COVID-19 SECURE

SITE SAFETY PLANS

WATLING HOUSE, 33 CANNON STREET

RECEPTION AREA:

- PROTECTIVE SCREEN IN FRONT OF THE RECEPTIONIST HAVE BEEN ORDERED TO BE INSTALLED BE THE END OF THE WEEK.
- PPE ISSUED TO BE ISSUED TO RECEPTIONIST ON RETURN (NOTE: NO FIRM DATE IN PLACE FOR RETURN OF RECEPTIONIST. THIS IS TO BE REVIEWED DEPENDING ON OCCUPANCY LEVEL).
- SIGNAGE IN RECEPTION DETAILING GOVERNMENT GUIDELINES. THESE HAVE BEEN ORDERED TO BE INSTALLED BE THE END OF THE WEEK.
- TENANTS TO PRE-BOOK ALL VISITORS ONTO THE VISITOR SYSTEM. ***Pease let me know if you need guidance on how to do this.***
  WE ADVISE LIMITING THIS TO ESSENTIAL VISITS ONLY.
- RECEPTION STAFF TO REGISTER VISITORS IN USING THE TABLET, VISITORS CAN REMOVE THE BADGE FROM THE PRINTER EASILY WITHOUT ANY CONTACT OF THE PRINTER OR THE TABLET. VISITORS ARE TO BE COLLECTED FROM RECEPTION AREA AS SOON AS POSSIBLE.
- FLOOR MARKINGS DETAILING 2 METER DISTANCING IN RECEPTION.
- AUTOMATIC ANTI-BACTERIAL HAND SANITISER IN RECEPTION. EXPECTED DELIVERY W/C 25/05 IN THE MEANTIME STANDARD DISPENSERS ARE IN PLACE.
- SIGNAGE OUTSIDE THE LIFTS ON THE GROUND FLOOR INFORMING STAFF THAT ONLY 2 PEOPLE ALLOWED IN THE LIFT AT ANY TIME. FLOOR MARKINGS THE LIFT CAR FOR SOCIAL DISTANCING.
- ONE WAY SYSTEM TO BE IMPLEMENTED IN RECEPTION AND STAIRS. SIGNAGE IN PLACE INFORMING STAFF OF THE ROUTE. SIGNAGE DISPLAYED ON STAIRS DETAILING GOVERNMENT GUIDELINES FOR SOCIAL DISTANCING.
    - THE MAIN ENTRANCE WILL BE USED AS ENTRY INTO THE BUILDING, SIGNAGE WILL BE IN PLACE DETAILING YOUR ROUTE THROUGH THE BARRIERS AND EITHER TO THE LIFTS OR TO THE MAIN STAIRS (SOUTH STAIRS), WHICH WILL BE USED AS THE WAY UP ONTO THE FLOORS.
    - TO EXIT THE BUILDING YOU CAN EITHER USE THE LIFTS OR USE THE STAIRS AT THE REAR OF THE BUILDING (NORTH STAIRS), ARROW SIGNAGE WILL BE DISPLAYED SHOWING THE ROUTE. YOU WILL NEED TO GO TO THE LOWER GROUND FLOOR, FOLLOW THE CORRIDOR TO THE SOUTH STAIRS, UP AND OUT VIA RECEPTION. THE EXIT DOOR IS THE DISABLED ENTRANCE (UP THE RAMP).

TOILETS/SHOWERS:

- HAND DRIERS TO BE SWITCHED OFF AND HAND TOWELS INSTALLED IN TOILETS.
- REDUCE THE NUMBER OF URINALS SO SOCIAL DISTANCING IS ADHERED TOO.
- PERSONAL ITEMS NOT BE LEFT IN THE SHOWER OR LOCKER AREA.

