**Building Reoccupation Proposal for Social Distancing**

**HEB Building, Maindy Road.**

**Movement through the Building**

We are proposing to introduce a one-way system of movement around each floor of the building to provide the users with the ability to maintain the required 2m social distancing by not having to return past other users.

**Entry & Exit:**

There are two main entrances to HEB. We are proposing to designate the door facing Maindy roadside as Entry Only and the other door on the end of the building facing Cubric will be designated as Exit Only. We have confirmed either door can be set for 24hr operation as required.

**Reception Desk:**

Reception area will require acrylic screens to all sides for segregation. These will be standing height screens and if a slot for passing items back & forth, such as keys is required, openings can be cut on site to meet the user’s individual requirements.

**Lecture Theatre:**

The lecture theatre has two entry points, where one will be designated as entry only and the other as exit only. Users will approach through the double doors off the main lobby area then enter through the first entry door on the left into the lecture theatre.

Users will depart from the far exit point and turn right along the internal corridor back into the main lobby area. Social distancing will need to be observed as you pass in and out of the double doors off the main lobby. However, we are proposing to introduce standing screens to assist with two-way travel in this area.

General capacity of lecture theatres is estimated at approx. 16%.

This may require closing off every other row and taking every few seats out of use to enable 2m social distancing to be achieved.

**Toilet Facilities:**

Multiple user toilet facilities are being made gender neutral and single user only, due to the difficulties of social distancing within the space. There will be a requirement to fit locks to all outer doors.

The main toilets on the ground floor are all along the same corridor, but we are proposing to create a short corridor within the seating area of the café for the entry and queuing point into the toilet facility. This will then enable users to exit via the toilet corridor out to the bottom of the main stairs without having to pass other users.

**Toilets to Upper Floors:**

The toilets will have to be reassigned to gender neutral and single user only.

There will only be one-way movement along the route outside the toilet facility but dependent on queuing issues we may have to introduce a screen in the corridor to allow for a queuing point.

**Routes by Floor:**

**Ground Floor:** From the ground floor there are several emergency exits that could serve as exit points from the building, but due to the security risk of doors remaining open we are proposing to route users back to the main exit point within the access controlled areas and open an additional exit point adjacent to the rear staircase on the Optom side of the building.

To aid the exit routes and maintain security we are proposing to open a new doorway from the staircase at the rear of the reception to the lobby area to take users internally to the main exit point on the ground floor level rather than straight out through the emergency exit, which will minimise the security risk of any intruder trying to gain entry this way.

There is a clinic area that has external access from the roadway between HEB and Optom that should be able to social distance, but the corridor to the consultation rooms will need to exit in to the HEB main lobby and out through the additional exit point adjacent to the rear stairs as mentioned above.

**1st ,2nd, 3rd Floors:** There are several staircases that serve the three floors but again due to the security risk we are proposing to route users up the main staircase to follow a one-way system around each floor to access all areas and exit from the two marked staircases back down to the ground floor to leave through the two exit points on either end of the building. (The staircase behind reception will require the creation of a doorway back into the lobby area at ground floor level)

There are several cellular offices on these floors and the layout of desks in the open plan areas can easily allow for a one-way route around the floor.

We could achieve a larger number of users with the addition of acrylic desk screens, so desks can remain closer together.

**4th Floor:** There is only one staircase and goods lifting serving this floor. Entry & exit is slightly more problematic as there is a dead-end on the corridor with a few rooms off. However, as this area is restricted with a minimal number of users at any one time there should already be a protocol in place to deal with any cross-contamination risks, which may suit a procedure for safe movement around this space.

**Staircases not marked as Exit Only:** There is a potential to use these staircases to move one-way between floors and mark as either up to identified floors or down to identified floors but not outside through the emergency exit or through any controlled research areas.

**Laboratories on all Levels:**

Acrylic screens could be used to create separate booths on laboratory benches. The screens can be fitted to the back of benches as well as in between each workstation to give all-round segregation whilst working on the bench.

**Movement within Laboratories:**

Procedures will require input to ensure social distancing measures are in place.

E.G. Only one user moves from any one lab bench at a time and users maintain social distancing as they move around the laboratory.

**Note:** Further guidance will be required as we could have individual booths along a bench. However, there is a potential issue if the user at the closed end of the bench moves out past the other users on the same bench, as this will encroach on the 2m ruling, unless other measures are acceptable, such as the wearing of face masks when moving around the space.

**Additional External Toilets (for compliance, dependent on user numbers, See Note at end of document):**

If additional facilities are required, we will need to check drainage runs, power and water supplies to decide on the most suitable position.

There is a potential to install external shared facilities for use by both HEB and Cubric

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

**(different requirement for employees and student/public)**

Water fountain/bottle filling points - All

Hot water points - Staff

Food heating points - Staff

Vending - TBC

Seating to consume food & drinks - Staff

To aid social distancing all the above could be within the Café area and additional seating could be in the main atrium area.

**Study Space:**

Currently discouraged to minimise users staying in the space but if a requirement we propose to limit numbers and move tables & chairs to provide the required 2m separation with possible floor marking around the furniture to discourage their movement.

**Staff Kitchens:** One user at a time with a queuing point and social distancing in the seating area.

**Meeting and Seminar Rooms:**

Procedure required for use of meeting and seminar rooms or reserve for over-flow office space/visitor use. (Would anticipate meetings would continue to be held virtually)

Capacity reduced to approx. 20%

**Deliveries:**

Porters bring deliveries through designated rear entry point. Install external phone/intercom for couriers. (Note there is an existing intercom on the rear roadway/gate access point)

**Hand Sanitiser:**

Dispensers x2 to front entrance (One alcohol based, one non-alcohol-based side by side)

Dispensers to entrance of lifts.

Dispensers in food/drink preparation areas.

All areas will have an even distribution of alcohol and non-alcohol based 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:**

External pass doors and revolving doors are automatic.

Corridor Door/ Fire Doors:  If required to minimise touch, fire doors can be fitted with fire alarm activated door-hold openers. (If not hard-wired, use Dorgard battery type holder)

Office, Meeting, Classroom Doors: Doors could be fitted with a device to avoid hand contact.  E.G foot operated or forearm operated door handles.

**General:**

Face masks: Could make face mask wearing mandatory when moving through the building or around the office/lab areas and removal is optional when sat at the workstation/lab bench.

**High Level Wall Mounted Display Monitors**

Could be used to display latest information and COVID19 reminders such as the do’s & don’ts

**Peak Access Periods:**

Start and end of day: Set staggered start & finish times where possible

Lunch times: Encourage staggered lunch breaks.

**Outside Normal Hours:**

Consider changes to door access outside of normal hours when reception is closed, and the number of users is lower. Entry and Exit to the building could be through the designated 24-hour door while still observing 2m social distancing.

**Staff with Mobility Issues:**

Designate space on ground floor for staff with mobility needs/PEEP’s to avoid use of stairs or lifts and mitigate against difficulties during fire evacuation.

**Lifts:**

Lifts will be signed to state if required for accessible access/movement of items, one user only, to discourage use to lower floors and fitted with external hand sanitiser to all floors.

**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.