



# WORKING TOGETHER: THE HUCKLETREE PLAYBOOK

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# 1

## Hello Community



**Gabriela Hersham and Andrew Lynch**  
Huckletree Cofounders

After months of working from kitchen tables, shared flats and participating in a global working from home experiment, we're ready for your ambitious ideas, karmic spirit and productivity yet again.

**This is your guide to learn about how we've prepared our spaces for you to work from and what you need to do as a new member and citizen of Huckletree.**

The first thing to know is that you don't need to readjust alone. Our team is trained and experienced in guiding and advising companies of all stages and sizes on how to prepare for being back in the room together, whether you're working within a hybrid model or you're working from an office full time. No question is off limits.

We've kept our spaces open throughout 2020 as a sanctuary and practical alternative for our members to safely come together and work, if working from home was not an option. We moved quickly on training and implementing COVID-19 health and safety procedures, ensuring that all spaces are health and safety certified.

During that time we're proud to have kept our community connected, making 450

introductions between members and our ambassador, alumni and investor network, running 150 skills workshops and helping 1,700 virtual event attendees learn and grow from their kitchen tables in 2020

We also gave extra love and attention to our communal spaces. Over 40% of all our spaces are designed for serendipitous moments, conversation and collaboration - think libraries, curiosity couches, zen gardens - for teams to meet one another, stay curious and ideate. Plus we've built out new packages to make it easier for you to build product or demos, run town-hall meetings or socialise at a distance with your team.

Final message from us: When we first opened in 2014, our belief was (and still is) that it takes a village to build and scale your business, whether you're working in the same place or working remotely. We're here to help you readjust, find your feet, and get moving on building your current or next venture.

*Gaby & Andrew*

See you soon!

# 2

## Inside Huckletree

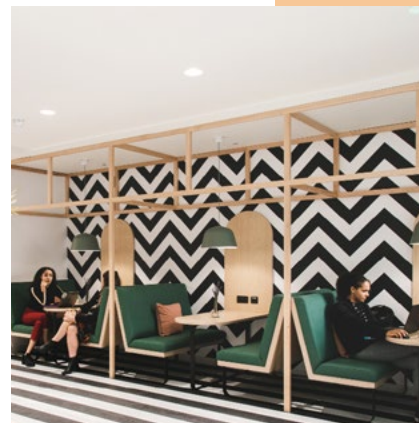
### Let's get back in the room

Whether you're returning to the office part-time, starting on day passes or all-in from day one, we'll help your team of one or 200 come together to work, learn, collaborate and prepare for your next stage of growth.

Creative, modern and designed for the new world of work, we curate each space around a sector or industry so that you're safely working alongside the brightest talent, connecting with the right businesses and collaborating with curious minds relevant to you.

### Safe and certified

All of our spaces have passed Health and Safety Certification, meaning they are prepared and safe for you to work from.



