



Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- We have carried out a COVID-19 risk assessment.
- We have cleaning, handwashing and hygiene procedures in line with guidance.
- We have taken all reasonable steps to reduce transmission risk.
- We have taken all reasonable steps to maintain a 2m distance in the workspace.
- Where people cannot be 2m apart, we have done everything practical to manage transmission risk.

Signed: *Farrak Assi*

Date: 9 July 2020

Who to contact: Farrak Assi - Community Manager or your Company H&S Representative (or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

These Social Distancing House Rules are intended to meet current COVID Secure guidelines for offices to help prevent the spread of COVID-19. These rules will be dynamic and change as needed to protect all members for as long as is necessary.

General Social Distancing Principles

Members should keep a distance of 2m from each other when using the communal areas of Adapt. Within the Private Office spaces, employers can decide to operate a 2m distance or 1m with risk mitigation as determined by the employer's COVID risk assessment.

Members should make use of the Cleaning Kits throughout the Centre to wipe down work areas. Regular hand washing should be conducted with the use of hand gel as a supplemental measure.

Track and Trace

Member use of the Coworking space will be recorded by the Adapt App for the purpose of Track and Trace. Employers with Private Offices should ensure that they capture all relevant Track and Trace information for their employees. Please inform the Community Manager if the Track and Trace helpline has been contacted.

Entering Building 4

Members should comply with any rules put in place by the building management company when entering Building 4.

Personal Protective Equipment

Adapt is not a clinical environment and in line with the Government COVID secure guidelines, the use of PPE to protect from COVID-19 is not recommended. Members can use PPE or personal masks should they want to. Members should dispose of their PPE in the Centre bins.

Visitors

Visitors are discouraged from coming into Adapt. We encourage the use of technology for meetings to prevent the spread of COVID during this time. Members who need to bring a visitor into the Centre should speak to the Community Manager to plan this in advance.

Navigating the Centre

Members should navigate around the centre in a clockwise direction. Please follow the directional arrow markings and wait points identified on the floor. Common sense should always be used, waiting for others to pass before moving around the Centre where corridors may be tight.

Using the Kitchen Facilities

Members should only use the Adapt kitchen facilities if they have had permission from their employer to use their Adapt Private Office for the day or, if they have a booked Coworking space. Members who do not fit this description will be politely asked to leave.

The kitchen is the busiest area in Adapt so we are making temporary changes to ensure we make the best use of the space available. Crockery and cutlery has been temporarily removed to reduce the risk of transmission. Employers will inform members if they should bring in their own items to use, or if they have agreed that the Community Manager will allocate some for personal use. Members should move through the kitchen quickly and not use this as a place to congregate to ensure that a queue does not form. Members should wipe the coffee machine touch screen before and after use.

Using the Meeting Rooms

Meeting attendees should enter the meeting room and fill seats in a clockwise direction i.e. the first person taking the furthest seat from the door. The meeting rooms have advanced AV technology, which can be easily utilised for remote attendees and should be wiped down before use. Attendees should exit the meeting in a clockwise direction starting with the first seated. Meeting rooms will be subject to new maximum occupancy levels, which may change as Government advice changes. A new 15 minute clear down and air out time has been allocated between meeting room bookings.

Using the Coworking Area

Members can continue to use the seats in the Coworking Area. Stickers identify the available bookable seats where Members can work and still respect social distancing rules. Seat's must be pre-booked through the Adapt App, and Members should stick to the booked desk for the day. Members without a Coworking booking will be asked to leave Adapt and return when they have a booking.

Cleaning Your Coworking Space

Cleaning Kits are placed around the communal area along with single use Desk Mats. Please wipe down your selected Coworking Space prior to use and place a Desk Mat on the work surface. Please dispose of the Desk Mat when you are finished using the desk for the day.

Cleaning

The Centre has a detailed cleaning schedule in place to ensure that flooring, desks, shelving and kitchen areas remain clean, tidy and free from dust and dirt. Additional cleaning hours have been added to ensure the Centre maintains a high standard of cleaning.

Changes to Your Private Office

Private Office Customers are responsible for arranging and maintaining measures required to comply with the Government COVID Secure guidelines within your space. Your Community Manager is available to discuss recommendations that can help you deliver a safer environment for your employees.

Using the Centre Outside of Normal Business Hours

Members can access the Centre outside of normal business hours but must adhere to these guidelines.

Using the Showers and Toilet Facilities

The main building rules should be followed, when using any communal facilities.

Emergency Situations

There have been no changes to the emergency evacuation procedures, but Members should evacuate following social distancing guidelines where it is safe to do so. In the event of an evacuation, Members should exit in any direction towards their nearest emergency exit. The meeting point remains Point B at the rear of Car park 4, where members should stand in socially distanced rows where it is possible and safe to do so.