

We always care about  
our guests and co-workers  
– and never more so than  
right now!



# At present, consideration for the welfare of others is more important than ever

Our goal is that everyone who chooses to spend time with us will feel as safe and secure as possible, even at a time when we are faced with an ongoing pandemic. At 7A we are careful to follow the latest recommendations and guidelines from the Swedish authorities, and we constantly monitor developments to ensure that we are managing the situation in the best possible manner. This information leaflet contains a summary of the measures we are currently taking to reduce the risk of the spread of infection at our premises.

We encourage our guests and co-workers to maintain a safe and respectful distance to each other, and to pay particular attention to good hand hygiene. At all our facilities we have a policy of zero tolerance with regard to symptoms associated with COVID-19. This means that, in accordance with the Swedish Public Health Agency's recommendations, all guests and co-workers at 7A should stay home at the slightest sign of illness or other symptoms associated with COVID-19.



We encourage everyone to use hand sanitiser regularly

# Together we can reduce the spread of infection

We need to work together to create a safe and secure work environment at our facilities. When you are present in our premises, please remind your colleagues and visitors to follow the recommendations and guidelines from the Swedish authorities, as this is the best way to protect yourselves and others from being infected with COVID-19.

Here are some important things we can all do:

- ✓ Wash your hands often and thoroughly with soap and warm water for at least 20 seconds. More hygiene advice is available here.
- ✓ Use hand disinfectant if soap and water are not available.
- ✓ Avoid bodily contact with other people.
- ✓ Keep your hands away from your eyes, nose and mouth.
- ✓ Cough and sneeze into your elbow, as this reduces the risk of infecting your hands and spreading infection in your surroundings.
- ✓ Stay home if you feel sick or have symptoms such as a runny nose, coughing or fever, even if the symptoms are only mild.
- ✓ Wait at least two days after you feel well again before returning to work.
- ✓ Avoid visiting people over the age of 70 belong to the primary risk group for serious illness due to COVID-19.
- ✓ Maintain a safe and respectful distance to other people in public areas.
- ✓ Avoid travel during peak hours.



Show consideration by keeping your distance in elevators

Avoid crowding in an elevator by using the stairs when possible. Not only does this protect your own and other people's health, you will also be doing the climate a favour in the process! If your office is located on a high floor of the building, perhaps you can at least take the stairs on the way down?



Ride your bike to the office

If you are able to ride your bike to the office instead of adding to the congestion on public transport, there is a bicycle room or bicycle parking directly adjacent to or nearby all our facilities. Please contact us if you're unsure about the location of your nearest bicycle parking. We're here to help!

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# The measures we are taking to ensure you feel safe and secure at our premises



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## Those of us who work at 7A

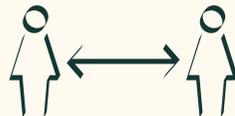
Our employees receive ongoing information about the latest guidelines and recommendations to be followed, and about how we work in our constant endeavour to reduce the risk of the spread of infection at our facilities.



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## Hygiene and cleaning

We have adjusted the cleaning routines in our common areas, including the wiping of all contact surfaces with disinfectant continually during the day.



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## Maintaining distances in premises and common areas

We have made adjustments to ensure that fewer people than usual will be present in our premises at the same time.



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## Equipment for increased safety and security

We encourage everyone to use hand sanitiser regularly – there is hand sanitiser available at various locations throughout our premises.



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## Together we can share the responsibility

We have put up signs to remind everyone to show respect and consideration for others.



## Those of us who work at 7A

At 7A we take great responsibility for the community in which we live and work, which is why we follow the recommendations and guidelines from the Swedish authorities regarding working from home and avoiding the use of public transport when possible. At the same time, many of our employees are needed on site as we provide an important service to our tenants and guests at our premises.

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These are the principles we follow when we are at the office. Perhaps you may also find this information useful? Feel free to share it with others!

