

Operational changes due to COVID-19

We have carefully considered the operational changes required at The Triangle 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.

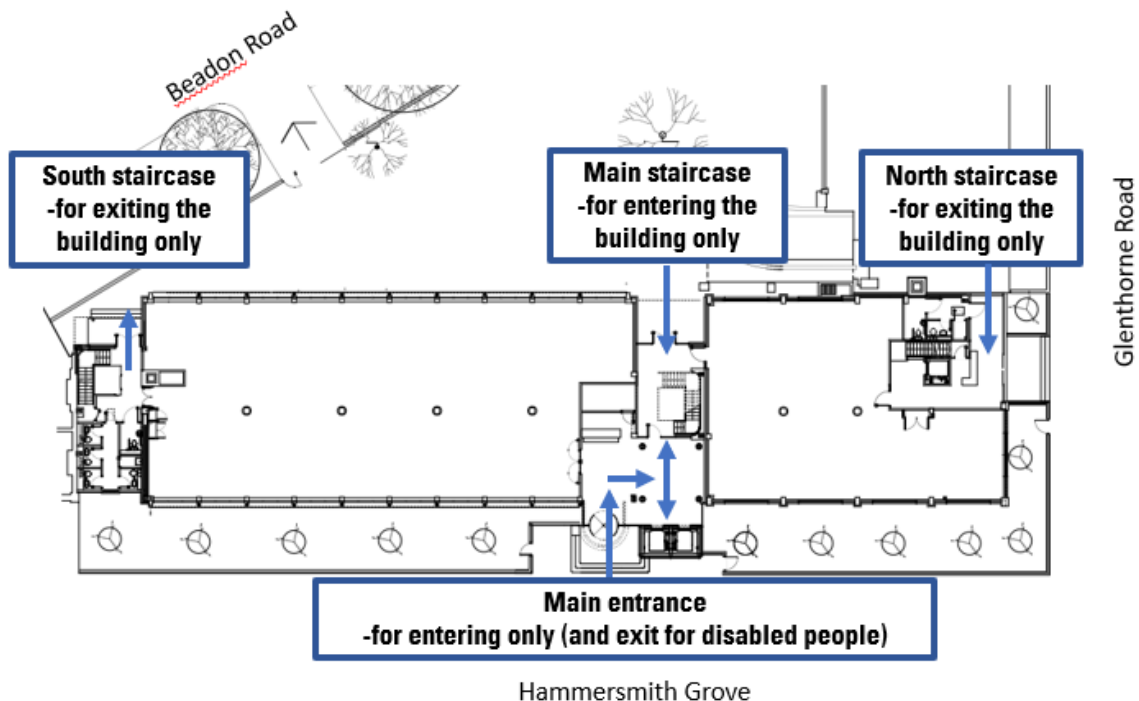
This document should be read alongside *Romulus' response to COVID-19* document, the latest version can be viewed at: www.romulusuk.com/coronavirus

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. 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 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 (see FIGURE 1):

- **The central (main) staircase** can be used to ascend the building only.
- **The north staircase** (accessed via Glenthorne Road) is for descending the building.
- **The south staircase** (exits into the carpark and onto Beadon Road) is for descending only.

Signifier staff and visitors should use the lift in the North entrance to access their floor.

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

IV. Toilets facilities

Please use the toilet facilities that are on/ closest to your floor. This temporary measure will aid social distancing by reducing staff and visitors unnecessarily passing on stairs and corridors.

V. Cycle parking

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.

VI. Deliveries

To reduce the number of couriers accessing the building;

- Couriers will be encouraged to leave deliveries in reception and occupiers asked to come and collect their deliveries from reception.
- Personal deliveries should be suspended for the time being.

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 The Triangle 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.