

## Returning to the workplace -66 Buckingham Gate

This document aims to provide all necessary information for tenants with regards to changes we have made to day to day operations at 66 Buckingham Gate to help keep all our tenants, as well as our maintenance/contractor teams safe during the Covid-19 pandemic. The actions have been implemented to ensure that we are working in line with Government advice and that the areas in Landlord control are COVID-19 safe.

The below areas are key areas reviewed

- Review of the M&E to optimise air circulation
- Social distancing measures including visual cues and visitor/delivery management
- Provision of hand washing and sanitising facilities, as well as reducing touchpoints
- An enhanced cleaning has been put into place

We ask that you read this document carefully, as it will provide answers to questions your colleagues may have about the measures in place which they will need to be aware of when returning to the building. It is anticipated that the building will reoccupy on a phased basis with the percentage of personnel onsite increasing over time, and it will be necessary for these measures to evolve as occupancy increases. Occupiers should note that any attendance at the building should be in line with their own company policy with regards to the Covid-19 pandemic, and in accordance with what the government guidance is at any given time.

## We have missed you, and we look forward to welcoming you back.

Your plans

- Communication and collaboration with all our tenants is critical to ensure that we fully understand your needs and expectations regarding your return to work strategy. We want to assist and support you where we can in these challenging times. We appreciate you may still be reviewing your plans and this will be evolving as we progress, but please keep us informed about any forthcoming changes in your requirements and their evolution –this will help us to adapt our building services accordingly.

Building procedure updates

- We have included updates in this guide regarding a number of building procedures. Guidance and support will continue to be available to assist in managing social distancing and other measures implemented within the building. We will keep you updated on any further changes regarding to these measures.

Implementation of social distancing measures

- Whilst 66 Buckingham Gate is implementing various signage for social distancing through the building, we obviously also need your support and assistance to ensure that your staff will be aware of all building measures implemented and respect these changes in our procedures.

#### Help within your demise

- We are able to provide support and assistance within your demise should it be necessary and within office hours where possible.

#### Attending 66 Buckingham Gate

- As the government guidance remains that anyone with a high temperature or other symptoms of the virus should self-isolate, social responsibility dictates that no one with a temperature should be coming into the building. We ask everybody to observe this firmly. Anyone with a raised temperature will be advised not to enter the building, although any exclusion policy is agreed with each tenant of the building.

Signage will be in place at the entrance as guidance and is our expectation that each tenant will have a similar policy in place.

#### Fire Evacuation Procedures

- At this time, planned fire evacuation drills have been suspended in order to avoid deliberately creating a situation where social distancing would be difficult to maintain.
- If a real fire evacuation were to occur, then the preservation of life would take precedence as coming to harm due to fire would present a greater immediate risk than contracting Covid-19.
- The government guidance for anyone with symptoms to self-isolate for 7-14 days remain in place for the foreseeable future, therefore social responsibility dictates that occupiers should not be at work if there is risk that they are carrying the virus.
- During an unplanned evacuation all building evacuation staircases should be used as directed by the fire exit signage and we recommend that occupiers disperse away from the building rather than going to the assembly point, with lead fire wardens only attending the assembly point so that they can be informed when it is safe to return to the building.
- To ensure the safety of you, your visitors and our staff, we have adopted new hygiene and social distancing measures and you will notice new signage around the building with key messages:
- 66 Buckingham Gate has enhanced its cleaning regime to all touch points throughout the communal areas to compliment the regular cleaning of all key touch points.
- You'll spot a lot of visual cues to ensure everybody is maintaining a 2-metre distance between each other. Perspex screening has been implemented in the reception area, signing in sheets will not be available however the Building

