

**Social Distancing Guidance for
SARS-CoV-2 (Covid-19)
for all users of
University of Wolverhampton Science Park**

GENERAL

No one should enter the site if they are showing signs / symptoms of coronavirus Covid-19. The most important symptoms are a recent onset of any of the following, please refer to www.gov.uk for latest information:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell

If any staff member, tenant or visitor develops symptoms of Covid-19 after recently being on site they should self-isolate immediately, follow the Governments advice on obtaining a test and contact the Science Park to advise details so we can assess the situation.

Wash hands regularly for a minimum of 20 seconds a time. Use hand sanitiser provided throughout the buildings.

These measures provide an approach to meeting obligations of Sections 3 and 4 of the Health & Safety at Work Act 1974, for both tenants and the Science Park respectively. As such ALL users of the facilities must endeavour to comply with the changes and respect the space and concerns of other users of the buildings.

All tenants returning to site will be expected to confirm their adherence to these guidelines and that they have taken adequate precautions within their own defined areas for the protection of their employees, Science Park staff and visitors.

If you have any feedback please forward to questions@wolverhamptonsp.co.uk

CAR PARKING AND ARRIVAL AT SITE

When arriving at site all staff, tenants and visitors are encouraged to:

- Park leaving a parking space between cars if possible
- Not to exit your vehicle at the same time as an adjacent vehicle
- Adhere to 2 m social distancing whilst traversing the car parks

ACCESS TO AND EGRESS FROM BUILDINGS

Each building will have a separate entrance and exit. These are shown on separate plans provided and available electronically at:

TECHNOLOGY CENTRE GROUND FLOOR

TECHNOLOGY CENTRE FIRST FLOOR

CREATIVE INDUSTRIES CENTRE

SCIENCE CENTRE

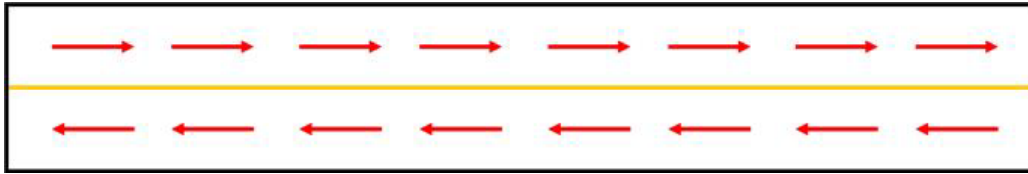
All entrance points to buildings will display signage to remind staff, tenants and visitors of the social distancing that is expected to be adhered to.

Hand sanitiser stations have been made available at all main entrances, exits and corridor entrances – please ensure you sanitise hands at all times.

All visitors **must** have their details recorded at reception so we can assist the Government in any Track and Trace activity that may be required.

CORRIDORS/STAIRCASES/LIFTS

Where possible a “one way” system has been created using existing staircases and fire exits. These are displayed on the plans provided for each building. In areas where a one way system is not possible or not 2 m wide, the areas will be marked up to create two lanes and keep left signage will be displayed.



Where corridors do not have electrical fire door retainers to keep internal corridor doors open under normal operating conditions, staff, tenants and visitors are reminded to use the vision panels in doors to check that corridors are clear for use. Users are advised to turn and face left towards the wall should a passing in a corridor occur.

Where electrical fire door retainers are fitted, the internal corridor doors will remain open under normal operating conditions in order to minimise potential touch points.

Signage will be placed at regular intervals along corridors, reminding staff, tenants and visitors to maintain a distance of at least 2 m from others. In sections of corridors where queues are likely to form (e.g. outside kitchen areas, toilets etc.), corridors will be marked at 2m intervals to ensure social distancing is maintained whilst queueing.

