

How to Function in the Solidarity Every Day Space During the Pandemic?

Solidarity Every Day is a space where we support, accompany and develop new social activities of non-governmental organisations, informal groups and social activists.

Solidarity Every Day

ECS 3rd floor, room 3.32

email: sc@ecs.gda.pl

www.ecs.gda.pl/codziennie

www.facebook.pl/solidarnosccodziennieecs

Contact details:

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Working hours

Monday – Friday, from 9.00 AM to 06.00 PM, space is available following advance booking via online form

SPACE (furnishings and equipment)

room 3.33 | 2 tables, 9 chairs, 2 armchairs, equipment for online meetings

room 3.34 | projector, 4 tables, 9 chairs, flip chart

room 3.35 | screen, projector, speakers, 3 permanent tables (hidden in a wall), 16 chairs, flip chart, bookcase

room 3.36 | screen, projector, speakers, 5 tables, 16 chairs, flip chart

kitchen | coffee maker, electric kettle, fridge, dishwasher, dishes, drinking water dispenser

corridor | exhibition space

waiting room | cloakroom, lockers, information board

MY WORKSHOP, MY MEETING. WHAT IS IMPORTANT DURING THE PANDEMIC?

HEALTH DECLARATION

- Organiser of an event held in the Solidarity Every Day Space is also its health coordinator. The organiser is obliged to verify health condition of the participants and to make sure that each participant fills out the health declaration. At the beginning of the meeting, filled out declarations must be sent to the coordinators of the Solidarity Every Day space by email to sc@ecs.gda.pl or via SMS message to +48 517 368 127 or +48 517 368 094.

KEY TO THE ROOM

- Workshop rooms at the Solidarity Every Day space are opened by the ECS security staff or the space coordinators. The organiser of the meeting does not pick up the keys.

RULES APPLIED IN COMMON AREAS

- It is obligatory to cover mouth and nose and disinfect hands in common spaces.
- Breaks during the events are taking place in the workshop room.

MEETING/WORKSHOP

- Feel free to use the equipment available in the room. You can move tables and chairs, but leave the room in order and turn off the devices once your meeting is finished.
- When a device does not work or anything is out of order, let us know by phone immediately.
- If you cannot use the booked room, inform us about it.
- Take care of your stuff, we are not able to watch over it, unfortunately.
- Several groups may use the space at the same time, please be mindful of both your and the others' comfort. Close the room door during the meeting.

WHAT'S WITH THE KITCHEN?

- In designated cabinets, you will find mugs, glasses, bowls and plates you can use, however their number is limited.
- Leave the room tidy, put the dishes in the dishwasher.
- Provide coffee and tea for your meeting participants.
- Signed or marked groceries are reserved for a given group/person!
- We clean up the fridge every now and then, throwing away products that are no longer usable or unsigned ones.

WHAT ELSE?

- Solidarity Every Day is not just about the rooms! It means also meetings, workshops and support for social activists, informal groups and non-governmental organisations.
- We can offer lockers and mailboxes. They are available free of charge. Ask us for details.
- Join us on Facebook www.facebook.pl/solidarnosccodzienniecs
- Do you want to inform you friends where you work? Tag our space in social media: SOLIDARITY EVERY DAY ECS or #solidarityhereandnowecs
- Join one of our meetings, let's get to know each other better. Trust us, the outcomes are fantastic!

You will find all updates here: www.ecs.gda.pl/codziennie
www.facebook.pl/solidarnosccodzienniecs