

COVID Approach for Suppliers - Liverpool

19 JULY 2021

This document is written with the aim of ensuring safe procedures are followed. It is an adaptation of our studio approach, so everyone is aware of the steps they must take to ensure safety of both our external suppliers and internal team members. Each of us has a mutual responsibility to follow the guidance for our own and other's safety.

1. COMMUNICATION

- 1.1 The Approach and Plans have been developed in response to the UK Government Guidance 'Working safely during COVID-19 in offices and call centres' (updated 14 July 2021) and a COVID-19 Risk Assessment. They may need to be adapted at periodic intervals in response to updated UK Government Guidance and good practice.
- 1.2 Please liaise with Naomi Burl (nb@planit-ie.com) 0773 067 8472 or Richard Line (richard@virtual-planit.com) 07967 322 713 regarding reporting, notifications, queries or concerns, including non-adherence to guidance.

2. MANAGING RISK

- 2.1 This Approach aims to reduce risk to the lowest reasonably practical level. Risk will be reduced primarily by:
 - Social distancing of 2m
 - Increased frequency of hand washing and surface cleaning
 - Taking lateral flow test prior to working in the studio
 - Mitigatory measures, as required
- 2.2 To protect yourself and one another, it is essential to follow UK Government requirements regarding social distancing, isolation, and track and trace when you come to our studio, and in the 2 weeks prior to visiting our studio. If you have been potentially exposed to COVID-19, please let us know, and do not come in.

3. MAINTAINING SOCIAL DISTANCING OF 2M AND REDUCING CONTACT

- 3.1 Coming to work and leaving work
 - Suppliers are required to keep a record of who has been into the studio and when. The record keeper's email address and mobile contact number are to be forwarded to nb@planit-ie.com prior to contract commencement and if they should change during your contract.
- 3.2 Moving round the studio
 - Maintain a social distance of 2m, with no passing at pinch points.
 - Graphical prompts and informatives throughout the studios provide regular prompts and reminders.
- 3.3 Risk to be reduced within common areas by:
 - Keeping windows and doors open, using sanitiser and cleaning items after use.
 - Reduction in the number of chairs / tables in confined spaces and arrangement to avoid face to face configurations. Please retain in the configuration that you find them, as detailed on the plan.
 - Excess furniture will be labeled 'Not in Use' or stored under the stairs to encourage appropriate use and occupancy levels. Please retain as found, and as detailed on the plan.
 - Removing dish and cleaning clothes after use, and washing before re-use.

4. CLEANING, HYGIENE AND VENTILATION

- 4.1 Keeping the workplace clean - Prevent transmission through touching contaminated surfaces.
 - Shared toilets will be checked and sanitised hourly by the Building Management Company, Crowd.
 - A monthly anti-viral fogging of communal and shared areas will be undertaken by the Building Management Company, Crowd.

- The front door will act as the clean barrier. The first action of everyone entering the studio will be to thoroughly wash their hands.
- All belongings to be stored in boxes beneath the desk to retain clear desk surfaces to aid cleaning.
- Daily tasks will include emptying of all bins in the studio, and cleaning of frequently touched areas as follows:
 - Taps and washing facilities
 - Toilet flush and seats
 - Door handles and push plates
 - Machinery and equipment controls (photocopier, shredder, printer...) Individual to clean after each use.
 - Kitchen and appliances
 - Communal tables
 - Coffee area
 - Light switches
 - Window handles
- Weekly tasks will include a deeper clean of everywhere in the studio, including cleaning of frequently touched areas detailed above and emptying of all bins.

4.2 The following provisions are in place throughout the studio:

- Cleaning products, kitchen roll and tissues to encourage frequent cleaning and good hygiene.
- Pump action sanitiser.
- Hand towel dispensers installed in each toilet.
- Posters and signs to encourage / advise on best practice.
- Windows, and doors to be kept open whilst the studio is in use to encourage ventilation.

5. CLIENTS, VISITORS AND CONTRACTORS

5.1 Where possible, remote working tools, or walking meetings with appropriate social distancing, are to be used instead of face to face meetings.

