

# COVID-19 Returning to Work Statement

## ARTESIAN USCO LTD

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Following the government's easing of restrictions from the 19<sup>th</sup> July 2021, we have considered these and feel that at least until the end of 2021 we will be retaining, as a voluntary measure, a lot of our existing COVID-19 procedures within the building and will be looking to clients, members, guests and staff to work with us to keep others safe during this period.

*This Guide is part of a wider Re-occupancy Plan which has been developed for each of the Us&Co offices and adapted according to the individual buildings.*

*To keep everyone safe and the building operating effectively we have consulted widely and considered what we are planning to do.*

*At its core is the need to observe, as far as reasonably possible, social distancing and a return to these offices by your workforce.*

*This document has been formulated over a long period and covers what we have learnt up to the 7<sup>th</sup> of October 2021*

*. We shall of course be reacting and adapting to meet changing government guidelines and will need to achieve this by working together through communication and understanding.*

*Our Teams will be constantly monitoring how these measures are maintaining the Health & Welfare of all staff, clients and visitors as more people return to our offices.*

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## **TRANSPORT**

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- Whilst the current government advice is to work from home wherever possible we understand that companies may be planning for some or all of their staff to return to their offices.
- For those choosing to travel by car there are parking facilities within easy reach of the offices and our team will be happy to offer help and advice if they can.
- **Cyclists**
  - Currently there are limited spaces available for the storage of cycles within the building so access will be on a 'first come first served' basis. We are actively investigating providing additional spaces depending on the level of demand that is likely to be experienced.

## **ENTRY, EXIT AND ACCESS TO THE OFFICES.**

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- **Contractors**
  - Should something occur needing to be carried out as a matter of urgency you may be asked to temporarily vacate the area to safeguard yourselves and the contractor should it be deemed necessary.
  - Us&Co are now proposing to carry out any planned maintenance within occupied offices normally within office hours and will try to co-ordinate these to avoid the least inconvenience however this may involve either early morning, late evenings or weekend visits however if it is not possible the works will need to be carried out during normal working hours. This will be co-ordinated by our Team as and when the need arises.

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## **RECEPTION AREAS**

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- Screens are in place for the protection of our reception staff.
- A thermal imaging device has been installed and we are recommending that it is used when entering the building.
- Guest/ Visitor signing in will be carried out by our reception staff. Please ensure that the information provided is clear and accurate.
- Guests / Visitors are to be collected from reception by a member of staff from the company that they are visiting and are to be escorted to and from their offices
- We are recommending that visitors wear face coverings when circulating in common/breakout areas and although it is a personal choice, we would sincerely hope that this would be followed. .
- Seating has still been restricted or removed depending on occupancy and usage although we anticipate all users will follow guidelines and make use of the seating available at the time. This will be reviewed by the Team weekly.

## **MEETING ROOMS**

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- We offer bookings for meeting rooms at 100% capacity. However, it is for the meeting organiser to decide on social distancing regarding the occupancy of the particular meeting rooms that they have booked. We can provide signs indicating how to manage social distancing.
- Sanitisers are available in each meeting room
- An effective and frequent cleaning regime remains in place

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## **SHARED KITCHEN / BREAK OUT AREAS**

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- Tables and chairs have still been re-arranged to provide for social distancing however this is to be reviewed weekly depending on the occupancy levels..
- An effective and frequent cleaning regime will be put in place to cover the extent of use of these areas.
- We provide hand washing soap in these areas and we are encouraging everyone to wash their hands before and after using these facilities.
- Advisory signage is installed to maintain social distancing and hygiene.

## **TOILETS AND SHOWERS**

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- We have commissioned the fogging of our common and breakout areas, including meeting rooms, 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.
- Soap and water hand washing facilities are provided, and we will be encouraging people to wash their hands before and after using these facilities.
- An effective and frequent cleaning regime is in place
- Showers and drying rooms will be available for Members use. All members should store soiled items of clothing in closed plastic bags. These areas must be cleared

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every evening and any items left behind will be disposed of. These facilities will be cleaned daily but used at Members risk

- Where possible extract and ventilation systems will be run 24/7.
- Advisory signage is still installed to indicate social distancing and hygiene.

## **LIFTS / CIRCULATION AREAS**

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- Stairs to be used where practical.
- When using the stairs please use landings etc as passing points where possible.
- The lifts will be restricted to 2 persons at any one time unless the group over the recommended limit using the lift agree to using it at the same time. Priority must always be given to those with physical disabilities or mobility issues..
- Please be considerate of each other if choosing to use the lifts and maintain social distancing by allowing people leaving the lifts to exit safely.
- We are asking people to only use the facilities provided on the floors where they are working and not to travel between floors if their facilities are occupied. Please be patient.
- Hand Sanitiser stations are still installed in strategic positions on each floor.
- Social distancing markers are still provided in strategic positions on each floor.
- When circulating within our buildings we still ask everyone to wear face coverings for their own and everyone else's safety. However, it is appreciated that it is an individual's choice to wear a face covering although we would ask that everyone will respect the wishes of others if you are asked to wear a face covering please do so. We will support those who wish to wear a face covering.

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## **AIR MANAGEMENT**

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- Each floor is served with its own Air Handling Units and therefore there is no risk of cross contamination between floors.
- The building's Air Conditioning system is also separated floor by floor and served by each floor's own external condenser.
- Volumes will be increased in accordance with REHVA (Federation of European Heating, Ventilation and Air Conditioning Associations) recommendations and no recirculation or heat recovery will be operated. This may result in a noticeable difference in the air flow experienced which is unavoidable.
- The system will be maintained at an increased level and all maintenance works will be carried out where possible to avoid any inconvenience although this may involve working during normal office hours which may involve cooperation to achieve this

## **DELIVERIES**

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- Where deliveries are necessary and unavoidable, we have allocated an area within our reception for these to be dropped. You will be asked to come and collect them as soon as possible and in any event before reception closes for the day.
- Any food deliveries must only be dropped off and collected from our Reception.

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## ***FIRE SAFETY***

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- Normal testing of the fire alarm system will continue weekly at the appointed time.
- Fire evacuation drills will be reinstated, and you will still be responsible for maintaining a fire marshal in the unlikely event of an alarm activation or a planned evacuation drill.
- The muster point will remain as allocated and whilst gathering around your own fire marshal is still imperative for us to establish that everyone is accounted for, please try to maintain some social distancing even during such an emergency.
- Planned fire alarm maintenance will now be carried out in the usual manner which may involve weekday working. You will be notified of any planned fire alarm activation in advance.

## ***SELF ISOLATION FOR SYMPTOMATIC INDIVIDUALS***

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- If anyone becomes unwell with any of the potential symptoms that may have been identified as indicators of possible Covid 19 infection including a new cough, high temperature, fatigue or a loss of or change to the sense of taste or smell they will be required to go home and advised to follow current government isolation guidance. If a member of your staff is advised to isolate in these circumstances, please do not let them attend the building.

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## **WHAT WE NEED FROM YOU**

**This document is only a guide and the details of how we need to work together at the building will only be achieved through communication and an understanding of how and when you intend to reoccupy your space. We would encourage you to make contact and share your plans and concerns with us as early as possible so that we can work on potential solutions together.**

## **THEN WHAT?**

**As staff and occupiers return to the workplace, we will regularly audit the effectiveness of our policies and procedures, and whether they are being adhered to.**

**Any changes will be made when deemed necessary or mandated by Government directives**