

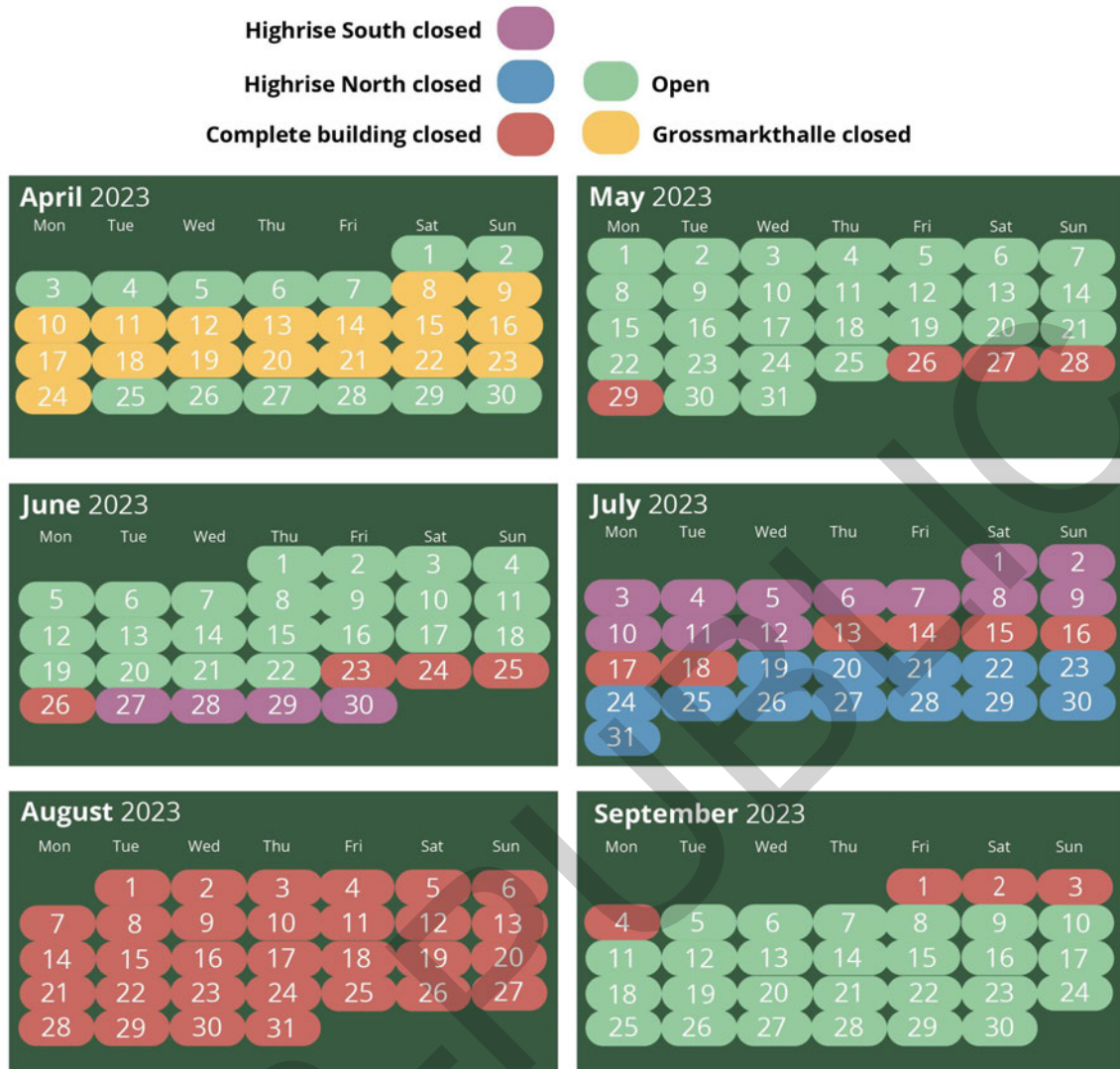
Alternative workplaces during main building closures

How to reserve an alternative workplace during the upcoming building closures

Do you need an alternative desk to work in the main building, Eurotower or Japan centre? Make your booking using [this form](#).

The main building will be closed entirely or partially during the coming months due to the electrical system maintenance.

Check all the closure dates below and find more information on the closures [here](#).



How to reserve an alternative workplace during the upcoming building closures

Keep reading to know where the available workplaces are. Watch the video [How to book the alternative workplaces](#) and find the links to the booking forms. Those using Bloomberg terminals can find some useful information at the end of the article.

Mandatory teleworking is in place during all upcoming building closures (following the outcome of the [staff consultation](#)). However, if you work in the main building and need a workplace for business or personal reasons, you can book one in another building. Working onsite will be considered an exception, therefore please discuss with your manager before making a booking.

The available workplaces are in the following buildings:

Japan Centre

You can book a workplace in the [Parkside area](#) (under the category Premises swing area), on the ground floor of the building. This is an activity-based working space with 14 desks in an open space.

Alternatively, you can book an unassigned desk on one of the floors occupied by a business area. In the booking form you will see where the desks are located and if they're in a shared or single office.

Eurotower

You can book a workplace in the new bookable area in ET01.11 and some adjacent offices on the first floor of the building (under the category Premises swing area). In addition, there are unassigned desks available on the floors occupied by the Business Areas. Also in this case, unassigned desks can be in a shared or single office as indicated in the booking form.

In these exceptional circumstances, colleagues from different business areas will share the same working space. Be mindful when sharing information, for instance in a Teams call, and avoid discussing confidential topics in an open space – make use of private offices, meeting rooms or telephone booths.

ECB office recovery site

The ECB office recovery site (ORS) serves as alternative office for colleagues working on critical tasks when the ECB premises are not accessible (for instance because of incidents, natural disasters, or other dangerous events).

During the main building closures, the ORS is assigned to colleagues in business areas that have a business continuity team which may work from that building during a crisis. A dedicated workplace booking form has been distributed to such areas via their management.

Please keep in mind that information concerning the ORS location may only be shared on a need-to-know basis within the ECB and not at all with external parties, including friends and family members.

If your business area has no allocated desks in the ORS, you can only book a desk in the city centre buildings.

When can I book my workplace?

Workplaces in the ORS can be booked as of now for the entire building closures period.

Bookings for all other buildings can be made two weeks in advance and need to be booked day-by-day. For instance, on 1 August you can book a workplace for 15 August. It is not possible to create a recurring booking.

How can I book my workplace in the Japan Centre or Eurotower?

Book a desk via the [City Centre workplace booking form](#)

Accessing Open Bloomberg terminals

If you use a shared/standalone Open Bloomberg laptop in the main building, you will have to bring it with you to the ORS or another location. It is each unit's responsibility to transfer the laptop with Bloomberg software installed, plug it in, and organise the use of the terminals. Detailed information has already been provided to all Bloomberg terminals users, managers and Business Continuity Managers members via email. Please contact [Market Data Services](#) in case of further questions.

For more information on alternative workplaces, please contact [D-A Premises Assistants](#).