5.2 If it is necessary for non-team members to enter the building the following provisions are required:

- Contact with team members to be minimised by carrying out servicing and repairs at the weekend or in the evening.
- Non-team members to be directed to guidance on our website in advance of their visit.
- Appropriate guidance and sanitiser will be provided at the entrance and toilets.
- For initial and one-off visits, a named contact is to meet the visitor in the reception area and explain all protection provisions that have to be adhered to.
- Details of all contractors and maintenance staff entering the building are to be provided to the named contact for tracing and recording purposes, including the person's contact details, date and areas accessed.
- Access will be limited to the toilets and the area where contractors and maintenance staff are required to work. Non team-members are not to access other areas.

6. PPE AND FACE COVERINGS

6.1 Contractors / service providers are to provide and appropriately dispose of PPE for the work they are undertaking. If you need to come into work via public transport, UK Government and Travel Operator Guidance is to be followed.

7. IF YOU FEEL UNWELL

7.1 If you feel unwell for any reason, do not come into the studio. Notify Naomi nb@planit-ie.com 0773 067 8472 or Richard richard@virtual-planit.com 07967 322 713.

7.2 If you start to feel unwell whilst in the studio, notify us and go home immediately as a precautionary measure.

7.3 If unwell, remain at home until the nature of your condition is clear. If you develop coronavirus symptoms (high temperature, new continuous cough, loss or change to your sense of smell or taste), you must follow the rules to self-isolate with other members of your household and order a test at www.nhs.uk/ask-for-a-coronavirus-test to find out if you have coronavirus. If you test positive for coronavirus, you must share information promptly about your recent contacts through the NHS Track and Trace service to help alert other people who may need to self-isolate.

Studio Risk-Reduction Approach - Liverpool

19 JULY 2021

Having worked from home for an extended period, many will have come to appreciate and miss the advantages of working within a collaborative design studio, namely:

- Nurture a collective and collaborative approach to design, at all scales
- Gain the benefit of more experienced team member's knowledge and support, in particular more junior members of the Practice
- Draw and review collectively around a plan or a screen, or share design ideas and technical insights
- Integration across teams and disciplines
- Ability to print, sketch at scale and scan
- Use of 2 or larger screens, higher internet speeds and server access to increase work efficiency

The Studio Re-inhabitation Approach and Plans were developed to guide our return to effective studio working and creative collaboration, which are fundamental strengths of the business. All measures are in place to enable work from the studio, and following agreement in advance with your Team Lead, team members can return to work in the studio, as appropriate.

The Approach and Plan represent a framework to enable re-inhabitation. It is anticipated they will develop with the context and depending on the number of people working in the studio over time.

Each of us has a mutual responsibility within the Planit family to follow the guidance for our own and other's safety.

1. COMMUNICATION

- 1.1 The Approach and Plan, which are to be read together, have been developed by the Employee Representative for each studio in conjunction with the Coronavirus Working Group (Pete as overall lead, Rich for IT, Andy for HR and Naomi). They may need to be adapted at periodic intervals in response to updated UK Government Guidance and good practice. Queries or concerns, including non-adherence to guidance is to be raised with your Team Lead, Employee Representative or Naomi.
- 1.2 All team members have been consulted regarding the studio re-inhabitation Approach and Plan, and responses to feedback has been provided via Team Leads. An Employee Representative in each studio provides another means of communicating with the team and liaison relating to H&S matters.

2. MANAGING RISK

- 2.1 This Approach has been developed in response to UK Government Guidance 'Working safely during COVID-19 in offices and call centre' (updated 14 July 2021) and a COVID-19 Risk Assessment, reducing risk to the lowest reasonably practical level. Risk will be reduced primarily by:
 - Social distancing of 2m (reviewed on a 2 week rolling basis relative to regional case numbers)
 - Increased frequency of hand washing and surface cleaning
 - Taking lateral flow test prior to working in the studio
 - Mitigatory measures, as required.

Risk reduction measures to be followed by all, including those who've received a negative test result or had the vaccine.

