

Operational changes due to COVID-19

We have carefully considered the operational changes required at Space One 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.
- A new one-way system has been established.
- 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.

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 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:

- **The central staircase** (accessed from the reception lobby) can be used to ascend the building only.
- **The rear staircase** (exits on to Lyric square) is for exiting the building.

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. Car parking, cycle parking and shower facilities

We expect the use of these facilities to increase as people try to avoid the use of public transport. Please be considerate of others when using the space.

- 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.
- Due to the size of the shower facilities, please be considerate to others when entering and exiting.
- To access and egress from the building from the parking facilities, please use the lifts.

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 Space One 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.