

Operational changes due to COVID-19

We have carefully considered the operational changes required at Britannia House 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 *Britannia House response to COVID-19* document, the latest version can be viewed at: <http://britanniahouse.co.uk/our-response-to-covid-19.html>

Please adhere to the changes highlighted below to ensure we keep yourselves and our staff at the building safe. Our on-site team is 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 and at lift lobbies.
- Floor and wall signage will indicate social distancing to reinforce guidelines.

Please ensure you always follow the indicated routes and keep left when walking through the corridors.

II. Lifts and stairs

The capacity of the 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 main lift capacity has been reduced to **two people only**.
- To ensure your safety and avoid the lift lobbies becoming overwhelmed, **we strongly encourage people to use the stairs where possible**.
- When travelling between floors, please use the staircases 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. Kitchens

Please be considerate of others when using the kitchen facilities

- Please ensure you clean your hands before and after using the facilities
- The size of the facilities mean only one person can use each kitchen at a time
- Please leave the kitchen clean and tidy for the next person

IV. Cycle Parking

We will continually review the usage of the cycle facilities and will increase the number of 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.

V. Car Parking

Additional parking is available at Glen House (across the street). Please speak to the Britannia House team for more information.

Thank you for working with us to ensure Britannia House 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 contact Jo;

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