

ENGINE SHED

Covid-19 Building Safety Guide

Advice and guidance for building users

Welcome...

In this guide we'll set out the actions we've taking to ensure Engine Shed remains a safe place for all building users.

Adjustment

We've now made the building Covid Secure.

Observation

We will continue to monitor the effect of changes and listen to feedback.

Iteration

Continually adjust the changes to improve tenant and visitor experience

Social Distancing

Environment

- We've made changes to limit capacity and can facilitate social distancing in our meeting and event spaces
- Communal areas remain clear to allow more room for tenants to move around the building safely

Contact

- We've removed high touch items wherever possible
- Additional cleaning of high touch areas like door handles and bannisters, is carried out throughout the day

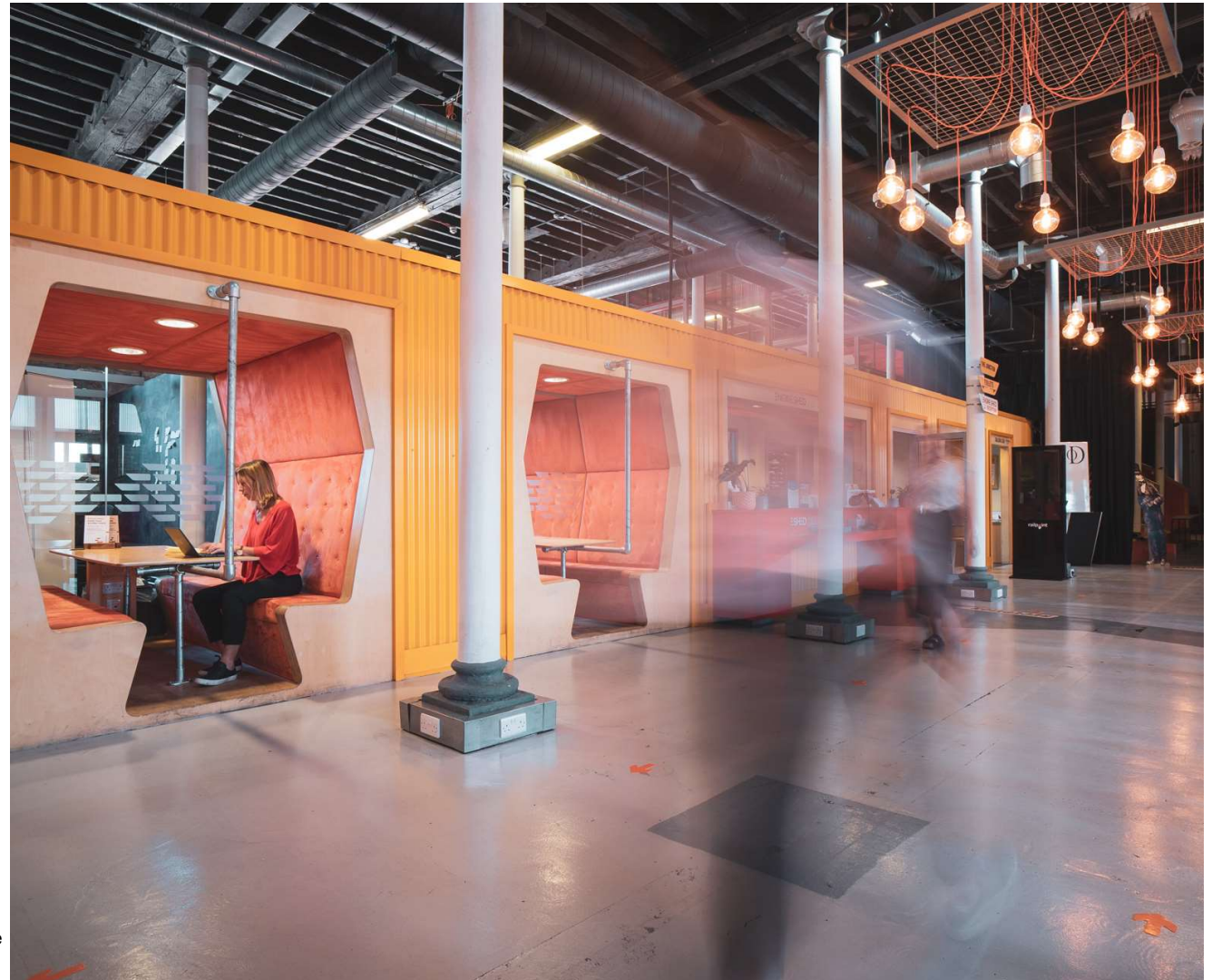
Cleaning

- We've installed additional hand sanitiser stations
- Cleaning wipes are provided in communal spaces

Traffic Flow

We are able to offer our meeting and event spaces at a socially distanced capacity when required.

The Member's Lounge is of a smaller capacity than before the pandemic. This is to allow sufficient space for building users to move through the building safely.



Capacity

Start times

We are encouraging residents to stagger the arrival and departure times of their teams. We will monitor occupation and facilitate to allow coordination between tenants.

Layout

We will assist tenants and room hirers with reviewing layouts and processes in their spaces as part of their individual Covid risk assessment.

Facilities

We will sign post hand sanitiser stations and provide additional antibacterial wipes in communal areas.

Visitors & Contact Tracing



Visitors

Engine Shed hosts will facilitate contactless sign in with all visitors at reception. Visitors must provide contact details to enable contact tracing.

The layouts in our meeting spaces can be adjusted to enable social distancing.

Face Coverings

We politely ask that when moving around the building you wear a face covering.

Prevention Measures



Symptoms

Please do not enter the building if you display any symptoms of Covid-19

Building users must inform the Engine Shed team of any suspected or confirmed cases as soon as possible to allow us to arrange appropriate cleaning of private and communal areas.



Masks

Evidence suggests that wearing a face covering may prevent others if you are infected but do not yet have symptoms.

Please wear a face covering when moving around the building. You can remove your mask once you are within your meeting space or seated at your workstation.



Personal Hygiene

Simple hygiene measures can help protect yourself and other building users.

Wash your hands frequently with soap and water for at least 20-30 seconds, and avoid touching your eyes, nose and mouth.

Building User Responsibilities

(Residents Only)

Complete a Risk Assessment

All employers have a duty to minimise risk in the workplace to the lowest practical level. All residents will be required to complete their own Covid-19 risk assessment before returning to work in the building.

Implement the Guidance

We can help you implement government guidance in your offices. This could be assisting with revised layout or implementing rotas.

Increase Sanitation

Residents must provide cleaning materials and ensure all workstations in use are wiped daily in addition to the Engine Shed cleaning regime.

Contact Tracing

All tenants must also log their visitor's contact details before arrival to assist with contact tracing in the event of a confirmed case of Covid-19.

ENGINE SHED




Here to Help

We must coordinate our efforts to plan and mitigate the risks of Covid-19. We will continue to work with you and make our plans and risk assessments public.

We are here to help so please contact the team if there is anything we can do to assist.

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