- INCREASED CLEANING REGIME OF SHOWERS AND TOILETS.
- SHOWERS WILL BE KEPT LOCKED AND STAFF ARE TO INFORM RECEPTION/SECURITY PRIOR TO USE AND ONCE FINISHED. SECURITY WILL THEN UNLOCK THE SHOWER AND WE CAN DISINFECT THE CUBICLE AFTER USE. THE SHOWER WILL THEN BE LOCKED READY TO BE USED AGAIN.
- TOILETS SHOULD BE FLUSHED WITH THE LID DOWN IN LINE WITH LATEST GUIDNANCE.
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GENERAL COMMON AREAS:

- INCREASED CLEANING REGIME TO TOUCHPOINT AREAS IN COMMON AREAS CURRENTLY IN PLACE – CLEANING PROVISION WILL BE REVIEWED AND INCREASED AS REQUIRED AS OCCUPANCY INCREASES.
- IT IS RECOMMENDED THAT FACE COVERINGS ARE WORN WHILST IN COMMON AREAS (TOILETS, LIFTS, STAIRS AND RECEPTION).
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DELIVERIES:

- INFORM SECURITY/RECEPTION OF ALL DELIVERIES.
- ONLY BUSINESS DELIVERIES SHOULD BE SENT TO WATLING HOUSE. ALL PERSONAL ORDERS SHOULD BE SENT TO YOUR HOME ADDRESS.
- ALL COURIERS SHOULD USE THE LOADING BAY. DELIVERIES WILL BE HELD IN THE LOADING BAY AND STAFF SHOULD COLLECT ITEMS ASAP.
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VENTILATIION

- FOLLOWING REHVA COVID-19 GUIDANCE, TOILETS AND COMMON AREA VENTILATION WILL BE ADJUSTED TO MAXIMISE VENTILATION FROM LANDLORD CONTROLLED SYSTEMS BY OUR MAINTENANCE CONTRACTOR.
- FRESH AIR IS FED DIRECTLY INTO THE FLOOR VOID, UP INTO OCCUPIED SPACE THROUGH THE FLOOR GRILLES.
- FRESH AIR SUPPLY WILL BE ADJUSTED TO RUN 24/7. IT WILL BE SET TO A LOWER SPEED AT NIGHT AND WEEKENDS.
- TOILET VENTILATION WILL BE SET TO RUN 24/7.
- IT IS PROPOSED THAT THESE CHANGES WILL TAKE EFECT FROM 1ST JUNE.

EMERGENCY ACTION PLAN RELATED TO A POSITIVE COVID19 CASE INSIDE THE BUILDING:

- AS GUIDANCE IS NEW AND THE SITUATION IS CHANGING THIS WILL PROBABLY NEED TO BE UPDATED REFINED AS WE PROCEED BUT CURRENTLY IF THERE IS A POSITIVE OR SUSPECTED CASE IN THE BUILDING, AS MANAGING AGENTS WE SHOULD BE NOTIFIED OF THE SITUATION IMMEDIATELY, WE WILL THEN TAKE THE FOLLOWING STEPS:
- NOTIFY OTHER OCCUPIERS AND SITE STAFF.
- NOTIFY AND SEEK GUIDANCE FROM THE RELEVANT AUTHORITIES.
- ARRANGE A DEEP CLEAN OF COMMON AREAS WHERE NECESSARY.

FIRE EVACUATION /EMERGENCIES:

- IN CASE OF FIRE EVACUATION /EMERGENCY, ALL FIRE ESCAPE ROUTES/STAIRS SHOULD BE USED AS NORMAL TO LEAVE THE BUILDING AND SOCIAL DISTANCE SHOULD BE MAINTAINED AT FIRE ASSEMBLY POINT. HOWEVER PLEASE NOTE IN LINE WITH GOVERNMENT GUIDANCE IN AN EMERGENCY, FOR EXAMPLE, AN ACCIDENT OR FIRE, PEOPLE DO NOT HAVE TO STAY 2M APART IF IT WOULD BE UNSAFE.