



areendesign

**EGH: ACHIEVING A COVID-SECURE WORKPLACE
RISK ASSESSMENT & LOW-OCCUPANCY OFFICE HYGIENE PROTOCOL**

2 JULY 2020



**Where anything is
possible.**

OVERVIEW	2
BACKGROUND	2
PURPOSE	2
GOVERNMENT GUIDANCE: 5 STEPS TO WORKING SAFELY	2
AREEN'S RESPONSE	3
FEEDBACK LOOP	3
CONCLUSION & RECOMMENDATION	3
APPENDIX 1	4
COVID-SECURE WORKPLACE RISK ASSESSMENT: EYOT GARDENS HOUSE	4
APPENDIX 2	15
ACHIEVING A COVID-SECURE WORKPLACE: LOW-OCCUPANCY OFFICE HYGIENE PROTOCOL	15

OVERVIEW

BACKGROUND

As a result of the COVID-19 pandemic which forced the closure of most workplaces and subsequent Government guidance about measures needing to be put in place prior to reoccupation of workplaces, Areen is required to review workplace-related risks and introduce measures to remove or control the risk of increased spread of COVID-19 in our premises.

PURPOSE

The purpose of this paper is to document Areen's response in accordance with Government guidelines and requirements.

Although the Directors have agreed that the Areen workforce continue to work from home for the foreseeable future, a bare minimum occupation of the office by security and maintenance personnel is being maintained.

It is, however, envisaged that certain in-premises project-related activities may be required that will necessitate staff visiting the office to undertake certain tasks, e.g. use of the fabric library for the purposes of preparing FF&E fabric schemes.

NOTE:

- It is a fundamental assumption of this assessment and response that the office remains at low-occupancy, i.e. typically fewer than 5 (five) people in the office at any given time noting, however, that on occasion - and by exception for specific tasks - there may be a few more. On these occasions, tailored guidance / instructions will be provided;
- Access to the premises is controlled & only Areen employees, security personnel and pre-booked maintenance engineers will be granted access to the building - visitors, sales representatives, etc. are not permitted until further notice;
- This review only considers activities and measures at 23 Eyot Gardens, W6 9TR and not any other Company premises.

GOVERNMENT GUIDANCE: 5 STEPS TO WORKING SAFELY

The Government has provided guidance to assist businesses carry out risk assessments to ensure employees and other people on site are kept safe when operating during coronavirus.

COVID-19 RISK ASSESSMENT

Before restarting work you should ensure the safety of the workplace by:

- carrying out a risk assessment in line with the HSE guidance;
- consulting with your workers or trade unions;
- sharing the results of the risk assessment with your workforce and on your website.

DEVELOP CLEANING, HANDWASHING AND HYGIENE PROCEDURES

- encouraging people to follow the guidance on hand washing and hygiene;
- providing hand sanitiser around the workplace, in addition to washrooms;
- frequently cleaning and disinfecting objects and surfaces that are touched regularly;
- enhancing cleaning for busy areas;
- setting clear use and cleaning guidance for toilets;
- providing hand drying facilities – either paper towels or electrical dryers.

HELP PEOPLE TO WORK FROM HOME

You should take all reasonable steps to help people work from home by:

- discussing home working arrangements;
- ensuring they have the right equipment, for example remote access to work systems;
- including them in all necessary communications;
- looking after their physical and mental wellbeing.

MAINTAIN 2M SOCIAL DISTANCING, WHERE POSSIBLE

Where possible, you should maintain 2m between people by:

- putting up signs to remind workers and visitors of social distancing guidance;
- avoiding sharing workstations;
- using floor tape or paint to mark areas to help people keep to a 2m distance;
- arranging one-way traffic through the workplace if possible;
- switching to seeing visitors by appointment only if possible.

WHERE PEOPLE CANNOT BE 2M APART, MANAGE TRANSMISSION RISK

Where it's not possible for people to be 2m apart, you should do everything practical to manage the transmission risk by:

- considering whether an activity needs to continue for the business to operate;
- keeping the activity time involved as short as possible;
- using screens or barriers to separate people from each other;
- using back-to-back or side-to-side working whenever possible;
- staggering arrival and departure times;
- reducing the number of people each person has contact with by using 'fixed teams or partnering'.

AREEN'S RESPONSE

• Risk Assessment

A Covid-Specific Workplace Risk Assessment has been completed and is contained in Appendix 1. Areen is following Government Guidelines by continuing to work from home until further notice, so the vast majority of risks identified are mitigated in this way.

