

## Operational changes due to COVID-19

We have carefully considered the operational changes required at 30 Cannon Street to ensure we maintain social distancing and comply with current Government guidance for workplaces *Working safely during coronavirus (COVID-19)* published on 11<sup>th</sup> May 2020 by the Department for Business, Energy & Industrial Strategy.

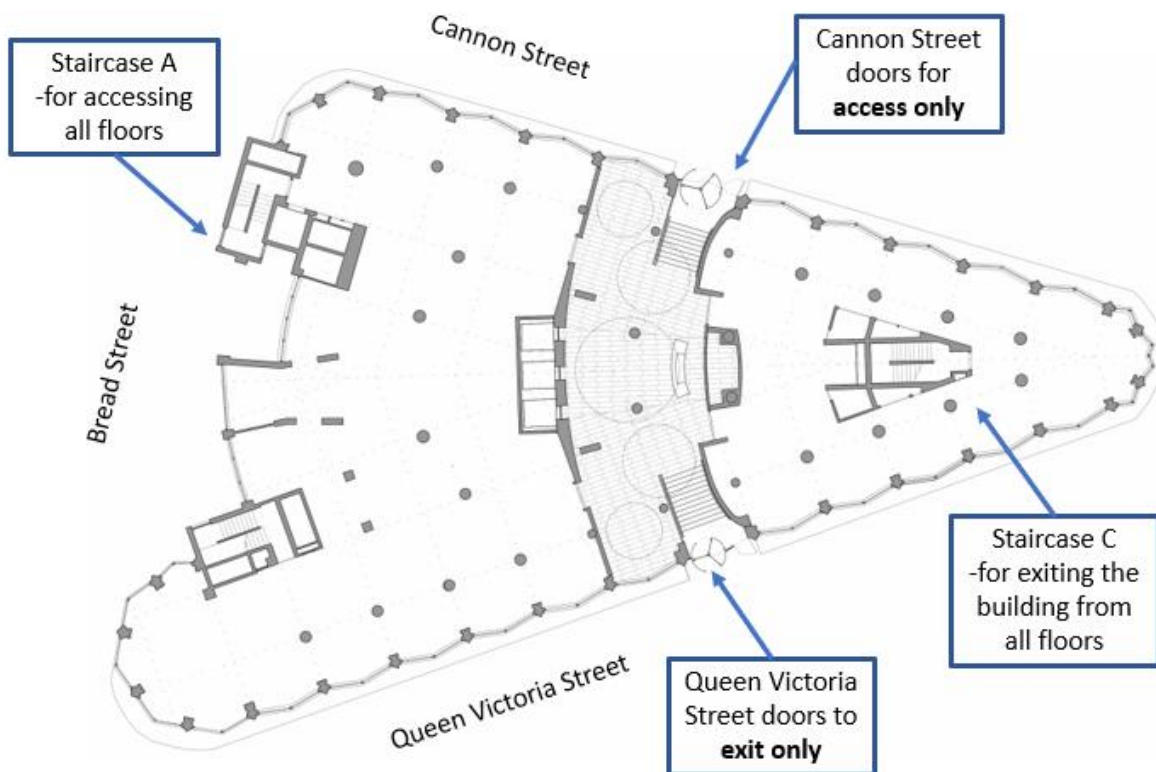
This document should be read alongside *Romulus' response to COVID-19* document, the latest version can be viewed at; [www.romulusuk.com/coronavirus](http://www.romulusuk.com/coronavirus)

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

### I. When entering the building

We have established a one-way system through the building (see FIGURE 1), which has been carefully marked out with a new set of signage measures:

FIGURE 1:



## II. 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.
- A new one-way system has been established (see FIGURE 1).
- Hand sanitiser is available within the reception entrance.
- Floor and wall signage will indicate social distancing to reinforce guidelines.

Please ensure you follow the indicated routes at all times.

## III. Lifts and stairs

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

- The passenger and VIP lift capacity has been reduced to **one person only**
- Hand sanitiser has been placed in all lift lobbies.

To ensure your safety and avoid the lift lobbies becoming overwhelmed, **we strongly encourage people to use the stairs where possible**. To assist with this, we have restricted the direction of travel of the staircases to maintain social distancing (see FIGURE 1):

- **Staircase A** (accessed via Bread Street) can be used to access all floors from street level
  - From ground floor to 5<sup>th</sup> floor, these stairs are for ascending only.
  - For ground floor to basement, these stairs are for descending only.
- **Staircase C** (exits onto Queen Victoria Street)
  - This staircase should be used by all staff and visitors to exit the building, straight onto Queen Victoria Street.

Staff and visitors to Six Physio should use staircase A to enter and the passenger lifts to leave the building.

People with disabilities that restrict their use of the stairs should continue to use the lifts and follow the social distancing signage in place.

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

## IV. Cycle parking and shower facilities

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

- Sanitising wipes have been provided in the cycle parking area for your use. Please ensure they are disposed of in the bins provided.
- The use of the bench seating in the shower rooms has been limited so please be patient and considerate of others when using the facilities.
- Lockers must be emptied daily. Any items left in the lockers overnight will be disposed of.

**V. Roof terrace**

To keep the roof terrace open for people to enjoy, users must be considerate of others and follow social distancing guidelines;

- Use staircase A to access the roof terrace
- Don't pass on the external stairs
- Keep 2m apart when sitting on the bench seating and walking around the terrace.
- Use the VIP lift to return to your floor

We will continually review the use of the roof terrace and if social distancing cannot be maintained, it may be temporarily closed.

**VI. Deliveries**

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

**VII. 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 30 Cannon 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.**