For public health reasons and to protect yourselves and others from disease, the government has confirmed it's desirable for many people to be vaccinated against COVID-19 as possible. We would therefore encourage team members (who are able to) to be vaccinated in line with the government's roll out when offered it through the NHS.

- 2.2 Who should work from the studio?

- All team members can work from the studio in accordance with our Hybrid Working proposals.

- Less experienced team members who are struggling to undertake independent work and have missed out on vital collaboration with more experienced colleagues, and those finding it difficult to work from home are encouraged to work from the studio full-time.

2.3 To protect yourself and one another, it is essential to follow UK Government requirements regarding social distancing, isolation, and track and trace whilst working from the studio, and during the two weeks prior to a return to work in the studio. If you have been potentially exposed to COVID-19, then work from home.

3. MAINTAINING SOCIAL DISTANCING OF 2M AND REDUCING CONTACT

3.1 Coming to work and leaving work

- Contractual hours are maintained, but start and end times are flexible, whilst considering business and project requirements. There is no change to requirements relating to lone working.
- As per correspondence with Holly Hughes (18 and 19 June 2020) - Entrance into the Tempest will be through the front door only, exit will be via the back door only. Hand sanitiser has been placed at the front and rear entrances. A one-way system has been put in place for use of the lifts and stairs. Lifts can only be used for ascent, the stairs must be used for descent. People are able to use the stairs for ascent if they prefer, however they must stick to the left. Signage has also been placed on floors and walls to aid safe movement around the building. The lobby and all meeting rooms are closed, all tenants must stick to their own domain. We await further information from the Building Management Company, Crowd.
- It is essential we have a record of who has been in the studio and when. To avoid increased risk through signing in, Razor Blue and Rich will track through Kaseya, which is currently on all our computers. This will work as long as you log into/use your computer every time you are in the studio.

3.2 Moving round the studio

- Plans have been developed for each studio to show movement whilst maintaining social distancing as far as practically possible.
- An anti-clockwise one-way system has been introduced within the studio, directing everyone to wash their hands on arrival.
- Passing spaces have been identified to aid access.
- A series of graphical prompts and informatives have been developed by Molly and Fi. These will be printed and distributed across and throughout all studios, to give consistency of message and provide regular prompts and reminders when going about our daily work.

3.3 Workplaces and workstations

- Keep to your allocated workstation and don't hot desk.
- No sharing of stationary or phones.

3.4 Internal Meetings

- Avoid in-person meetings and use remote meeting software if possible.
- Maintain social distancing, keep windows all open, use sanitiser provided and clean after use. Furniture has been rearranged where possible in line with the plans, and excess items removed and placed in individual boxes to uphold appropriate use.

3.5 Risk to be reduced within common areas by:

- Reducing chairs in confined spaces and the avoidance of face to face configurations.
- Excess furniture will be stored in the corner by the kitchen / or in the adjacent spare office to encourage appropriate use and occupancy levels.
- Staggered lunchtime and use of outdoor areas for breaks. Use of the terrace is to be confirmed. Team members can eat at their desk if necessary.
- Ideally, bringing a pre-prepared lunch and your own cutlery to minimise risk within the kitchen. If you go out to purchase food or drink, it must be consumed off the premises. Don't share food or snacks even if individually wrapped.
- Bringing your own drinks from home or make drinks for yourself only.
- Reassembling the pedal bin and locating in a free-standing location in the kitchen, rather than in a cupboard.
- Storage of personal items in a box under desk.
- The use of kitchen roll and paper towels. All cloth towels and dishcloths have been removed from the studio.

4. CLEANING, HYGIENE AND VENTILATION

4.1 Before re-opening

- The studio has been thoroughly cleaned. All belongings have been cleared from desks and stored in boxes beneath the desk to enable surfaces to be cleaned.

