



OUR POST COVID-19 RESPONSE,
SOLUTIONS FOR ADDRESSING THE OPERATIONAL ISSUES WE MAY FACE

Our **Solutions** for addressing the issues

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1. Introduction

COVID-19 is causing unprecedented changes to how we work, live and travel, even if temporary. Throughout the lockdown, our offices have remained open but with some services requiring prior notice. We have been making plans to adapt the operation of our buildings following the government guidelines surrounding living and working with Covid19. This document is a summary of our intended measures to date, will be reviewed regularly according to government guidelines and adapted to individual buildings.

Our Priority is to provide a safe working environment for our clients and our staff.



2. Key changes to the operation of our buildings



Entry and circulation around the building

It would be helpful if clients were able to stagger the arrival time of their staff to minimise crowding at the entrances, lifts and corridors. We would ask that clients maintain social distancing on arrival and wherever they are in their building. Our reception desks are equipped with glass screens and mats on the floor which will indicate where clients and visitors should stand to maintain social distancing. If several people arrive at the building together, please enter separately to maintain some distance between you and the other occupiers arriving at the same time. Where appropriate, please take note of markings on the floor and signage. Clients will be encouraged to use the stairs and to avoid passing on the stairs as much as possible, by giving way at half landings. If the lifts are used, then they should be used by a maximum of two people but ideally by one person alone. If someone is already in a lift and would prefer not to share, please respect that wish.

***New Thermal imaging cameras have been placed in reception and will check your temperature on arrival**



Visitors and Deliveries

Visitors are to be collected from reception by a member of staff from the company they are visiting and escorted to and from their offices. We recommend the wearing of face coverings when circulating in common/breakout areas. Deliveries should be limited as far as possible and collected by clients from a designated drop-off point in Reception.

Key changes to the operation of our buildings, continued...



Increased cleaning schedule

We have commissioned the fogging of our common and breakout areas, including showers and changing rooms, with a product similar to that used by TFL and the NHS. This is an odourless, environmentally safe, product which does not contain harmful chemicals. It lasts for up to 30 days, is not affected by other cleaning products used over it in the meantime and has been certified as 99.99% effective against COVID-19. We are also further enhancing our general cleaning practices with more frequent cleaning and sanitisation, throughout the day, of surfaces that are regularly used by many people such as door handles and finger plates, bannisters, the lift controls etc.

We are installing hand sanitiser dispensers in strategic locations throughout our buildings. Maintaining high levels of hygiene, including frequent hand washing, is an obligation for all of us and this is one area where we will rely on our clients to play their part.



Cycles and Showers

We expect cycling to work will increase and we will provide additional cycle spaces wherever we can.

Showers and drying rooms will be available for Client use. All Clients should store soiled items of clothing in closed plastic bags. These areas must be cleared every evening and any items left behind will be disposed of. ***These facilities will be cleaned daily but used at Clients' risk.***

Key changes to the operation of our buildings, continued...



Meeting Rooms

We have a range of meeting rooms, suitable for meetings of various numbers of attendees. Until further notice we would advise that meeting rooms be used at no more than ½ capacity. This will mean that you may be booking a meeting room which is twice the size you would normally require; however, we will reduce the meeting room charges accordingly. If you book a meeting room that accommodates 8 people, for a meeting of only 4 people, you will only be charged the rate for the smaller room. A number of our meeting rooms have bespoke AV equipment suitable for conducting remote meetings.



Fixed Desks, Hot Desks & Phone Booths

Fixed desks will be spaced out to observe social distancing as far as possible. Hot desk members will be allocated a specific desk for their exclusive use and membership will be limited subject to availability. Day memberships and the use of phone booths will be suspended for now until further notice.

Key changes to the operation of our buildings, continued...



Desk Dividers

Desk dividers have been sourced to provide clients with a physical barrier between adjacent desks if required. They are made from strong cardboard material, are easily installed and can be recycled when no longer needed after this pandemic. The price is reasonable and they come in two different sizes.



Client Viewings

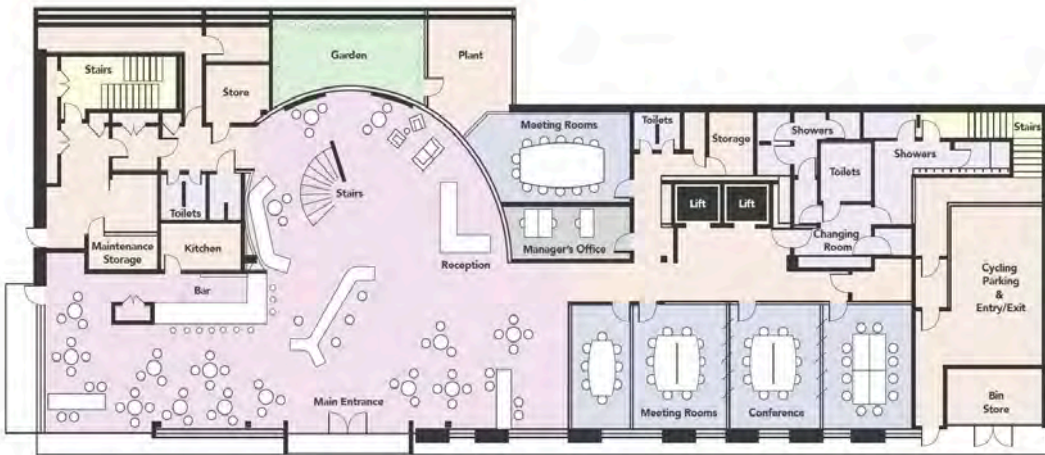
We initially suggest conducting viewings remotely with our virtual tours. Physical visits around our buildings are also possible, subject to appointment. Social distancing must be respected and we recommend that no more than two people view at any one time.