• Hygiene Protocol

A Low-Occupancy Office Hygiene Protocol has been prepared and is contained in Appendix 2. Areen is following Government Guidelines by continuing to work from home until further notice, so the small number of workplace-specific risks identified are mitigated by building-specific protocols that are in place. All personal attending the office are to follow the Hygiene Protocol at all times. No Areen work is envisaged that will breach the social distancing guidelines, however, due to the relatively confined space in the lifts, toilets and washrooms and stationery store, these spaces have been designated for single-occupancy use only.

FEEDBACK LOOP

In order for the planned measures to be effective (i.e. for Areen to be able to maintain a Covid-Secure office environment), cooperation from all staff, contractors and security is needed and, indeed, expected. It is important for the Company to be aware of other potential risks not considered in this document or of issues with implementation of these measures therefore comment and feedback regarding how we can continue to improve these measures and ensure their effective implementation is welcomed.

CONCLUSION & RECOMMENDATION

Having considered the above and attached, I am of the opinion that we have put in place reasonable and practicable measures to protect our staff, contractors and security personnel who access EGH, however, controls will be monitored and amended if they are found that they can be improved.

APPENDIX 1

COVID-SECURE WORKPLACE RISK ASSESSMENT: EYOT GARDENS HOUSE

Assessor: Niklaus Lünow**Assessment Date:** 24 June 2020**Job Title:** Head of Health & Safety**Review Date(s):** 31 July 2020, 30 August 2020, 30 September 2020**Business Type & Location:** Interior Design & Procurement Practice

INFECTION PREVENTION, CLEANING & STAFF SAFETY

BUSINESS HAZARDS ASSOCIATED WITH THE CORONAVIRUS PANDEMIC

As the business rebuilds after lockdown and staff visit occasionally the office, the organisation must ensure their safety by making premises "COVID-SECURE"; unsafe workplace premises raise the risks of virus transmission

POTENTIAL RISKS TO WORKERS CAUSED BY HAZARDS

There is a direct threat to staff health and wellbeing from transmission of the COVID-19 coronavirus while at work.

People can catch the virus from others who are infected in the following ways:

- virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales;
- the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc.;
- people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth.

<p>CONTROL MEASURES</p>	<p>Ensure that the organisation complies with its duty to provide a safe and healthy workplace/working conditions for staff in the workplace during the coronavirus pandemic by:</p> <ul style="list-style-type: none"> • Circulating “COVID-SECURE” coronavirus policies and safety procedures to all staff and managers; these set out how staff should behave and the precautions they must adopt during the pandemic to keep them safe; • Requiring staff to practice effective social distancing while in and around the workplace, while travelling to work and in all work business. <p>Managers should pass on and reinforce key Government public health messages to all staff:</p> <ul style="list-style-type: none"> • cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it, Bin it, Kill it); • put used tissues in the bin straight away; • wash hands regularly with soap and water for at least 20 seconds (use hand sanitiser gel if soap and water are not available); • avoid close contact with people who are unwell; • clean and disinfect frequently touched objects and surfaces; • do not touch face, eyes, nose or mouth if hands are not clean. 	<p>In all departments, fully implement Public Health England (PHE) Guidance for Employers and Businesses on Coronavirus, including the following key safety precautions:</p> <ul style="list-style-type: none"> • Keep local/ departmental risk assessments under review to ensure that a safe place of work is maintained; • Consult with staff and staff representatives – fully involve the workforce at all stages of the pandemic; • Make any adjustments to the workspace/ rotas/ work patterns / procedures necessary to facilitate effective infection prevention and social distancing at work; • Follow government health and travel advice; • Provide hand sanitiser as required; • Provide infection control personal protective equipment (PPE) such as gloves, masks and eye protection if required in individual risk assessments and method statements, e.g. cleaning; • Increase environmental cleaning in the workplace; review and revise cleaning method statements and schedules and ensure cleaning staff have access to suitable detergents, disinfectants and PPE; <p>Provide additional waste removal facilities and more frequent rubbish collection;</p> <p>Display appropriate public health posters and notices around the workplace and on websites;</p> <p>Staff are not required to wear face coverings while at work but may do so if they wish.</p>
	<p>FURTHER ACTIONS REQUIRED</p>	

