



# Social Distancing General Principles

Edition 1.2

# Entrance and egress

- ▶ Entrance foyers large enough to maintain appropriate social distance
- ▶ All doors have window panels
- ▶ Objects and surfaces that are touched regularly are cleaned frequently
- ▶ Hand sanitisers provided in entrance areas

## Reception area

- ▶ Layout and configuration of reception areas adapted to allow individuals to maintain appropriate distance
- ▶ Reduced number of reception staff to allow staff to maintain appropriate distance from each other
- ▶ Visitors able to maintain appropriate distance from reception staff by keeping to opposite side of front desk
- ▶ Signing in iPad removed from reception desk - reception staff to manually enter visitor details
- ▶ Hand sanitiser provided for use by individuals when entering and leaving site by main reception
- ▶ Objects and surfaces that are touched regularly are cleaned frequently
- ▶ Additional signage to remind individuals to adhere to social distancing guidelines and floor markings added to direct visitors

## Communal areas

- ▶ Objects and surfaces that are touched regularly are cleaned frequently
- ▶ Additional signage to remind individuals to adhere to social distancing guidelines
- ▶ Hand sanitisers provided for use of staff, tenants and visitors

# Lifts

- ▶ Objects and surfaces that are touched regularly are cleaned frequently
- ▶ Additional signage to remind individuals to adhere to social distancing guidelines
- ▶ Encourage individuals who are able to take the stairs to do so

## Kitchenette areas

- ▶ Objects and surfaces that are touched regularly are cleaned frequently
- ▶ Additional signage to remind individuals to adhere to social distancing guidelines and to wash hands, equipment and surfaces
- ▶ Sanitiser spray and paper towels provided to wipe down equipment and surfaces
- ▶ Frequent waste collection

## Café and breakout areas

- ▶ Objects and surfaces that are touched regularly are cleaned frequently
- ▶ Additional signage to remind individuals to adhere to social distancing guidelines and to wash hands, equipment and surfaces
- ▶ Floor markings added to direct visitors
- ▶ Café open between 10am and 2pm with reduced menu
- ▶ One way system implemented in Café with entrance via ground floor stairs near Conference Hall and exit past tills onto Mezzanine level
- ▶ Reduced seating in Café to allow individuals to maintain appropriate distance
- ▶ Frequent waste collection

# Washroom facilities

- ▶ Additional signage to remind individuals to adhere to social distancing guidelines and to encourage proper hand washing technique
- ▶ Frequent cleaning of facilities
- ▶ Frequent waste collection
- ▶ Paper towels provided as an alternative to hand dryers
- ▶ Hand sanitiser provided in multiple locations in addition to washrooms



# Gym, changing rooms and showers

- ▶ Closed until further notice



# Tenant offices

- ▶ Tenants should be reminded to take all reasonable steps to monitor the health, conduct and safety of their own staff, customers, visitors and contractors
- ▶ Tenant offices are cleaned as per the usual cleaning schedule. Tenants may opt out of office cleans by either collecting a door hanger from Reception, or by emailing [Leanne.Morgan@pera.com](mailto:Leanne.Morgan@pera.com) (please note tenants who choose to opt out of office cleans will need to leave bins outside of their offices at the end of every working day)
- ▶ Additional signage to remind individuals to adhere to social distancing guidelines

## Team office

- ▶ Current layout and configuration of office allows individuals to maintain appropriate distance
- ▶ Hand sanitiser provided for staff use
- ▶ Sanitiser spray provided to wipe down equipment and surfaces
- ▶ Waste bins left outside of office for collection at the end of each working day

# Workforce management

- ▶ Reduced number of staff to ensure compliance with social distancing measures
- ▶ Unnecessary travel to work avoided where possible
- ▶ Use of public transport minimised or avoided altogether
- ▶ Current layout and configuration of workspace allows individuals to maintain appropriate distance and ensures staff are not facing one another
- ▶ Additional personal protective equipment (PPE) for use by staff will be provided if required

# Post and deliveries

- ▶ Reception staff do not sign for packages
- ▶ Tenants do not sign when collecting packages
- ▶ Drop off point provided for outgoing mail
- ▶ Holding areas provided for incoming post and packages
- ▶ Hand sanitiser provided for use by staff and tenants after handling post

# Meetings and events

- ▶ Meeting room facilities available for essential business meetings
- ▶ Bookings only accepted provided that attendee numbers allow social distancing measures to be maintained
- ▶ Hand sanitiser provided outside of meeting rooms for use of organisers and attendees
- ▶ Objects and surfaces that are touched regularly are cleaned frequently
- ▶ Organiser is responsible for ensuring attendees maintain social distancing whilst on-site

# Sales viewings



- ▶ Social distancing guidelines followed for all physical viewings

# Contractors



- ▶ Contractors must comply with existing guidelines and provide their own risk assessment before attending site
- ▶ Additional personal protective equipment (PPE) for use by contractors will be provided if required