3. Reorganisation of the break-out and kitchen areas

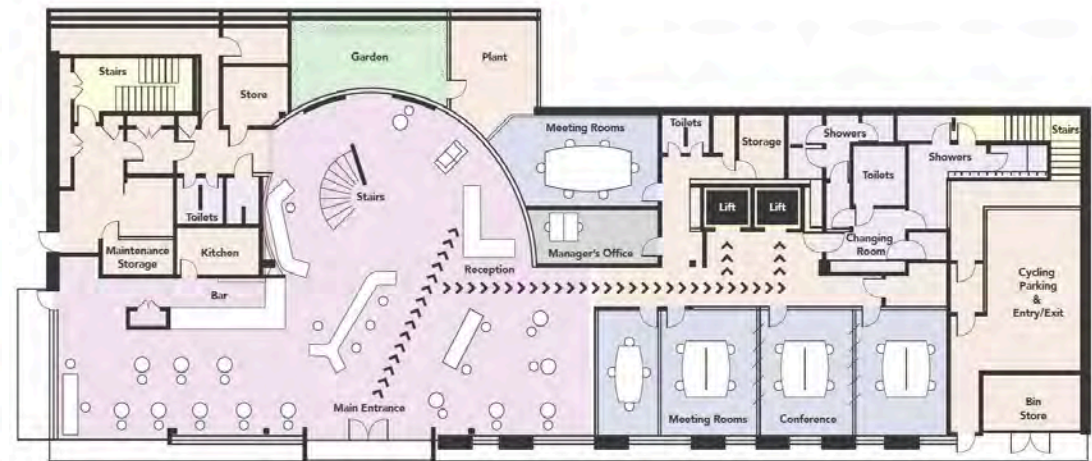
Tables and chairs will be re-arranged to maintain social distancing between tables in the breakout and kitchen areas. Guidelines will be displayed in the kitchens and bars to encourage good hygiene practice and social distancing as much as possible. Please be aware that hiring the Club Space has been suspended until government guidelines permit larger gatherings.

**The floorplan below is an illustration of the reorganisation of the furniture in the shared and breakout spaces.*

Us&Co Stratford Ground Floor BEFORE Covid-19



Us&Co Stratford Ground Floor AFTER Covid-19

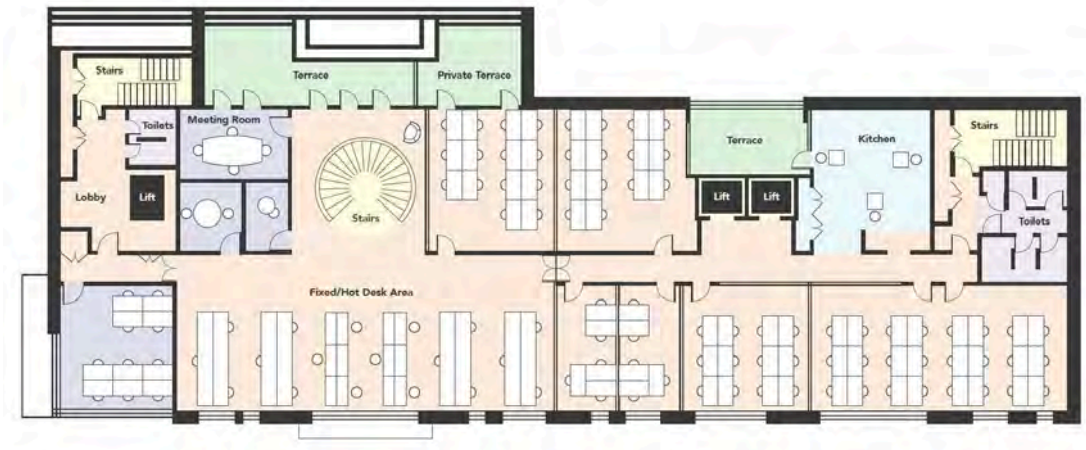


Reorganisation of the break-out and kitchen areas continued...

**The floorplan below is an illustration of the reorganisation of the furniture in the shared and breakout spaces.*

Us&Co Stratford First Floor BEFORE Covid-19

Us&Co Stratford First Floor AFTER Covid-19



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