

### Conservatory:

- Social Distance -Keep 2m distance from other people. 'Stand here' footprints at 2m for waiting to exit conservatory doors to garden.
- Encourage users to sanitise touchpoints with anti-bacterial wipe before use.
- If cutlery or crockery is used it MUST be thoroughly washed by the individual user and put away or removed from area and rubbish disposed of.

### Conference Rooms:

- Conference Rooms may still be used if required.
- Social Distance -Keep 2m distance from other people.
- Users should sanitise touchpoints with anti-bacterial wipe before use.
- Use hand sanitising gel provided.
- Coffee Machine- users to sanitise touchpoints with anti-bacterial wipe before use.
- Bring your own peripherals and pens.
- If cutlery or crockery is used it MUST be thoroughly washed by the individual user and put away or removed from area and rubbish disposed of.

### Ventilation adjustments

WIC HVAC system checked with contractor- No adjustment required. No air con in the toilets only air extraction. WIC has a ducted fan coil and cassette fan coil system, these do not circulate around the whole building they are only recirculating around that particular room.

### Fire Evacuation Procedures

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



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# CORONAVIRUS ADVICE

WARWICK  
INNOVATION  
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.**



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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. Marked with arrows.

## Guidelines within the Building

- We are intensifying cleaning of touchpoints but recommend before using shared items, users sanitise touchpoints with anti-bacterial wipe.
- **Sanitising station:** 6 additional sanitising stations will be situated in high traffic areas i.e. near to kitchen and bathrooms and Post/Photocopier area and in the conservatory.
- To be supplied: Anti- bacterial hand gel, single use cloths and Antibacterial surface wipes. Tissues and wipes are to be disposed of in the double lined waste bin. Clear signs for use and to dispose the cloth after each use.
- We recommend that face masks are worn in public places – landlord common areas.

## Reception:

- Social Distance -Keep 2m distance from reception desk
- Please do not enter Centre Manager and Administrators Office 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.

## Lifts:

- One person only.

## Lift lobbies:

- 'Stand here' footprints at 2m for waiting.

## Showers:

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

## Kitchens:

- Social Distancing – One person to use at a time.
- Please wipe down touchpoints with anti-bacterial wipe before use.
- If cutlery or crockery is used it MUST be thoroughly washed by the individual user and put away or removed from area.

## Staircases and Stair wells

- Social Distance -Keep 2m distance from person in front. Keep to the left. 'Stand here' footprints at 2m for waiting.
- One way at top of stairs in Phase 1 &2

## Toilets:

- Social Distancing – 1 person to use at a time. Toilet in use- User to turn lock on exterior door to show in use. Disabled toilets can be used.
- Hand dryers are out of use (fuse switch) and have been replaced with hand towels, bin it!
- Close toilet lid before flushing.

## Walkways/ Bridge/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.

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