HOMEWORKING, HOT-DESKING AND EQUIPMENT SHARING

<p>BUSINESS HAZARDS ASSOCIATED WITH THE CORONAVIRUS PANDEMIC</p>	<p>Staff working together in workplace premises inevitably raises the risk of virus transmission.</p> <p>Hot-desking and the sharing of equipment present hazards that raise the risk of virus transmission further.</p>
<p>POTENTIAL RISKS TO WORKERS CAUSED BY HAZARDS</p>	<p>Homeworking reduces the risk of staff gathering in the workplace and of transmitting the virus.</p>
<p>CONTROL MEASURES</p>	<p>Homeworking should be adopted within the organisation as the preferred method of work wherever possible and only staff who need to be on-site should attend workplace premises.</p> <p>The following working arrangements will be put into place to support homeworking:</p> <ul style="list-style-type: none"> • Managers will plan for the minimum number of people needed on site to operate safely and effectively; • Departmental and line managers to review all staff job roles in order to facilitate and encourage homeworking wherever appropriate; • Homeworking policies to be reviewed to ensure that sufficient support is provided to homeworkers; • Managers should monitor the wellbeing of people who are working from home and put in place measures to support their mental and physical health and personal security; • Enhanced IT support to be provided to homeworkers to ensure the effectiveness of working arrangements and the security of information and data, for example, remote access to work systems; • Arrangements should help homeworkers to stay connected to the rest of the workforce as appropriate; • Hot-desking will not be supported at this time; • Equipment should not be shared between staff – limit use of high-touch equipment in the workplace, e.g. whiteboards, pens, etc.
<p>FURTHER ACTIONS REQUIRED</p>	

WORKPLACE SOCIAL DISTANCING

BUSINESS HAZARDS ASSOCIATED WITH THE CORONAVIRUS PANDEMIC	<p>Effective social distancing is a key element in reducing the transmission of COVID-19.</p>
POTENTIAL RISKS TO WORKERS CAUSED BY HAZARDS	<p>Social distancing refers to people being required to maintain a distance from each other of 2 meters, wherever possible. Social distancing effectively puts people at a safe range from anyone coughing.</p> <p>The main route of virus transmission is through droplets exhaled or coughed by an infected person.</p>
CONTROL MEASURES	<p>Staff are required to practice effective social distancing while in and around the workplace, while involved in work activities and when travelling to and from work, whenever possible, by:</p> <ul style="list-style-type: none"> • Avoiding non-essential contact with others; • Keeping a safe distance of at least 2 metres (about 3 steps) from others whenever possible; • Avoiding physical contact (e.g. hugs, handshakes, etc.); <p>Adaptations to the premises to support social distancing should include:</p> <ul style="list-style-type: none"> • A review of all work premises to identify suitable adaptations which will support social distancing; • Offices and work spaces to be set up to support social distancing, e.g. layout changes, appropriate signage, stickers and floor markings to denote safe distances, etc.; • Workstations and desks to be arranged with a minimum separation between them, where necessary screens may be fitted; • Establishing maximum occupancy limits for offices and work areas; • Reducing the need for staff to move around within the workplace.

WORKPLACE SOCIAL DISTANCING

CONTROL MEASURES

Adaptations to work processes to support social distancing will include:

- Cancelling non-essential meetings;
- Holding essential meetings in well ventilated rooms with appropriate social distancing in place; limit numbers to essential members only and use phone/ video conferencing, etc;
- Replacing face-to-face meetings wherever possible with video conferencing, phone conferencing, etc;
- Holding meetings outdoors;
- Providing hand sanitiser at meetings;
- Cancelling non-essential training and all face-to-face training/ recruitment practices;
- Carrying out any essential training/ recruitment by using email/ online elearning wherever possible rather than bringing people together face to face;

Managers should display notices in all premises reminding staff of the key infection prevention requirements, including the need to maintain safe distancing.

Where social distancing guidelines cannot be followed in full, in relation to a particular activity, managers must carry out further risk assessments and consider whether that activity needs to continue for the business to operate; where such activities need to continue appropriate mitigation methods should be put into place, such as:

- Increased hand washing;
- Increased environmental cleaning;
- Keeping the activity time involved as short as possible;
- Reducing the number of people each person has contact with by using “fixed teams or partnering” (so each person works with only a few others).

