



ONE
EIGHTY
PICCADILLY

Social Distancing House Rules

Updated January 2021

These Social Distancing House Rules are intended to meet current COVID Secure guidelines for offices to help prevent the spread of COVID-19.

These rules will be dynamic and change as needed to protect all members for as long as is necessary.

General Social Distancing Principles

Members should keep a distance of 2m from each other when using the communal areas of OneEighty. Within the Private Office spaces, employers can decide to operate a 2m distance or 1m with risk mitigation as determined by the employer's COVID risk assessment.

Members should make use of the cleaning kits throughout OneEighty to wipe down work areas. Regular hand washing should be conducted with the use of hand gel as a supplemental measure.

Track and Trace

Employers with Private Offices should ensure that they capture all relevant Track and Trace information for their employees. Guests should be signed in at the OneEighty reception on the 2nd floor, to ensure they are tracked and traced. Please inform the Community Team if the Track and Trace helpline has been in contact with you.

Entering the Main Building

Members should comply with any rules put in place by the building management company when entering the main building.

Personal Protective Equipment

Members should wear a protective mask when in the communal areas of the building unless they are medically exempt. Within Private offices members should follow the advice from your employer's risk assessment.

Visitors

Visitors are discouraged from coming into OneEighty. We encourage the use of technology for meetings to prevent the spread of COVID during this time. Members who need to bring a visitor into OneEighty should speak to the Community Team to plan this in advance.

Navigating OneEighty

Members should navigate around OneEighty in a clockwise direction. Please follow the directional arrow markings and wait points identified on the floor. Common sense should always be used, waiting for others to pass before moving around OneEighty where corridors may be tight.

Using the Kitchen Facilities

Members should only use the OneEighty kitchen facilities if they have had permission from their employer to use their OneEighty Private Office for the day.

The kitchen is the busiest area in OneEighty so we are making temporary changes to ensure we make the best use of the space available. Members should move through the kitchen quickly and not use this as a place to congregate to ensure that a queue does not form.

Using the Meeting Rooms

Meeting attendees should enter the meeting room and fill seats in a clockwise direction i.e. the first person taking the furthest seat from the door. The meeting rooms have AV technology, which can be easily utilised for remote attendees and should be wiped down before use. Attendees should exit the meeting in a clockwise direction starting with the first seated. Meeting rooms will be subject to new maximum occupancy levels, which may change as Government advice changes. A new 15 minute clear down and air out time has been allocated between meeting room bookings.

Cleaning

OneEighty has a detailed cleaning schedule in place to ensure that flooring, desks, shelving and kitchen areas remain clean, tidy and free from dust and dirt.

Changes to Your Private Office

Private Office Customers are responsible for arranging and maintaining measures required to comply with the Government COVID Secure guidelines within your space. Your Community Team is available to discuss recommendations that can help you deliver a safer environment for your employees.

Using the OneEighty Outside of Normal Business Hours

Members can access OneEighty outside of normal business hours but must adhere to these guidelines.

Using the Showers and Toilet Facilities

The main building rules should be followed, when using any communal facilities.

Emergency Situations

There have been no changes to the emergency evacuation procedures, but Members should evacuate following social distancing guidelines where it is safe to do so. In the event of an evacuation, Members should exit in any direction towards their nearest emergency exit.

If you have any questions regarding the information in this document please contact your OneEighty Customer Service Team on hello@oneeightyoffices.co.uk