# 3

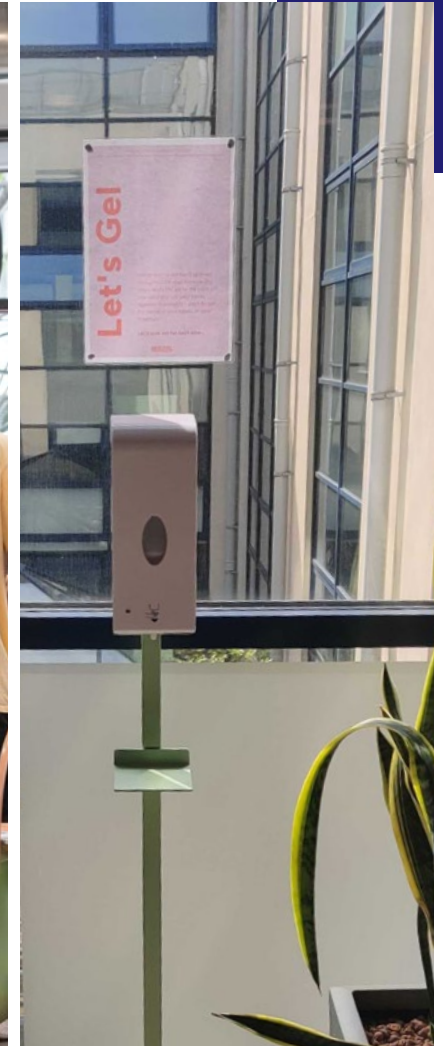
## Preparing our spaces

### All-Star Cleaners

We've increased the frequency of our cleaning, added sanitisation in all spaces and improved airflow. Our cleaning team, the Lifesavers, will also check sanitiser, soap, hand towel and sanitisation kit levels daily to ensure you have everything you need.

### Trained Community Teams

We're trained up and ready to go. All our team members have received Health and Safety training and rapid COVID-19 response protocols have been implemented. They're also trained in conducting daily temperature checks for all visitors and guests. We have a designated COVID Health and Safety Champion at each space to keep the guidelines in place and report back to the Huckletree Operations team on the health and safety of the space each day. Got questions? Ask away.



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## Your safety

### Symptoms

Remember, common symptoms of coronavirus include: a fever (high temperature - 37.8 degrees Celsius or above) a persistent cough, shortness of breath or breathing difficulties or change to your sense of smell or taste. If you're looking for more information on symptoms and testing we encourage you to check out the [NHS website](#).

### Reporting

If you find yourself starting to feel unwell, you should:

- » Return home and inform general manager of your space
- » Follow self-isolation guidelines
- » We recommend any members who feel unwell to get tested as soon as possible
- » Update the team with any information relevant to tracing your interactions
- » Feel safe in the knowledge that all information shared with the team will remain confidential and is only used to help us keep the space safe



**Important:** *No person, whether Huckletree staff or member, should enter the premises if they have been diagnosed with COVID-19 within the last 10 days or have been requested to self-isolate by the Government Test and Trace scheme.*

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## Before you get started

### For our Members

Missed us? We've missed you! We're so excited to welcome you back on your first day but before you enter your space, we need a few things from you. Please make sure you've signed your COVID return to work form to confirm you're healthy and up to date on the latest guidelines.

### For Visitors

All visitors will need to have their details registered ahead of arrival through the Huckletree member portal. They will need to digitally accept a short declaration and read the terms and conditions.



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## Working from our spaces

### Workspaces

We've put in measures to keep you and your team productive, connected and above everything, safe.

Firstly, we'll be keeping seating density as is in the open spaces.

When you arrive into the space, please check in with the Front of House team before starting your work day and make sure you don't move around between desks during the day.

Lastly, when working in the open spaces, we request that you clear your workspace at the end of each day so that our Lifesavers can perform a thorough clean.





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## Working from our spaces

### Meeting Rooms

Missed non-Zoom meetings? Us too. Our spaces are open for use with suggested capacities in place. Please make sure to book online via the members dashboard so our cleaning team can safely prepare the space before use.

### Frequent Cleaning

Meeting rooms will be cleaned after each use. A sign will be visible so you can feel comfortable it has been cleaned before you settle in. There will be 15 minute no-booking windows throughout the day to ensure the rooms can be cleaned and reset.

### Keep your IRL meetings COVID safe

Please make sure you're following social distancing measures and use the hand sanitizers provided before and after your meeting.



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## Working from our spaces



### Classrooms and Event Spaces

Need creative zones to host teams, workshops or recharge? Our classrooms and auditoriums are still bookable for teams to come together, reconnect and collaborate. Please check in with your space's General Manager to find out more.

### Communal Kitchens

We don't want to discourage your culinary creativity but we ask that you look at minimising food preparation time to allow other members to freely use the kitchen and bench space. Hand sanitiser will be located in each kitchen area to use before or after appliances such as microwaves and coffee machines.

