the security team.

The LACS Anjos building will be open from 8:00 am until 11:00pm, every day of the week. From 8:00 am to 8:00 pm, a member of the LACS team will be permanently at the reception, the rest of the time counting with the presence of the security team.

The LACS Cascais building will operate from 8:30 am until 7:00 pm, Monday to Friday, with a member of the LACS team permanently at the reception.

FAQ

3. What safety recommendations should I follow?

- Global hygiene measures that must be complied:

- Wear a disposable or reusable mask
- Coughing or sneezing into the arm with the elbow flexed, not the hands
- Avoid touching the eyes, nose and mouth with your hands as they could be dirty or contaminated with respiratory secretions.
- Wash your hands frequently with water and disinfectant soap and/or alcohol gel solution, rubbing them well for at least 20 seconds

- Mandatory use of a mask in all common circulation areas and coworking spaces. **The presence of people without a mask in our buildings is not allowed.**

- Meetings must be reduced to cases of absolute criticality. Priority should be given to means such as videoconferencing or others. If the meeting is really necessary, the maximum capacity of the meeting rooms should not be used.

- We recommend that the air conditioning equipment of the various studios be turned off as a preventive measure to avoid spreading the virus, since the central ventilation system of the building that carries out the continuous renovation of the air will remain on. This renovation is done with the supply of fresh air from the outside of the building and direct extraction to the outside. In the case of LACS Anjos building, it is recommended to open the windows to provide natural ventilation of the work spaces.

FAQ

4. Are there isolation rooms?

Yes, all buildings have isolation rooms.

LACS Conde d'Óbidos: Meeting Room 1.2

LACS Anjos: Meeting Room 0.1

LACS Cascais: Meeting Room 1.4.

5. How should I move around buildings?

Circulation must always be carried out on the right, except in one-way locations, where existing signs must be respected.

6. Can I bring non-members to LACS buildings?

External visits to members must also respect the general rules implemented for LACS members, with mandatory use of a mask in all common areas of circulation and coworking spaces and maintaining the rules of social distance.

7. Can I use de meeting rooms?

Meeting rooms can be used respecting the maximum recommended capacity. Exceptionally, booking of meeting rooms should be made with Community Assistants, subject to availability. This procedure ensures the necessary time interval that we will guarantee between meetings so that they are properly disinfected and sanitized.

FAQ

8. What is the recommended capacity of meeting rooms?

LACS Conde d'Óbidos

Meeting Room 0.1: **2 people**

Meeting Room 0.2: **2 people**

Meeting Room 1.1: **8 people**

Meeting Room 1.3: **1 person**

Meeting Room 2.2: **1 person**

Meeting Room 2.3: **1 person**

LACS Cascais

Meeting Room 0.1: **2 people**

Meeting Room 0.2: **2 people**

Meeting Room 0.3: **3 people**

Meeting Room 1.1: **4 people**

Meeting Room 1.2: **3 people**

Meeting Room 1.3: **4 people**

LACS Anjos

Meeting Room 0.1: **5 people**

Meeting Room 0.2: **7 people**

Meeting Room 0.4: **10 people**

Meeting Room 1.1: **2 people**

Meeting Room 2.1: **2 people**

Meeting Room 3.1: **2 people**

FAQ

9. Does LACS continues to host exclusive events for members?

Presential events are currently suspended to avoid crowds of people. We are developing online events that you can check on our #WorkTogether platform at www.lacs.pt.

10. Can I use the kitchenettes and dining areas?

The use of kitchenettes and dining areas must be done according to the rules indicated in each building.

- Meals are not allowed in the kitchenettes. They can be done until further notice within the workspaces. If you need to have lunch in the building, alternate the team's meal times, to ensure that the lunch time is more spaced, thus avoiding greater concentrations of people
- In buildings that have dining spaces, they can be used, not exceeding the maximum capacity indicated. They must respect the layout of the tables and the distribution of the chairs, which must not be moved
- We recommend using disposable utensils
- Each member must bring their cloths for use in the kitchenette. Tableware is not allowed in the kitchenette after use
- All products found in refrigerators must be identified with the name and company to which they belong
- All products with plastic storage boxes, must be disinfected before being placed in the refrigerator. Loose products in the refrigerator that are not disinfected and properly identified are not allowed
- The cleaning of the interior of the refrigerators will be done daily at 4:00 pm, with the removal of all goods

FAQ

11. Will the cafeteria be open? How many people can be there?

The cafeteria of LACS Conde d'Óbidos will be open with only 1/3 of the total capacity.

The LACS Anjos cafeteria (Fauna & Flora) is open every day from 10:00 am to 7:00 pm, with 1/3 of the total capacity.

The LACS Cascais cafeteria is open from Monday to Friday, from 9:30 am to 10:30 am. In the remaining period orders can be placed by email: ritacb@flavour-show.pt.

12. Is the rooftop in the LACS Conde d'Óbidos building open?

The rooftop is not yet open. The opening date will be announced in due course.

13. Have services such as massage and manicure returned or remain suspended?

Manicure can return by booking only. Massage services are not yet authorized by DGS.

14. How many people can be inside each studio?

Each company is responsible for the application of DGS standards in its own workspace.