

CORONAVIRUS ADVICE

The Venture Centre COVID19 BUILDING SAFETY INFORMATION

If you are showing coronavirus symptoms, please DO NOT ENTER the premises, please return home and follow the NHS guidelines.

Ventilation adjustments

Please use natural ventilation wherever possible, open windows etc. Fan coil or split units serving individual offices or rooms need no further adjustment. Supplement use with further natural ventilation wherever possible.

Fire Evacuation Procedures

You are not required to keep 2m apart if unsafe to do so (as advised by fire department) i.e. in an emergency evacuation situation, where fire is confirmed and observed. When at assembly point, keep as much distance as possible.



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We hope that this process of minimising the risk of catching Coronavirus will be a collaborative one. We are all sharing the same workspace and as such we have a responsibility to demonstrate care and consideration for all occupants of the building. Your assistance in both observing preventative measures and keeping the number of people on site as low as possible will be of great benefit to the common aim of keeping us all safe and well.

Hygiene Procedures

- Wash your hands regularly with soap and water, or use an alcohol-based hand sanitiser that are wall mounted near to entrance/ exit doors
- Cough or sneeze into a tissue, and throw into a bin. Wash your hands afterwards. If you don't have a tissue, use your elbow. Wash your hands.
- Avoid touching your face, nose, mouth or eyes, as this can lead you to contract the virus, if you have picked it up from a surface.



We are intensifying cleaning of touchpoints but recommend before use of shared items, users sanitise touchpoints with anti-bacterial wipes or use gloves.

Social Distancing

- Maintain physical distance (2m/6ft) from other people – COVID-19 is mainly spread through respiratory droplets expelled by someone who is coughing or has other symptoms such as fever or tiredness. Maintaining this distance minimises the chances of someone else picking up these droplets
- Keep to the left of the corridor.

Guidelines within the Building

- We are intensifying cleaning of common areas and touchpoints but recommend before using shared items, users sanitise touchpoints with anti-bacterial wipe.
- Sanitising station: sanitising stations will be situated at entrance/exits of buildings.
- We recommend that face masks are worn in public places – common areas.

Reception:

- Social Distance – Keep 2m distance from reception desk
- Please do not enter UWSP staff areas or go behind reception
- Reception will not be signing in visitors/contractors. Prior notice, if possible, to be given by tenant companies of arrival of visitors/contractors to receptionist who will enter details electronically. Encourage visitors/contractors to pre-book in via Tenant company. Company to advise receptionist
- Avoid waiting times – prompt collection of visitors by Tenant please
- Deliveries and post will not be signed for – prompt collection of deliveries please

Photocopier:

- Please wipe down touchpoints before each use with anti-bacterial wipes supplied.

Corridors:

- Keep left, Keep moving – do not stop to take a call or have a conversation in walkways.
- Social Distance – Keep 2m distance from person in front.

Showers:

- Clear of personal items.
- Only one person allowed at a time.

Staircases and Stairwells:

- Social Distance – Keep 2m distance from person in front. Keep to the left.

Toilets:

- Social Distancing – 1 person to use at a time. Disabled toilets may be used.
- Hand dryers are out of use and have been replaced with hand towels, bin it!
- Close toilet lid before flushing.

Conservatory:

- Social Distance – Keep 2m distance from other people. Do not use seats marked with hazard tape.
- Please sit only two to a table in order to maintain social distancing.
- Please leave windows and vents in open position to increase natural ventilation.

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