

Operational changes due to COVID-19

We have carefully considered the operational changes required at 10 Dominion Street to ensure we maintain social distancing and comply with current government guidance for workplaces *Working safely during coronavirus (COVID-19)* published on 11th May 2020 by the Department for Business, Energy & Industrial Strategy.

This document should be read alongside *Romulus' response to COVID-19* document, the latest version can be viewed at www.romulusuk.com/coronavirus.

Please adhere to the changes highlighted below to ensure we keep yourselves and our staff at the building safe. Our on-site teams are here to help as always with any queries or concerns.

I. Reception area

We may restrict the number of people in the reception space to ensure social distancing can be maintained. Please follow instructions from the building reception team.

- A screen has been fitted to the reception desk to ensure separation.
- Floor markers indicate the 2m separation queuing system.
- Hand sanitiser is available within the reception entrance.
- Floor and wall signage will indicate social distancing to reinforce guidelines.

Please be considerate to others and comply with social distancing guidelines where possible.

II. Lifts and stairs

The capacity of the passenger lifts has been reduced to ensure your safety. We will use a queuing system for the lifts, with floor markers indicating safe standing areas:

- The lift capacity has been reduced to **two people only**.
- Hand sanitiser has been placed in lift lobbies.

To ensure your safety and avoid the lift lobbies becoming overwhelmed, **we strongly encourage people to use the stairs where possible**. When using the central staircase;

- Please keep left.
- Be considerate to others and do not cross on the stairs.
- When travelling between floors, use the rear staircase where possible.

People with disabilities that restrict their use of the stairs should continue to use the lifts.

During a building evacuation, all stairwells and exits can be used to evacuate the building

III. Cycle parking and shower facilities

We will continually review the usage of the cycle facilities and, where possible, will increase the number of stands if required.

- Due to the size and location of the shower facilities, please be considerate to others when entering and exiting.
- Scaffolding is currently blocking part of the cycle stands and we will try and expedite the removal of the scaffolding as quickly as possible.

IV. Deliveries

Where possible, personal deliveries should be suspended until further notice to reduce the number of couriers entering the building.

V. Waste collection

Our waste collection strategy follows current government guidelines

- Please instruct your cleaning team to double bag any waste containing PPE
- Refuse sacks containing PPE (double bagged) should be disposed in the General waste bins.
- All General waste will be quarantined for 72 hours, after which it will be collected by our waste contractor.

Thank you for working with us to ensure 10 Dominion Street is safe for all.

We will regularly review our operational processes following any changes to government guidance and will inform you if changes are made.

If you would like to discuss the changes or have other suggestions, please speak to a member of the Romulus team.