



Reopening The Vassall Centre safely during coronavirus (COVID-19)

This report is the findings of VC Conferences Ltd risk assessment as to how it is progressing with adapting the business and its property, The Vassall Centre, during the Covid-19 pandemic. All employees and stakeholders who use the centre can contribute to the risk assessment to ensure we are as Covid secure as possible.

The building has remained open on a 24/7 basis for tenants who have their own keys. We are also opening the the gates and automatic doors so that employees, tenants and their visitors can access the property without a key from 0845-1645 Monday to Thursday and 0845-1600 on a Friday or when we have a pre booked event in a conference or meeting room by a customer of our Conference business.

It is for other users of the Vassall Centre, such as tenants or organisers of meetings, to make their own risk assessment for their employees, visitors and contractors.

These findings to be displayed in the Reception area and to be published on our website on 30 June and to be reviewed regularly and at least at the end of each calendar month.

Who should be working for VC Conferences at the Vassall Centre?

Only essential employees and people who cannot work from home should be on site.

Clinically extremely vulnerable people

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-is-clinically-extremely-vulnerable>

Or

Vulnerable people

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

should always work from home

Keeping Employees Safe

To keep employees safe we are to:

- minimise the number of people working in our offices and other places of work
- ensure on-site employees to be trained so that they can spot Covid-19 symptoms
 - Use this guide (<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>)

We are asking employees to:

- quarantine immediately if they have symptoms (<https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/staying-at-home-if-you-or-someone-you-live-with-has-coronavirussymptoms/>)
 - Advise their manager via phone or email they are quarantining
- advise a manager if they consider someone else to have symptoms
 - Note: if it is a visitor or a staff member of a tenant then we shall inform the tenant or person in question. VC Conferences Ltd has no legal authority to tell anyone outside our company that they have to isolate or quarantine

To support employees working remotely we are providing:

- the right equipment for people to work from home
- tools to keep remote and on-site employees connected
- send updates to employees when the situation changes
- systems to make sure disabled workers can do their work from home

How are we ensuring social distancing in our offices, workplaces and in the communal areas of the Vassall Centre?

As a company

We are taking actions so that:

- staff can stay 2 metres apart from others
 - where this is not possible then applying 1+ metre rules
- we keep the number of people in offices and space we work in to a minimum

We are asking that:

- everyone at the Vassall Centre wash hands and clean surfaces regularly
- in an emergency where Covid-19 exposure is known or suspected and **our employees** are responding to an incident they should wear face covering and
 - use PPE and an 'emergency pack' which managers will supply
 - we noted: there's no legal requirement to wear a mask

It is **not our responsibility** to ensure that visitors to tenants on site or at meetings being held by 3rd parties are safe (for example, having dedicated staff to encourage social distancing, mandating certain PPE or to manage security).

For our employees:

Where you cannot stay 2 metres apart, you should:

- only work together up to 15 minutes at a time
- wash hands and clean surfaces regularly
- use screens and barriers to separate people where possible
- work side by side or back-to-back rather than face-to-face

Entrances and exits

We are:

- staggering arrival and departure times for meetings where we can
- opening all entrances and exits to the site
 - 0845-1645 Monday to Thursday and
 - 0845-1600 on a Friday
- closing reception until further notice
- introducing keep left on corridors
- providing hand washing facilities at entrances
- providing hand sanitiser in toilets

Moving around the site

We will:

- close off areas that are not essential
- keep workstations 2 metres apart where possible
- avoid sharing workstations
- add more signs and safe distance markings in the café area for use when it re-opens

Offices: social distancing

We have:

- provided sanitiser on each desk
- where people share rearranged desks to avoid face-to-face working

Cleaning

If someone has symptoms in **either** our workspace **or** communal areas we will follow the specific instructions for cleaning after a case of COVID-19 as detailed below

<https://www.gov.uk/government/publications/covid-19decontamination-in-non-healthcare-settings/covid-19-decontamination-in-nonhealthcare-settings>

Employees workspace and working areas

To minimise the risk of the virus spreading **each employee (not the cleaners)** should:

- when starting a shift clean work areas, surfaces and equipment with cleaning products we shall provide
- restrict the use of items that are touched and shared
- clear workspaces and remove waste and belongings from the area at the end of a shift

We shall:

- provide more bins and employees should empty them more often
- provide handwashing facilities or hand sanitiser where people handle goods and merchandise

Communal Handwashing, toilets, kitchens, changing rooms and showers

At the Vassall Centre we are using a dedicated cleaning team, some of whom are our staff, to manage regular cleaning to covid-secure standards which will include:

- using signs and posters with instructions for employees, visitors and tenants at the Vassall Centre to **wash their hands for 20 seconds** as often as possible, to **avoid touching their faces** and to **catch coughs and sneezes in tissues**
- encourage **everyone** to keep toilets clean with signs and encouragement
- provide hand sanitiser in washrooms
- make sure **toilets** are kept clean at all times
 - provide paper towels
 - switch off electric dryers
 - isolate every other WC cubicle within a toilet
 - inspect every 2 hours and clean where soiled
 - thoroughly clean every 4 hours
 - to record these cleaning schedules so they can be inspected
- close changing rooms and showers
- make sure kitchens are kept clean at all times
 - inspect every 2 hours and clean where soiled
 - thoroughly clean every 4 hours
 - to record these cleaning schedules so they can be inspected

We may restrict the number of toilets and kitchens that are open to allow for more thorough cleaning

- a list of opened toilets and kitchens will be displayed on the main reception board and on our website at (<http://vcconferences.co.uk/Tenants>)

Keeping safe in the meetings of our staff

We should:

- only have meetings in person if they cannot occur remotely
- stay 2 metres apart in meetings
- meet outdoors or in ventilated rooms
- not share objects like pens
- have hand sanitiser in meeting rooms

We have introduced Microsoft Teams for the conference team so they can have virtual meetings

Protecting customers, visitors and contractors on site

To manage the number of people on site at the Vassall Centre we are:

- explaining social distancing when visitors arrive by use of signs
- asking contractors to work from home unless it's essential for them to be on site
- keeping contact with contractors to a minimum
- keeping a record of visitors and contractors who are meeting with staff at VC Conferences
 - note: we cannot and are not logging tenants staff, visitors or their contractors who visit the Vassall Centre and
 - we are asking that tenants do keep such records themselves
- we are putting up signs to stay 2 metres apart and to stay left in corridors

/