4.2 Keeping the workplace clean - Prevent transmission through touching contaminated surfaces. The approach is for:

- Shared Toilets will be checked and sanitised hourly by the Building Management Company, Crowd.
- A monthly anti-viral fogging of communal and shared areas will be undertaken by the Building Management Company, Crowd.
- The first person to arrive in the studio each day and the last to leave are to clean all the items they need to touch in order to open/close the studio as they enter/leave. This includes: the main door handle, windows handles, door props etc.
- The front door will act as the clean barrier. The first action of everyone entering the studio will be to thoroughly wash their hands.
- Each individual is to clean after they use/touch items, including the photocopier, microwave, fridge, kettle etc.
- All personal belongings are to be kept at your desk (there will be no coat stands or storage). Each team member is to clean their workspace, remove waste (empty bin) and all belongings from their workstations at the end of every day.
- A new internal cleaning regime (tba), with increased frequency and scope of services, paying particular attention to frequently touched surfaces:
 - Taps and washing facilities
 - Door handles and push plates
 - Machinery and equipment controls (photocopier, shredder, printer...) Individual to clean after each use.
 - Kitchen and appliances
 Bins within common areas will be emptied on a daily basis.

This approach will be reviewed as we go forward.

4.3 The following provisions are in place:

- Cleaning products, kitchen roll and tissues throughout the studio to encourage frequent cleaning and good hygiene.
- Pump action sanitiser throughout the studio.
- Paper towels provided in the kitchen.
- Posters and signs to encourage / advise on best practice – hand washing, avoid touching face, use of tissues and disposal etc.
- Windows to be kept open to encourage ventilation. Layer up to keep warm!

5. LATERAL FLOW TESTS

5.1 All team members are asked to take a Lateral Flow test prior to working in the studio. Test kits are available to all and are to be collected in advance from the studio. If you have not taken a test in advance, as test kit will be made available from the round table at the studio's entrance, where you're to wait until your result is available. Tests to be taken as follows:

- On Sunday evening/Monday morning and Wednesday evening/Thursday morning for those working from the studio every day.
- On the evening before/morning of the day you are working in the studio.

If your test is positive, you need to take a Coronavirus test. If void, please retake.

6. HANDLING GOODS AND DELIVERIES

6.1 Deliveries

- Deliveries are to be dropped off at a delivery drop point outside the studio to maintain the front door as the clean barrier. Don't sign for deliveries. All materials, goods and deliveries entering the studio are to be cleaned. Cleaning materials, kitchen towels, sanitiser and a bin will be provided at the entrance.
- Postal workers to be advised that post is to be left at the delivery drop point.
- No personal deliveries to the studio.

7. CLIENTS, VISITORS AND CONTRACTORS

- 7.1 Where possible, remote working tools, or walking meetings with appropriate social distancing, are to be used instead of face to face meetings.
- 7.2 If it is necessary for non-team members to enter the studio the following provisions are required:
- Contact with team members to be minimised by carrying out servicing and repairs at the weekend or in the evening.
 - Non-team members to be directed to guidance on our website in advance of their visit.
 - Non-team members are asked to take a lateral flow test before or immediately on entering the studio.
 - Appropriate guidance and sanitiser will be provided at the entrance and toilets.
 - A named contact is to meet the visitor at the studio entrance and explain all protection provisions that have to be adhered to.
 - The named contact is to keep details of all visitors entering the building for tracing and recording purposes, including the person's details, date and areas accessed.
 - Access will be limited to the toilets and the area where contractors and maintenance staff are required to work. They are not to access other areas.

8. PPE AND FACE COVERINGS

- 8.1 Disposable plastic gloves and additional protective wear will be provided by the practice for cleaning in accordance with 9.3 below, but not general use and wear. Risk reduction of risk is to be achieved through social distancing rather than PPE, but individuals are welcome to provide and wear their own masks, face coverings or protective equipment in the studio.

If you need to come into work via public transport, UK Government and Travel Operator Guidance is to be followed.