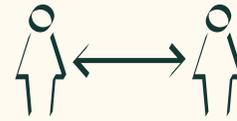
- ✓ Maintain a safe distance between desks.
- ✓ Limit the number of people in a room at the same time, so that everyone can sit at an arm's length distance to each other.
- ✓ Maintain a safe and respectful distance to each other.
- ✓ Avoid the use of public transport during peak hours.
- ✓ Plan your travel carefully, and adapt your travel times to avoid congestion to the greatest extent possible.
- ✓ Avoid bodily contact, and don't hug or shake hands with other people.
- ✓ Wash your hands often and thoroughly, and use hand sanitiser regularly.



## Hygiene and cleaning

We have adjusted the cleaning routines in our common areas, including the wiping of all contact surfaces with disinfectant continually during the day. For example, this includes:

- ✓ Taps
- ✓ Coffee machines and coffee stations
- ✓ Keypads
- ✓ Door handles



## Maintaining distances in common areas

We have made adjustments to ensure that fewer people than usual will be present in our common areas at the same time. For example, this includes:

- ✓ Less furniture in common areas such as kitchens, lounges and conference rooms.
- ✓ Distance markings to help you maintain an appropriate distance.
- ✓ Increased access to our areas, in order to avoid crowding to the greatest extent possible.



## Equipment for increased safety and security

We encourage everyone to use hand sanitiser regularly as a complement to washing your hands with soap and water. Face masks and disposable gloves are available at all receptions and there is hand sanitiser available at various locations throughout our premises, for example next to:

- ✓ Entranceways and reception areas
- ✓ Toilets
- ✓ Conference rooms
- ✓ Printers
- ✓ Common areas such as kitchens and lounges



## Together we can share the responsibility

We have put up signs at our premises to remind everyone to show respect and consideration for others, for example by:

- ✓ Maintaining a safe and respectful distance to each other
- ✓ Choosing alternatives that avoid crowding
- ✓ Washing your hands often and thoroughly
- ✓ Using hand sanitiser regularly

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# Conference & Event at 7A



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## We are part of Svenska Möten ("Swedish Meetings")

As a selected member of Svenska Möten, 7A is certified in accordance with Svenska Möten's classification system. In other words, we comply with stringent quality requirements, and we feel confident when we say that we are specialists in helping you to arrange better meetings and conferences. 7A owns Svenska Möten together with around 130 other selected providers of meeting and conference facilities throughout Sweden. Furthermore, like all other such quality facilities, we are also members of the Nordic Swan Ecolabel's procurement network.

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## Safe to Visit

In order to be able to use the Selected by Svenska Möten seal of approval, we are required to comply with Svenska Möten's quality requirements. One of these requirements is that we must be affiliated with the Swedish hospitality sector and employer's organisation **Visita** – which has developed new recommendations specially produced for conference facilities in connection with the Safe to Visit campaign.

# Don't cancel your plans – we have the solution!



## Private meetings, conferences and events

At 7A we can offer you the perfect conditions for safe meetings, conferences and events. With conference facilities at all four of our addresses in central Stockholm, we can guarantee you and your guests a private conference area removed from other visitors, regardless of whether you require a single conference room or an entire floor. We also offer the possibility of booking premises for private lunches or dinners. For the greatest possible privacy, and to avoid travel during peak hours, we recommend that you arrange your conference or event during a weekend or in the evening.

[For more information or to book your next successful event, please contact us here!](#)



## Video conferences

Our conference rooms are equipped with the latest technology, making it possible to meet digitally, without any practical complications. This is an efficient and convenient way to interact with anyone unable to attend in person.

[You can read more about our facilities for video conferences here!](#)



## Digital viewings

We carry out many digital viewings whereby we guide you and your colleagues through our available offices and conference rooms in the usual manner, only via video link instead of in person.

Would you like to know more?

Please contact us and we will be delighted to customise a plan to suit your specific situation. We are here to help you find the best possible solution for your meeting, conference or event!

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You are a treasured member of our community,  
and we look forward to your next visit to 7A!

Would you like to know more about how we are handling  
COVID-19, or do you have questions that have not been  
answered by the information in this leaflet? Please feel free  
to contact us via email at [info@7a.se](mailto:info@7a.se) – we're here to help!