FURTHER ACTIONS REQUIRED

HIGHER RISK AREAS OF THE WORKPLACE

<p>BUSINESS HAZARDS ASSOCIATED WITH THE CORONAVIRUS PANDEMIC</p>	<p>Some areas of the workplace may present a higher risk than others – this may include areas such as staff toilets, staff rooms and restrooms.</p>	
<p>POTENTIAL RISKS TO WORKERS CAUSED BY HAZARDS</p>	<p>Heavily used areas of the workplace are more likely to present an infection transmission risk. Essential for staff to wash hands regularly but also that toilets are kept clean and free of coronavirus contamination. A number of staff going to the toilet together may compromise their ability to comply with social distancing. Increased risk of people coughing and touching door handles, taps & toilet flush handles</p>	
<p>CONTROL MEASURES</p>	<p>Ensure higher-risk high- traffic areas of the workplace are COVID- secure by applying appropriate safety precautions, including:</p> <ul style="list-style-type: none"> • Stressing the need for staff to follow good hygiene practice at all times while at work (i.e. regular handwashing, using tissues and disposing of them appropriately, etc.); • Managers ensuring that adequate hand cleaning resources are provided; all staff toilets to be supplied with adequate supplies of hot water, liquid soap & paper towels; • Printing handwashing instructions/ posters and displaying throughout workplace, especially in toilets; • Limiting numbers of staff who can use high traffic areas such as corridors, stairs, toilets and restrooms at any one time to ensure social distancing; • Limiting lift occupancy; • Monitor high-traffic area use and regulate access as necessary; 	<ul style="list-style-type: none"> • Prioritise disabled use where necessary, e.g. disabled toilet use, use of lifts, etc.; • Staggering breaks to ensure that restrooms and toilets are not overloaded; • Establishing safe queuing systems by use of room occupancy limits and floor markings/ signage, etc.; • Placing 60% alcohol hand gels at convenient places around the workplace with instructions for use; • Increasing environmental cleaning, especially in and around toilets and restrooms and staff rooms; special attention to be paid to frequently touched surfaces such as door handles, toilet flush handles, light switches, etc.; • Increasing toilets/ washrooms inspections to check for cleanliness/ adequate stock of soap/toilet paper, etc.; • Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities;
<p>FURTHER ACTIONS REQUIRED</p>		

VULNERABLE AND EXTREMELY VULNERABLE STAFF

BUSINESS HAZARDS ASSOCIATED WITH THE CORONAVIRUS PANDEMIC

Some staff may have (or live with others that have) pre-existing medical conditions which render them more vulnerable to the dangers of coronavirus infection.

POTENTIAL RISKS TO WORKERS CAUSED BY HAZARDS

Those who are classified by PHE as being at greater risk from COVID-19 include people in the vulnerable (moderate risk) and extremely vulnerable (high risk) categories

Vulnerable (moderate risk) people include those who:

- are 70 or older;
- are pregnant;
- have a lung condition such as asthma, COPD, emphysema or bronchitis (not severe);
- have heart disease, diabetes, chronic kidney disease or liver disease (such as hepatitis);
- are taking medicine that can affect the immune system (such as low doses of steroids); or
- are very obese.

Extremely vulnerable (high risk) people include those who:

- have had an organ transplant;
- are having chemotherapy for cancer, including immunotherapy;
- are having an intense course of radiotherapy for lung cancer;
- have a severe lung condition (such as severe asthma or severe COPD);
- are taking medicine that makes them much more likely to get infections (such as high doses of steroids);
- have a serious heart condition & are pregnant.

The government has updated its guidance for people who are shielding taking into account that coronavirus COVID-19 infection rates have decreased significantly over the last few weeks. This guidance remains advisory.

From 1st August the government will be advising that shielding will be paused. From this date, the government is advising you to adopt strict social distancing rather than full shielding measures.

The guidance for the clinically extremely vulnerable group remains advisory. More detailed advice will be updated in this guidance as the changes in advice come into effect on 6th July and 1st August.

Unless a significant rise in cases is seen, the shielding programme is expected to be paused on 31st July.

Pregnant women are included in the “moderate risk” category as a precaution but are not considered by PHE to be more likely to get seriously ill from COVID-19.

There is evidence that people from ethnic minority backgrounds experience more severe COVID-19 symptoms.

