

Access / Egress

Access and egress will be restricted to the main front entrances. The DDA access door will remain open for peak times 08.30 – 09.30 and 17.00 – 18.00hrs. Access for cyclists will remain via the rear cycle store.

A member of the FOH team will be in position at access and egress points to manage social distancing.

Due to the operation of the rear staff entrance door, occupiers will be asked to only use this in the event of a fire to limit contact.

Reception

The visitor signing in book has been removed from the reception desk. The reception team will check in and out all visitors. Occupiers must maintain a 2m distance at all times from the reception team. Signage and marking will be in place to notify of this. The reception team will be provided with PPE. A Perspex screen will be in position at the reception desk to facilitate visitors who may require closer communication with the reception team. Free standing hand sanitisers will be in place within reception. Occupiers are encouraged to use this when entering the building.

Signage

There will be social distancing signage installed throughout the building in all communal areas. Including lifts, WC's, stairwells, cycle store and reception area's.

Lifts

Whilst social distancing is recommended, if you cannot maintain a 2 metre distance with other people in the lift then be patient and wait for the next one, or consider taking the stairs instead if you can. Ideally it's best to travel in the lift /elevator cabin on your own or at most 2 people to limit the spread of infections through respiratory droplets. Whilst in the lift you may want to continue to wear a face mask in order to prevent airborne contamination. Run rates, destination programming, and weight limits may also be employed in order to prioritise and police social distancing.

Stairwell

At all times there should be a 2m or 8 step distance between you and another person. The East stairwell will be designated for those travelling up and the West stairwell for those travelling down.

Social Distancing Measures

WCs

In order to maintain a 2m distance we may close off some Urinals, Wash-hand basins and hand-dryers where possible to ensure social distancing measures are being met. Occupiers are asked to close the toilet seat before flushing. Scientists have warned that particles spread through flushing could pose a risk of virus transmission.

Cycle Store

Occupiers using the cycle facility are asked to maintain social distancing with other users. Due to the concern of virus transfer the drying room will be out of use until further notice. Where possible every other bicycle rack will be closed to maintain social distancing. Hand Sanitiser and Anti-bacterial wipes will be available within the cycle store for occupiers to use.

Carpark

Social Distancing measures will apply within site car parks. Please be mindful when accessing and egressing these facilities. Zoono will be applied to Intercoms, proximity readers and touch points to ensure these areas are sanitised for motorists and cyclist's using the car park and cycle facilities daily.

Crowd Management

Whilst every effort will be made to ensure continuous movement, there may be times of course this may prove difficult particular in those areas of limited space.

We will let you know of any peak times to give you the opportunity to miss those busy times, other additional measures such as signage & floor markers will indicate information on where you may need to queue in the event of waiting.

