



THE  
AIRCRAFT FACTORY

# The Aircraft Factory

## Covid-19 Strategy for occupiers



**bellrock**  
INNOVATIVE. TRANSPARENT. COMPLIANT.

AN INVESTMENT BY



**Legal &  
General**  
INVESTMENT MANAGEMENT

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## BACKGROUND

Legal & General, in conjunction with its Facilities Management team from Bellrock and Property Managers Workman are monitoring government guidance and recommendations. In conjunction with discussions with occupiers we will seek to implement an increased occupation strategy of The Aircraft Factory to help safeguard those within our premises.

Whilst a Government strategy for a return to work is still under review, we have anticipated some key areas of guidance in the first phase of lockdown exit, primarily relating to offices and expect a 'return to work strategy' to be phased over a number of weeks and months depending on occupier demand. The Aircraft Factory has remained open through the crisis however we have taken steps to reduce service charge costs and so there will be some work to do to create the best working environment.

In preparation for the increased occupation of site, this document has been assembled to consider the practicalities of implementing an enhanced cleaning regime and social distancing. It is anticipated that the building will reoccupy on a phased basis with the percentage of personnel onsite increasing over time. It will be necessary for these measures to evolve as occupancy increases.

Whilst it is still unclear when measures will be relaxed, it is crucial that plans for this phased return to 'business as usual', with the possibility that it may take some months to return to what we know as 'normal' and continue to amend procedures to reflect these changes.

It is the occupier's responsibility to ensure safety in their own demises and this document is merely aimed at the common areas. However, support will be available to assist in managing and maintaining social distancing in Occupiers 'own demises' on request.

This document should be read in conjunction with the risk assessment and will be updated periodically.

### Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

#### • FIVE STEPS TO SAFER WORKING TOGETHER •

- We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- We have **cleaning, handwashing and hygiene procedures** in line with guidance
- We have taken all reasonable steps to **help people work from home**
- We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer \_\_\_\_\_ Date \_\_\_\_\_

Who to contact: \_\_\_\_\_ Your Health and Safety Representative  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)

## COMMUNICATION

We want to maintain great communication with all our occupiers to ensure that we fully understand your needs and expectations regarding to your return to work strategy. We are very keen to assist and support you where we can in these challenges. We appreciate plans continue to be reviewed and that this will be evolving as we progress, but please keep us posted about any forthcoming changes in your requirements and their evolution, as it would help us to adapt our building services accordingly.

In this regard it would be helpful to be kept advised of worker numbers at the start of each week so we can prepare accordingly.



# INCREASED OCCUPATION – WHAT ARE WE DOING

## Operational checklist

A central operational check list has been implemented; this includes extensive checks looking at the post-lockdown increased occupation of site before returning to work. This ensures that the building services, facilities and amenities are operational, ready and safe for occupiers. This also covers various areas such as M&E, lifts, doors, fabric, multiple building systems and processes, along with enhanced cleaning regimes throughout site, general building reopening preparations and additional measures to implement social distancing, amongst other initiatives.

## Building increased occupation preparations

As part of the increased occupation preparations, there have been discussions with our service partners reviewing their measures and procedures for returning to work and the service levels provided.

There have been adjustments to our services where required to help implement as many safeguarding measures as achievable, ensuring the best possible support and a smooth transition when returning to work.

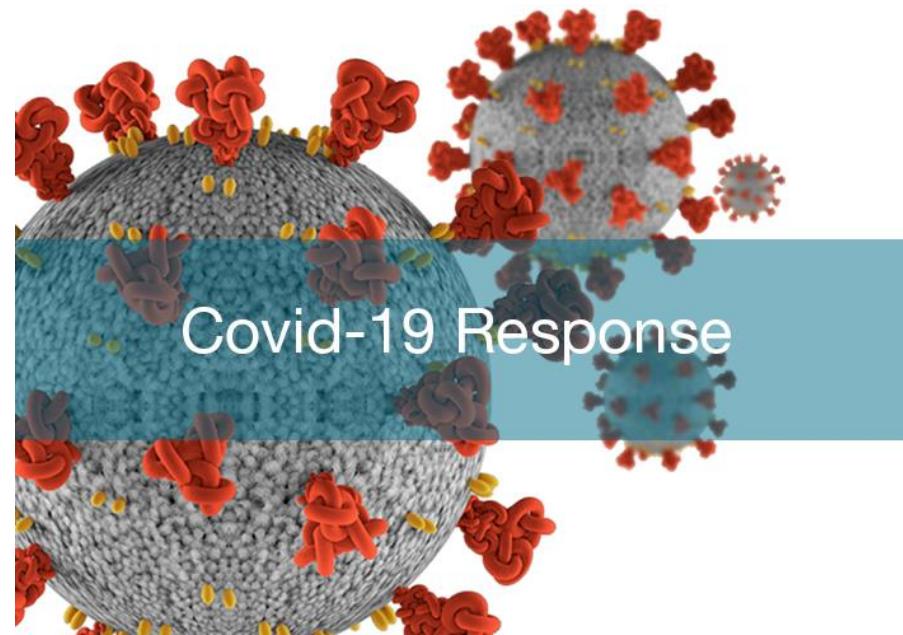
## Building procedure updates

Presented in this guide are several building procedures, updated or altered to ensure that guidance and support is provided to assist in managing social distancing and other measures implemented within the building. Regular updates will be issued on any further changes to these measures.