VULNERABLE AND EXTREMELY VULNERABLE STAFF

CONTROL MEASURES

The following safety and staff health arrangements should apply to staff who are classified as vulnerable (moderate risk) or extremely vulnerable (high-risk):

- Managers, human resources and occupational health departments should identify and be aware of staff who fall into vulnerable and extremely vulnerable categories so they can ensure that they are given adequate protection and support to enable them to comply with government health recommendations;
- No member of staff in the extremely vulnerable “high-risk” category should be expected to come to work during the pandemic crisis or during recovery from the lockdown; these staff should be advised to follow government medical advice and stay at home;
- Extremely vulnerable “high-risk” staff may be offered furlough arrangements; where it is possible or appropriate for them to safely work from home without risk this should be facilitated;
- Staff in the vulnerable “moderate risk” category should be considered on a case by case basis; wherever possible they will be supported to work from home;
- Staff in the vulnerable “moderate risk” category who cannot work from home and are needed to return to work should be offered additional protection so that they can achieve effective social distancing;
- Managers should stay in touch with vulnerable or extremely vulnerable staff who are staying at home by phone to ensure they are well and to prevent them from feeling isolated;
- All reviews of staff roles and safety should be non- discriminatory and take into consideration equality considerations and protected characteristics as defined under the Equality Act 2010, eg disabled staff;
- Reasonable adjustments must be made to avoid disabled workers being put at any disadvantage;
- Managers should refer to existing policies regarding new and expectant mothers, e.g. entitlement to suspension on full pay if suitable safe roles cannot be found.

FURTHER ACTIONS REQUIRED

STAFF HEALTH AND STAFFING LEVELS

BUSINESS HAZARDS ASSOCIATED WITH THE CORONAVIRUS PANDEMIC	<p>Low staffing hazards due to high rates of staff sickness or staff having to self-isolate themselves at home or remain at home because they are “shielded”.</p>
POTENTIAL RISKS TO WORKERS CAUSED BY HAZARDS	<p>Staff may get sick with Coronavirus infection. People who have symptoms must “self-isolate” at home for 7 days from the start of symptoms to prevent them from passing the infection on and contributing to the overload on the NHS.</p> <p>Those who live with others and where one person has symptoms must self-isolate as a household for 14 days from the day when the first person in the house became ill. If anyone else in the household starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14- day isolation period.</p>
CONTROL MEASURES	<p>The following safety arrangements should apply to staff health or staffing levels:</p> <ul style="list-style-type: none"> • Staff who are considered extremely vulnerable or high-risk should not be expected to attend for work in the workplace; where possible or appropriate they should be furloughed or supported to work from home; • Staff who are sick or self-isolating should phone immediately and inform their line-manager; on no account should they attend the workplace; • Make sure that communications go out that no member of staff should attend the workplace if they are self- isolating or if they have COVID-19 symptoms or if they feel unwell; • Staff may be reallocated from non-essential parts of the organisation to essential functions or may be subject to furlough arrangements. • Managers should consider temporary departmental closures or operational adjustments if staffing is reduced to unsafe levels.
FURTHER ACTIONS REQUIRED	

PREMISES ACCESS AND TRAVEL

BUSINESS HAZARDS ASSOCIATED WITH THE CORONAVIRUS PANDEMIC	Staff who are required to attend for work must be given safe access to the workplace.
POTENTIAL RISKS TO WORKERS CAUSED BY HAZARDS	<p>Travel to and from work may lead to greater risk of virus transmission.</p> <p>Public transport may be restricted in order to achieve social distancing on trains, buses, etc.</p> <p>Access to buildings may create a virus transmission risk if staff all seek entrance at once or are channeled through single points of entry.</p> <p>Risks may be increased for disabled staff who may have reduced options for access.</p>
CONTROL MEASURES	<p>The following safety arrangements should apply to workplace access and travel arrangements:</p> <ul style="list-style-type: none"> • Ensure that sufficient access points to the workplace are provided so that staff do not congregate at entrances and exits; ensure that all access points have supplies of sanitiser available; • Review disabled access policies and arrangements to ensure safe entrance or exit for disabled staff; • Use floor markings and signage at entrances and exits and introduce one-way flow systems at entry and exit points where appropriate; • Enable flexible/ staggered working arrangements so that staff can avoid travelling at peak times or all arriving or leaving at the same time; • Provide hand sanitiser at entrances and exits; • Ask staff not to share cars and limit use of any work minibuses, etc. • Support staff to walk or cycle to work wherever possible, e.g. providing safe bike storage, showers, lockers, etc • Ask staff not to use public transport if at all possible; where they do use public transport they should conform with all requirements, e.g. wearing face coverings if required, social distancing, etc.; • In all cases non-essential travel for work purposes should be minimised.
FURTHER ACTIONS REQUIRED	