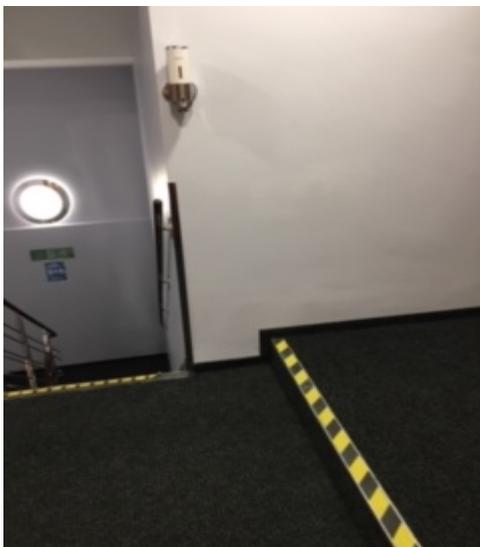
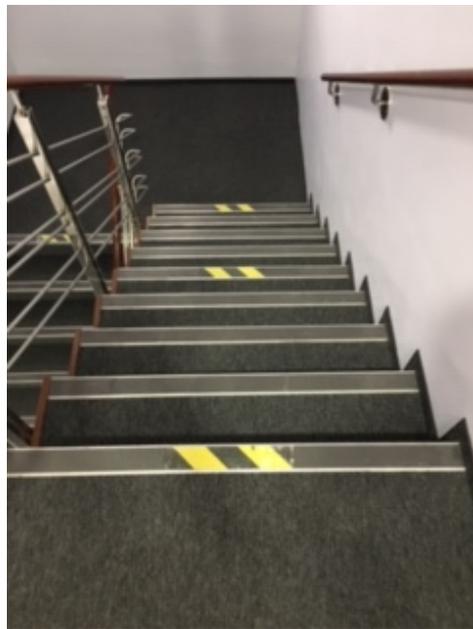
Manager and security staff will announce the arrival of your clients and guests if required.

- Our maintenance/contractor teams are following a strict personal hygiene regime including regularly washing hands, using hand sanitiser, the use of disposable gloves and face coverings.
- To ensure a consistent tone is adopted to signage throughout 66 Buckingham Gate communal areas, we are devising signage and floor graphics to provide advice on:
  - COVID -19 general awareness
  - Social distancing

#### Use of lifts & staircases

- The below images are final versions and will be uniformed to ensure a consistent approach. We are encouraging our tenants to align with these messages to provide familiarity to all building users.







A COVID-19 risk assessment has been completed and presented on the reception desk.

### Building Re-occupation Preparations

As part of the building reoccupation preparations, we have been working closely with our maintenance/contract engineers reviewing their readiness for return to work.

#### Lifts & Stairs

- The use of lifts present significant challenges, however in order for us to implement the safest option during the COVID-19 pandemic we encourage the use of stairs for short travel to floors. If using the lift cars we recommend only one person in the lift at any one time.
- Hand sanitisation stations have been provided on each section of the main staircase
- Increase the cleaning regime on surfaces in lifts, lift landings (tenant to arrange) main stairwell and on escalators
- Advise passengers to ensure they wash their hands thoroughly following the use of lifts and escalators
- Take measures to avoid direct contact with lift buttons and surfaces with bare skin.

### WELCOME BACK

- Maintain social distancing in lift lobbies and consider identifying demarcations on floors in areas with a non-slip material
- Provide marshalling for peak times to assist with peak passenger flow or as footfall requires
- Reprogramming of lifts to only serve allocated or assigned floors and to segregate entry and exit where possible -4<sup>th</sup> and 5<sup>th</sup> floors not currently in use.

The following has been implemented at 66 Buckingham Gate:

- All 66 Buckingham Gate contract maintenance teams are using face masks and gloves as and when needed
- Perspex distancing screens have been provided at reception
- Hand sanitising stations have been provided throughout the main staircase and ground floor reception.

Covid19 Secure risk assessments will be carried out fortnightly.

## 66 Buckingham Gate, London SW1E 6AU

### Risk Assessment Certificate COVID-19 Secure in 2020

As managing agent for 66 Buckingham Gate we confirm that we have complied with the governments' guidance on managing the risk of COVID-19 keeping the safety and wellbeing of all Building Users at the forefront of our operations.

- We have carried out a COVID-19 risk assessment and shared the results with the tenants and maintenance/contractor teams within 66 Buckingham Gate
- We have regular enhanced cleaning regimes in place that cover all regularly touched surfaces.
- All members of the building maintenance team and contractors observe handwashing and hygiene procedures in line with guidance.
- We have taken all reasonable steps to communicate with and assist our tenants to implement their own COVID-19 controls.
- We have taken all reasonable steps to maintain a 2m distance in the common areas and also within our staff areas.
- Where people cannot be 2m apart, we have done everything practical to manage transmission risk.

Signed:

Date:

Alexander Reece Thomson

03/07/20

Art Surveyors