9. IT

- 9.1 Names on all machines will need to be checked before work in the studio resumes. This is necessary for tracking of who is in the studio on which days.
- 9.2 Headphones with a noise cancelling mic are available. Headsets are not to be shared and will be allocated to those who are working in the studio and attend multiple external online meetings per day.
- 9.3 Pool laptops can be made available to those working from home as a precautionary measure (because they feel unwell, or are isolating), and can be booked using a calendar. On its return to the studio, equipment will be thoroughly cleaned by the user. A 24-hour lapse of time will be observed before the equipment is used by others.
- 9.4 Those with a desktop computer are to work from home or the studio, not transfer their machine between the two. There is no intention to buy additional laptops for individuals at this time.
- 9.5 If working from the studio on a laptop, take it home at the end of each day in case the studio has to be shutdown.

10. IF A TEAM MEMBER FEELS UNWELL

- 10.1 If you feel unwell, do not come into work. Notify your team lead as usual.
- 10.2 Notify a colleague and go home straight away if working within the studio and you start to feel unwell, as an immediate, precautionary measure. You can work from home if you feel able.
- 10.3 The notified colleague will be responsible for immediately ensuring the work station and equipment, recently used communal areas and frequently-touched surfaces are cleaned. Wear disposable gloves and use disposable cloths, firstly to clean with warm soapy water then disinfectant. If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes (glasses will be made available), mouth and nose (masks will be made available), as well as wearing gloves. Cloths, gloves and any waste is to be double-bagged, secured with cable ties, then placed in the wheelie bin with the rubbish. Wash hands regularly with soap and water for 20 seconds, and after removing all protection used while cleaning.

- 10.4 If unwell, remain at home until the nature of your condition is clear. If you develop coronavirus symptoms (high temperature, new continuous cough, loss or change to your sense of smell or taste), you must follow the rules to self-isolate with other members of your household and order a test at www.nhs.uk/ask-for-a-coronavirus-test to find out if you have coronavirus. If you test positive for coronavirus, you must share information promptly about your recent contacts through the NHS Track and Trace service to help alert other people who may need to self-isolate.
- 10.5 Inform your Team Lead (or relevant Director if they are not available) asap if you develop coronavirus symptoms. The Team Lead or Director will be responsible for informing colleagues / contractors / maintenance staff they have been in contact with, and those working within the same studio during the preceding 7 days, as soon as possible. Any known case of an employee with the virus who has been in the building must be reported to Holly Hughes Holly@tempestliverpool.com immediately. The entire Tempest building will be informed, everyone must vacate the building and it will be sanitised. These provisions complements the NHS Track and Trace service.
- 10.6 Line Managers to record form of sick leave or requirement to isolate on CMAP and inform Alex Wong and Naomi.
- 10.7 Naomi Burl is the allocated single point of contact responsible for reporting a suspected outbreak (more than one confirmed case of Coronavirus within a 14 day period) to the local Public Health England team, supported by Anna Couch. A full record of symptomatic staff and potential contacts must be available to support the outbreak management process, implementation of control measures and risk prevention.

Liverpool Studio

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- NOTES:**
1. Do not scale from this drawing.
 2. Always work to noted dimensions.
 3. All dimensions are in millimetres unless otherwise stated.
 4. All setting out, levels and dimensions to be agreed on site.
 5. The dimensions of all materials must be checked on site before being laid out.
 6. This drawing must be read with the relevant specification clauses and detail drawings.
 7. Order of construction and setting out to be agreed on site.

- * Studio House Keeping:**
1. Doors to be open at all times (closed at end of day)
 2. Windows to be open when possible to enhance ventilation (closed at end of day)
 3. Coats/Personal items to be placed under desk in box provided
- * Items to be cleaned daily:** (refer to office guidelines)
- * Printer keypad, kitchen area, toilet flush, taps wiped down after each use
- * Cleaning Equipment Area -**
Kitchen roll, anti-bacterial spray, tissues

- Key:**
- 1m Person offset zone
 - 2m Movement circulation zone
 - ▭ Active desk
 - ⊞ Personal items storage
- (*) Please see social distancing and re-inhabitation guidance for further detailed information.

Revision	Date	Description	Drawn	Apprvd.
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Client			
Project	Reinhabitation Strategy		
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1:60	A3		
Org No.	Sht-7	Suitability	Revision 02

