



Covid-19

Response Strategy Guide

working together to keep you safe





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Covid-19 Considerations

This document has been produced to provide details of Dean Clough Limited's COVID-19 building operational strategy and information relating to the common areas within the buildings; enabling our customers to consider this alongside individual risk assessments. Given the nature of the pandemic, we have implemented some changes within the buildings and these have been done in line with Government guidelines. We strongly recommend that each company, based on site, reviews these guidelines, carries out their own risk assessment and implements an approach to suit their individual business needs.

Returning to the Workplace

We've been working hard to get our buildings COVID-19 ready to welcome you back. We have made some changes to the way we work to keep you and our team protected as far as possible.



Our Approach

The way we have approached preparing the site for re-opening is as follows:

1. Research and Plan

We have undertaken a thorough and detailed research and planning process, which has included the following:

- Collating guidelines from official sources such as the Government, Public Health England and the Health and Safety Executive
- Carrying out a thorough risk assessment, identifying areas of risk
- Consulting with building occupiers
- Consulting with service providers

2. Implementation

Following the results of the planning stage we have then taken the subsequent actions:

- Briefing building occupiers
- Distributing documents to suppliers and building occupiers
- Implementing recommendations arising from the risk assessment

3. Monitor

In line with all guidelines, we will continue to monitor the situation and the measures in place and will review if required.

4. Review

If, subject to the monitoring process, we need to review our procedures then we will advise all parties of any changes or adaptations.





What to Expect when you Return

In line with Government guidelines, we have implemented the following new measures on site to facilitate social distancing.

Social Distancing Measures

Where possible, a 2m distance should be kept from others at all times. However, it should be noted that this may not be possible in all areas. Whilst we ask customers, staff and visitors to be mindful and considerate to others, unfortunately we cannot police individuals and have no enforcement powers.

Signage and Building Plans

In each of the multi-occupied buildings, we have installed social distancing signage throughout the common areas to help people navigate their way around. Plans showing the new one way systems, entrance and exit points and other features that have changed due to Covid-19, are available on our website at www.deanclough.com/work/covid19-advice. Please familiarise yourself with the plans for the building in which you are located. Public health notices are also located throughout each building.

Entering/Exiting the Buildings

We have, where possible, created single entry and exit points to the buildings and ask that you follow the signage on the doors. Please refer to the building plans on www.deanclough.com/work/covid19-advice, which show these routes.

Hand sanitisers have been placed at each entry and exit point. We ask all building users to use these when entering and exiting the buildings.

Staircases and Corridors

Once in the building, you will need to follow the one way systems. We have put signage in place to help you circulate through the corridors and staircases, in line with the one way systems that have been introduced.

At all times there should be a 2m distance between you and another person. Please be considerate of others using the staircases and corridors. When circulating through the corridors please keep to the left to allow other users to pass safely.

We urge each of our customers to read and circulate the Government guidance (see the links section at the bottom of this document), along with our advice for the building. We cannot monitor the common areas, therefore we rely on individuals to take a considerate and co-operative approach when using these spaces.



Lifts

Lifts should only be used by those people who are unable to manage the stairs. If you do have to use the lift, there should only be one person in it at any one time. Please maintain a 2m distance from those exiting the lifts.

Building Plans

To help people navigate around the buildings and to understand the new one way system we have created floor plans of each multi-occupied building, which are available on our website at:

www.deanclough.com/work/covid19-advice

Starting and Finishing Times

Please consider staggering your start and finish times, including break times, as this will help reduce the number of people circulating in the common areas at any one time.

Movement between Buildings

Where you have more than one office please restrict movement of personnel between those areas.

Common Kitchens

We recommend one user at a time in the common kitchens. We ask that you do not leave any crockery or cutlery lying around and where there is one, please use the dishwasher and load your own items into it. Our cleaning team will be helping to keep high touch areas like this sanitised.

WC's

Some urinals and washbasins have been taken out of service, where necessary, to ensure that social distancing can be achieved. Our WC's have antibacterial soap in the soap dispensers and public health notices are on display.





Cleaning and Sanitation

Cleaning Routines

The common areas within the buildings will be cleaned regularly. Cleaning teams are carrying out regular cleans of touch points, like handrails, door handles, lift buttons etc.

External Cleaning

High frequency touch points will be cleaned regularly e.g. pay machines, handrails, door handles and intercoms.

Hand Sanitiser

Keeping your hands clean is one of the most important things you can do to help stop the spread of COVID – 19. Please use the hand sanitisers as you enter and exit the buildings. Building occupiers should also provide hand sanitising stations, or gels, in their occupied areas.

Whilst our cleaning team routinely check and replenish soap and sanitising liquids, should this not be the case, please email maintenance@deanclough.com

Fire Evacuations

If a fire alarm is activated, you should leave the building using the same procedure as normal, as quickly as possible. The immediate risk of fire outweighs any risk of breaking social distancing guidelines. As per the fire evacuation procedures you should arrange for one of your team to report to our fire marshal that you've all evacuated safely. Once you are at the assembly point please stay 2m apart from others.





Managing External Parties

Visitors

Should it be necessary for you to have external visitors, they should be briefed on your own procedures and met at the entry point to the building, in which you are located, and escorted through to your offices.

Deliveries

To minimise exposure from external parties, deliveries to the building should be arranged and a representative from your company should meet them to take delivery. There will of course be exceptions to this, for example in the event of a large delivery that requires use of the lift.

When this occurs this will need to be managed to ensure social distancing measures are not compromised.

Our reception personnel have been instructed not to accept any deliveries. If you are not available to receive your delivery, entry will be refused and your delivery could be sent away.

Post

The Post Office is open for the collection and delivery of post. Please observe their social distancing measures.





What you can do to keep yourself and others Safe

Hand Hygiene

Regular hand washing for 20 seconds with soap and water is one of the most effective ways to stop the spread of COVID-19.

Symptom Awareness

The advice on self-isolation still stands. If you have a new and continuous cough or a high temperature, please stay at home for 14 days.

Face Coverings

The Government has encouraged the use of face coverings in shops, public transport and in any other space where social distancing isn't possible. It isn't mandatory though so it's down to personal choice.

Reporting of Confirmed Cases of Covid-19

If you have a confirmed case of COVID-19 by somebody who has been to site or is on site, please report this to our Health and Safety Manager
Odine.Sykes@deanclough.com

Cycling to Work

Cycling to work is a great way to support your physical and mental health and a way to avoid public transport. There are two bike stores at Dean Clough.

If you would like further information on these please email: info@deanclough.com where one of our team will be able to assist you.





Additional Information

Additional Coronavirus Information

We recommend that all businesses due to return to site ensure that they carry out their own risk assessment and review the appropriate guidance. Here are some links you might find useful:

www.gov.uk/coronavirus

www.gov.uk/guidance/working-safely-during-coronavirus-covid-19

www.hse.co.uk

www.nhs.uk

www.gov.uk/coronavirus/business-support

working together to keep you safe



Contact Us

We know these changes will take a bit of getting used to and might be inconvenient at times. Our team is here to help you and our priority is keeping everyone safe.

If you have any questions please contact Oline Sykes, Health and Safety Manager on:

odine.sykes@deanclough.com

Mobile: 07813 335487