LIFTS

The use of lifts in buildings is to be avoided where possible. This is to both minimise the risk of contracting the virus from airborne respiratory droplets remaining in a small enclosed space and to minimise the potential for prolonged containment in the event of breakdown, due to uncertain response times from the support company. Lift usage will only be allowed for:

- Disabled users (with a chaperone)
- Transport of large / heavy / hazardous materials where transport on stairways would not be possible or safe.

The use of a face covering in the lift is strongly recommended along with washing of hands / use of sanitiser before and after use.

RECEPTION

All reception desks will be fitted with a protective screen and relevant floor signage showing 2 m distancing. Within these areas appropriate queuing arrangements will be displayed. All tenants will be encouraged to meet visitors in reception areas to avoid cross contamination of meeting rooms and offices. Where this is not possible staff, tenants and visitors are encouraged to sanitise hands and furniture/equipment they come into contact with before and after use with the cleaning kits supplied.

High contact areas will be subject to increased cleaning at least 3 times a day.

Cleaning equipment will be provided by each key press and it is encouraged that tenants clean the keypress before and after use.

COMMUNAL AREAS

All communal seating has been removed and replaced with individual seating whilst incorporating social distancing measures. This has reduced overall seating capacity in communal areas.

COMMUNAL KITCHENS

To ensure social distancing measures are adhered to, all kitchens will be 'one out, one in', with no more than one person being in the area at any time. Cleaning kits are provided and all surfaces should be wiped down before and after use.

It is highly recommended that communal cutlery / mugs etc. should not be used, and personal ones should be taken home to be washed, not left in communal areas.

TOILET FACILITIES

All communal toilets will be on a 'one out, one in' system with no more than one person being in the room at any time. Users are asked to use a 'knock and call' system. If there is no response then it is safe to enter. A safe 2 m waiting area will be marked outside the toilet.

People with disabilities should still use the disabled toilet as usual. People who are hard of hearing should use the disabled toilet too as they may not be able to participate in the 'knock and call' system.

Signs are fixed internally to remind staff, tenants and visitors of good hand washing practice. Paper towels are provided and should be used to turn taps on and off where they are not automatic.

All waste paper towels should be deposited in the pedal operated bins provided.

GENERAL CLEANING

Cleaning of offices will be maintained as per tenants licence agreements.

Increased cleaning of high touch points areas (e.g. door handles, exit push buttons, staircase handrails, etc.) will be implemented, to a minimum of 3 times a day. All tenants will be issued with a cleaning kit for their individual office to allow wiping down of desks, hard surfaces, keyboards, etc. It is encouraged to clean such high touch point areas at the start and end of the day. The kits will be replenished as and when necessary by the Science Park, request a top-up via your local reception area.

Waste from waste bins will be emptied daily. However tenants will need to leave any such waste that needs to be disposed of, in the corridor outside their office upon exit at the end of the day. The plastic bag liner should be removed from the waste bin by the tenant, tied firmly shut and placed in a safe location in the corridor adjacent to the office. Wash / sanitise hands immediately afterwards.

POST AND PARCELS

All parcels and post will continue to be delivered to the Technology Centre reception for collection by tenants. When the capacity of the post room is nearing its limit, some parcels will be delivered to tenant's offices to create the required spare capacity within the post room again.

As the Government advises a date for general return to work we will look to return postal services back to individual buildings.

MEETING ROOMS

All meeting rooms will have reduced capacity to adhere to social distancing requirements. Cleaning kits will be provided in each meeting room and we request that all surfaces, chairs, touch points are wiped before and after use. Fabric chairs have temporarily been replaced with plastic to enable a more thorough clean.

Tenants using meeting rooms **must** keep a detailed list of all users in each meeting to aid with Government Track & Trace procedures in the event of a user being diagnosed with Covid-19.

CATERING

Initially our catering facilities will remain closed for the provision of refreshments, although the areas will remain open for tenants to consume food in a socially distanced manner away from their office areas.

Vending machines will remain in use and users are advised to wash hands thoroughly / sanitise before and after use of the machines.