While our communal kitchens are where some of the most creative conversations unfold, please keep the kitchen areas reserved for eating (and not working) during peak hours (8am - 10am & 12pm - 2pm).

Help our Cleaning team out: please put any crockery/cutlery straight in the dishwashers after use, disposable items in the waste bins provided and leave the kitchen area as you would expect to find it.

### Bathrooms

There will be sanitiser stations & signage in all bathrooms. A gentle reminder, please make sure you always wash your hands for at least 20 seconds.



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## Commuting and staying active

### Meditation Spaces

Nourish your mind and rebalance your energy with a few minutes each day in our meditation zones and yurts.

### Cycling

Get back on your bike! Some of our spaces have bike stations available for you to lock up throughout the day. Speak to your community teams if you need to add access.

### Showers

Gone for a run or plan to cycle in? Some of our spaces have showers ready for you, but don't forget to BYO towel.

### Parking

Some of our spaces have daily parking spaces available to book if you need. Speak to your community teams if you need to add access.



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## All in it together

We've stayed inside, and now we're venturing back out. We recognise that the last few months has affected people in different ways, personally and professionally. For some of your team members returning to work could come with get-me-back levels of anticipation, some anxiety or questions about how it all works.

### **Need ideas for reestablishing that IRL bond? (we have lots):**

- » Hackathons and 'moonshot' challenges
- » Sync up a team reading and podcast list
- » Morning music sessions / curate your own Spotify playlist (or join Huckletree's!)
- » Team run clubs
- » Lunch and Learns
- » Stand up meetings and agile sprints for upcoming projects
- » What we're learning sessions each Friday
- » Daily check ins to see how they're adjusting

*You can read more about the New Work Mindset in our [State of the Nation](#) report.*



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## Programmes to expand your mind

We are believers in life-long learning and bringing in the right resources and talent in our network to help our members level up, skill up, and creatively lead their industry, especially now.

### As members you can unlock:

- » Trend watching events
- » Pure Joy sessions with artists, creatives and poets
- » Ask-me-anythings from inspiring founders, academics and domain experts
- » Expert panels
- » Serendipity sessions
- » Inhouse yoga
- » Meditation and mindfulness classes



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## FAQ



### **Can I still access the education program?**

Yes. We have a digital educational and wellness program available for all members to access. You can find more information on our website.

### **Are you still running wellness activities?**

Yes. We're running all wellness activities digitally, including meditation, yoga and virtual run clubs. [Find out more.](#)

### **Are visitors welcome?**

Yes.

### **Are you doing temperature checks?**

Only for your visitors.

### **Do you have masks available?**

Yes. Every member will receive a Huckletree facemask and we have disposable masks available for anyone who needs one.

### **Can you recommend online GP's?**

We can suggest a variety of Health Service Providers to help you navigate through change or challenging times. Our Huckletree team uses: Babylon Health services. Do you have access to mental health support? We can suggest a variety of Mental Health Service Providers to help you navigate through change or challenging times. Our Huckletree team uses: [Health Assured.](#)



# Contact

## **Huckletree Shoreditch**

Alphabeta Building, 18 Finsbury Square  
London EC2A 1AH  
Tel: 020 3862 1400

## **Huckletree West**

Mediaworks Building, 191 Wood Ln  
White City, London W12 7FP  
Tel: 020 3948 9270

## **Huckletree Soho**

Basement, Ingestre Pl  
London W1F 0JL  
Tel: 020 3837 0362

## **Huckletree Westminster**

PUBLIC Hall powered by Huckletree  
1 Horse Guards Ave, Westminster  
London SW1A 2HU  
Tel: 020 3994 6816

## **Huckletree Ancoats**

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Tel: 0161 806 0147

## **Huckletree D2**

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Tel: +353 76 654 9630

## **Stay in the Loop**

**Instagram:** @huckletree

**Twitter:** @huckletree

**LinkedIn:** [linkedin.com/company/huckletree](https://www.linkedin.com/company/huckletree)