

## Building Reoccupation Proposal for Social Distancing

### AO18/19 50 - 51 Park Place

#### Movement through the Building

Re. 50 PP - Access is only required to the following areas of this building:

Ground Floor- entrance corridor to stairs, 50/0.01 & 50/0.02 (toilets), 50/0.03,04,05,06,07,08 &09.

First Floor – access to kitchen and stairs only.

Second Floor – no access required.

Re. 51A PP - Access is only required to the following areas of this building:

Ground Floor- entrance corridor to stairs only and to include training room for restroom, ground floor kitchen and WC – access denied to first floor.

Re. 50 PP Access to second floor – access to 51/2.02, 51/2.02A (Ben Lewis's Office and associated PA office) , 51/2.03A & 51/2.04A (toilets) & 51/2.08 (kitchen).

No entry to all other areas, corridors and stairs to be maintained as managed two directional routes with priority given to upward / inward moving traffic as only limited numbers of staff will be using the buildings.

*(Note: It should be noted that current CU procedure dictates face coverings as a mandatory requirement when moving through and around all CU buildings, removal is optional when sat at your work-station/lab /desk or bench unless you are in a shared occupancy space).*

#### Entry (Normal Hours):

Entry to both 50& 51A &51 PP via existing Entrance / Exit doors on Park Place. Managed two-way system to be adopted with right of way to people exiting the building.

#### Exit (Normal Hours):

Exit from both 50 & 51A, 51 PP via existing Entrance / Exit doors on Park Place. Managed two-way system to be adopted with right of way to people exiting the building.

*(Note: Swipe Card Access Permissions may need to be reviewed by the Divisional Office in order to control access / egress arrangements. Existing doors need to be checked to ensure self-close devices are fitted and working to ensure the building remains secure).*

#### Entry & Exit (Out of Hours/Minimal Occupancy Levels)

All as above.

#### Lifts:

N/A

#### Toilet Facilities

Due to issues with maintaining social distancing, each multiple cubicle Ladies, Gents, Accessible toilet will be classed as one gender neutral toilet facility.

Locks will be fitted to each outer toilet facility door to secure the whole toilet facility for a single user.

**Cellular offices:**

Introduce social distancing measures by restricting to sole use, moving desks apart or fitting desks screens as appropriate.

**Water & Food Heating/Welfare Space:**

It is proposed that existing facilities for tea/ coffee making and food heating remain operational with social distancing measures being maintained at all times – single occupancy only.

**Deliveries:**

Porters and Couriers to deliver to the Main Reception point in 50/0.04 for internal sorting and Division distribution to Staff.

**Hand Sanitiser:**

Dispensers x2 to each entrance (One alcohol based, one non-alcohol-based side by side)  
Dispensers in all food/drink preparation areas.

All areas will have an even distribution of hand sanitising stations.

**Signage:**

Policy and operational use of building to include emergency evacuation procedure.  
Directional wall and floor signs to clearly show routes and permitted direction of travel.  
Floor hatching at pinch-points to remind users to social distance  
Queuing/social distance signs on floor at reception, toilet facilities, lifts, staff kitchens and outside main entrance.  
Printers: Queuing points at printers with code set to data protect/retrieve printing.

**Door Operation:**

The external main entrance and exit doors are all manual operation, it is not anticipated that any additional fire exits will be required to facilitate safe movement into, out of or around this building.

**General internal doors:** Hold open devices where appropriate and either foot operation to open or handle extension for use of a forearm device.

**Other Considerations:**

Face Coverings: Current procedure dictates face coverings as a mandatory requirement when moving through and around the building, removal is optional when sat at your workstation/lab /desk or bench unless you are in a shared occupancy space).

**Display Monitors:**

Could be used to display latest information and Covid -19 reminders such as the do's & don'ts (*Touch screens are not to be used*).

**Peak Access Periods:**

Start and end: Set staggered start & finish times where possible  
Lunch times: Encourage staggered lunch breaks.

**Staff with Mobility Issues:**

There are no lifts in this building currently so any such provisions should be arranged at Ground Floor or within an alternative venue.

**Note, for Information:**

Toilet facilities for employees

Staff 1-5 = 1 Toilet

Staff 6-25 = 2 Toilets

Staff 26-50 = 3 Toilets

Staff 51-75 = 4 Toilets

Staff 76-100 = 5 Toilets

Students/public 20 users = 1 Toilet.