

What have we done? For and on behalf of Office Space in Town® Monument

Here at Office Space in Town, we have implemented new measures to maintain social distancing and workplace safety along with a Covid-19 'General Areas of Risk' assessment that has been carried out throughout the centre. Anti-bacterial sanitation points are being provided at the main entrance and exits to the building and individual meeting rooms. We have been using an anti-viral fogging system to disinfect all common areas of the building every 21 days. Enhanced cleaning procedures have been implemented in communal spaces and high touch points. There is handwashing signage and social distancing reminders in place around the building also.

The Building

There is an organised circulation route designed to allow a one-way directional movement and our lifts have a strict 2 person only capacity limit with floor markers indicating suggested spacing. Sneeze screens have been installed at reception with touch-free visitor registration available. We have reduced the capacity of our board rooms by 50% and our smaller meeting rooms have been reconfigured to enable delegates to adhere to distancing guidelines. Complimentary sweet jars and other confectionary items have unfortunately been removed from display to avoid cross contamination – however, these items are still available for your meeting, just please request upon booking.

We have carried out extensive works to the air conditioning systems in the centre to ensure safer conditions. The air conditioning and ventilation systems will remain switched on 24/7 following new recommendations from REHVA, The Federation of European Heating Ventilation and Air Conditioning associations. Recirculation dampers or fan coil units will be turned off or reduced where possible meaning there will be an increase in fresh air flow throughout the building.

Meeting Room and Deck event Specifics

When booking your room with us, we will provide you with a "Visitor's Covid Declaration Form" which all attendees must complete - we must have all copies returned to us no later than the day prior to the meeting. We will use these forms to pre-register the names of attendees to our sign-in app to avoid waiting and queues in reception. Anyone not having completed a form will not be allowed in. We will inform you as the host immediately. They will have to wait outside the building whilst resolved.

Every attendee is to sanitise on entry and exit of the meeting room. Entrance to the room will only be available once the host has arrived and is ready to greet clients. We cannot provide any waiting areas, and if breakout space is needed, you must book a separate room.

If refreshments have been requested with your booking, please note the following:

- Timings for teas and coffees are set and not changeable and must be given before the meeting begins to ensure that clients can vacate the room before refreshments are served or that everyone is still sitting down.
- Within the room, there will be either a separate table or an empty trolley for all delegates to leave dirty crockery on. Only crockery on the trolley or the table will be cleared. There will be no cleaning

of tables at all whilst people are sitting down, so anything for clearing must be left on the trolley or clearing table.

We have found ourselves in a very different world due to Covid-19 and we are very aware of the increased general anxiety amongst those returning to work and workplace procedures. We hope that our preparations of the building, movement plan and capacity adjustments will assist in the comfort of booking a room with us and getting your teams back to work as quickly and as efficiently as possible.

If of course you do have any further questions, queries or worries, please do get in touch with us and we will be more than happy to help.