



ENGINE SHED

Covid-19 Building Safety Guide

Advice and guidance for building users

Welcome...

In this guide we'll set out the actions we've taking to ensure Engine Shed remains a safe place for all building users.

Adjustment

We've now made the building Covid Secure.

Observation

We will continue to monitor the effect of changes and listen to feedback.

Iteration

Continually adjust the changes to improve tenant and visitor experience

Social Distancing

Environment

- We've made changes to limit capacity and facilitate social distancing
- Communal areas have been cleared of furniture to allow more room for tenants to move around the building safely
- A one way system is in place wherever possible to allow safe movement

Contact

- We've removed high touch items wherever possible
- Additional cleaning of high touch areas is carried out throughout the day
- Cleaning wipes are provided in communal spaces such as kitchens

Cleaning

- We've installed additional hand sanitiser stations
- User numbers are limited for areas such as toilets, showers and kitchens to allow social distancing to be observed

Traffic Flow

We've introduced a one way flow in some areas of the building and have installed directional floor markings

Lift capacity has been reduced and we have limited the capacity in the Member's Lounge to allow sufficient space for building users to move through the building safely



Capacity

Start times

We are encouraging residents to stagger the arrival and departure times of their teams. We will monitor occupation and facilitate to allow coordination between tenants.

Layout

We will assist tenants with reviewing layouts and processes in their spaces as part of their individual Covid risk assessment. Consider working from home or using a rota to ease congestion

Facilities

We will sign post hand sanitiser stations and hand washing facilities and provide additional antibacterial wipes in communal areas such as kitchens

Visitors & Contact Tracing



Visitors

Engine Shed hosts will facilitate contactless sign in with all visitors at reception. Visitors must provide contact details to enable contact tracing.

The layouts in our meeting spaces have been adjusted to enable social distancing of at least 1.5m apart.

Contact Tracing

We will inform all building users if anyone visiting our spaces is confirmed as having Covid-19.

We will record details of visitors and contractors to allow contact tracing to be carried out in the event any confirmed cases.

Prevention Measures



Self Isolation

If you or anyone in your household develops symptoms, you must isolate in accordance with the latest government guidance.

Building users must inform the Engine Shed team of any suspected or confirmed cases as soon as possible to allow us to arrange appropriate cleaning of private and communal areas.



Masks

Evidence suggests that wearing a face covering may prevent others if you are infected but do not yet have symptoms.

Face coverings in the workplace are optional but if you choose to wear one, ensure they are used correctly, and you wash your hands before putting them on or removing them.



Personal Hygiene

Simple hygiene measures can help protect yourself and other building users.

Wash your hands frequently with soap and water for at least 20-30 seconds, and avoid touching your eyes, nose and mouth.

Building User Responsibilities

(Residents Only)

Complete a Risk Assessment

All employers have a duty to minimise risk in the workplace to the lowest practical level. All residents will be required to complete their own Covid-19 risk assessment before returning to work in the building.

Implement the Guidance

We can help you implement government guidance in your offices. This could be assisting with revised layout or implementing rotas.

Increase Sanitation

Residents must provide cleaning materials and ensure all workstations in use are wiped daily in addition to the Engine Shed cleaning regime.

Contact Tracing

All tenants must also log their visitor's contact details before arrival to assist with contact tracing in the event of a confirmed case of Covid-19.



Here to Help

We must coordinate our efforts to plan and mitigate the risks of Covid-19. We will continue to work with you and make our plans and risk assessments public.

We are here to help so please contact the team if there is anything we can do to assist.

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