CASES OF POSSIBLE INFECTION ON-SITE	
BUSINESS HAZARDS ASSOCIATED WITH THE CORONAVIRUS PANDEMIC	People becoming unwell while on-site or a symptomatic person using a site.
POTENTIAL RISKS TO WORKERS CAUSED BY HAZARDS	High risk of transmission.
CONTROL MEASURES	<p>If a member of staff becomes unwell in the workplace with coronavirus symptoms (a new, continuous cough or a high temperature) they should be sent home and advised to follow government advice to self-isolate.</p> <p>The following actions should be taken within the workplace:</p> <ul style="list-style-type: none"> • All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high- contact areas such as toilets; • Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal; • Cleaning staff should use disposable cloths or paper roll and a combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine; • Cleaning staff must wear appropriate PPE; • Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be “double-bagged” and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste. • functions or may be subject to furlough arrangements. • Managers should consider temporary departmental closures or operational adjustments if staffing is reduced to unsafe levels.
FURTHER ACTIONS REQUIRED	

APPENDIX 2

ACHIEVING A COVID-SECURE WORKPLACE: LOW-OCCUPANCY OFFICE HYGIENE PROTOCOL

In accordance with Government guidance, the following protocol should be followed by ALL occupants of Eyot Gardens House.

The **GENERAL** low-occupancy protocol is as follows:

- Arrive at Reception, fob in, sanitise hands using the **LIQUID** (not gel) sanitiser provided;
 - Take a disinfectant wipe and use it to pull open the lobby door (if not already open), dispose of wipe;
 - Carry on with business around the office, sanitising (washing / wiping) hands hourly;
 - Take a disinfectant wipe and use it to open the rear fire escape doors / stairs, dispose of wipe;
 - Use elbow / shoulder (or handwipe) to push open toilet door, dispose of wipe;
 - Ensure toilet lid is down before flushing loo, wash hands after use;
 - Open toilet doors with disinfectant wipe, dispose after use;
 - Use elbow / shoulder (or handwipe) to push open lobby door (if not already open), dispose of wipe;
 - Fob out, sanitise hands, press door-open button with elbow on the way out.
- It is important that you maintain 2m social distancing with others WHEREVER POSSIBLE whilst in the office.**
- There are a few **SPECIFIC** other protocols to be aware of:
- In the event of a fire alarm, exit the building immediately and muster across the road at the entrance to Mulberry Place (in accordance with the out-of-hours Fire Evacuation Procedure);
- Please **DO NOT** attend the office if you are displaying any COVID-19 symptoms, viz.:
 - a new continuous cough;
 - a high temperature;
 - a loss of, or change in, your normal sense of taste or smell (anosmia).
 - Access to the office is for Areen Employees, Contractors & Security **ONLY**. External visitors (e.g. sales reps.) are prohibited until further notice;
 - If a visitor's pass is needed (e.g. lost/misplaced fob), please provide your details to Security who will complete the pass for you;
 - If cycling to the office, do not use the pedestrian gate to the basement; buzz Reception to open the main gate instead. Note that the showers are **OUT OF USE** until further notice;
 - Use a handwipe to operate the lift if needed, noting that the lift is for **SINGLE OCCUPANCY ONLY**;
 - Give priority (and social distance) to anyone **CLIMBING** the stairs. Check if anyone else is already on the stairs before use;
 - Until further notice, use of toilet facilities are **SINGLE OCCUPANCY ONLY**. A cone placed in the centre of the access means that the facilities are occupied. A cone found to the side of the access means that the facilities are available;
 - A booking system will be put in place for all work at the layout tables in the Fabric Library. Social distancing in this area is **MANDATORY** due to the relative confines of the space. If you have not booked a session, you are not permitted to use this area. Be sure to sanitise your hands before, regularly during and after working in this area.
 - As we are not working in a clinical environment, face masks are not required. You are, however, free to use your own mask or face covering if you so wish.

[aren.com](https://www.aren.com)

A 23 Eyot Gardens, London, United Kingdom, W6 9TR
T +44 (0)20 8748 8088 | **F** +44 (0)20 8748 3475 | **E** contact@aren.com