## Implementation of social distancing measures

Whilst implementing various signage for social distancing within the building, support is also needed from the occupiers and contractors who work within the building to ensure that all the measures are respected and maintained for everyone's safety.

Our internal strategy guide contains multiple suggestions for consideration that could potentially be discussed with the occupiers to help explore further measures and opportunities, providing support for their return to work.





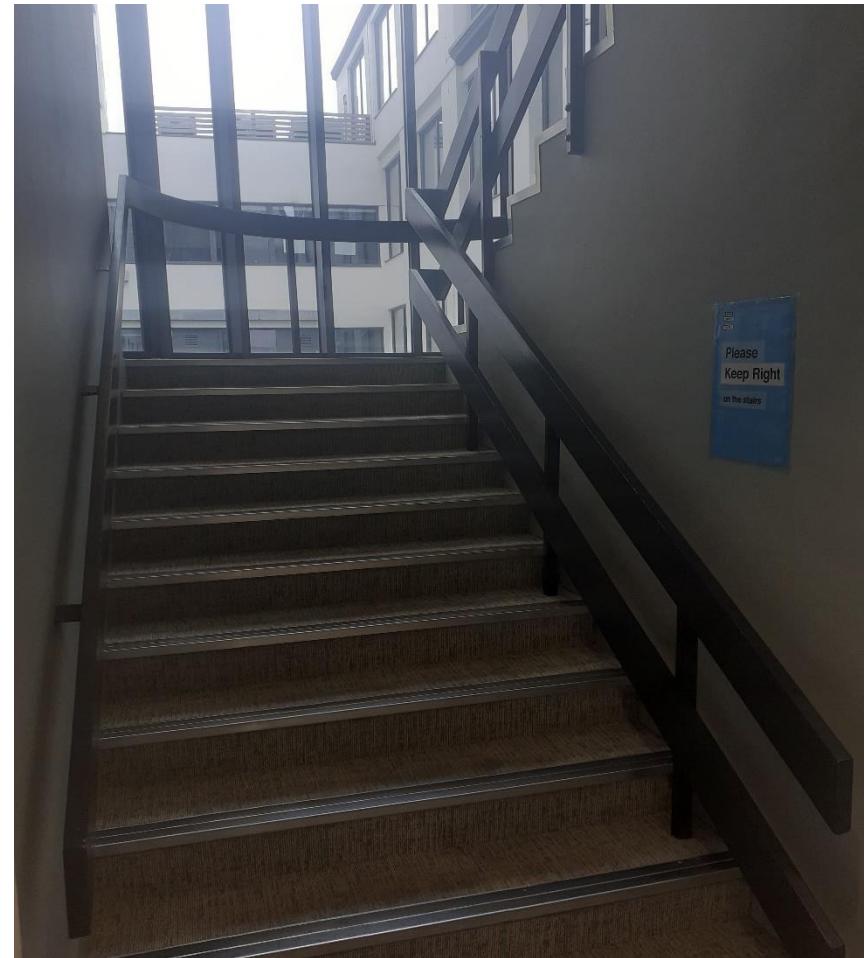
## LANDLORD SERVICES:

### Lift and Stairwell Guidance

We will be encouraging occupiers & visitors to keep right on staircases. The use of lifts will present important challenges and we are continuing to engage with our peers to develop the best practice. Currently the lifts are being restricted to 1 person at a time.

The following measures have been introduced at The Aircraft Factory:

- Each stairwell has directional signage displayed, reminding occupiers who use them to 'keep to the right' and to maintain social distancing guidelines.
- The lifts are marked with signage advising that they are restricted to 1 person at a time.
- Hand sanitizer stations have been placed in all lift lobbies and entranceways and exits.
- Increased cleaning on surfaces and touch points in/outside lifts, as well as handrails.



## LANDLORD SERVICES:

### Access and Flow

Two additional access routes will be opened to limit footfall through the main reception area. These entranceways are located at the front of Block C & to the right of Block B. Only occupiers with direct access to their demises will be advised to use these alternate routes:

Occupiers to use Block B entranceway:

Vista (Ground Floor) – Enter Block B, demise located directly to the left.

KAU Media – Enter Block B & use the stairs to the 1<sup>st</sup> floor.

Aurelia – Enter Block B & use the stairs to the 2<sup>nd</sup> floor.

Occupiers to use Block C entranceway:

Gram Games – Enter Block C, demise is located at the end of the corridor to the left.

Vista (1<sup>st</sup> Floor) – Enter Block C & use the stairs to the 1<sup>st</sup> floor.

These additional routes will have:

- Hand sanitizer stations inside the lobby.
- Signage to advise occupiers to give way.
- 'Keep Right' signage on stairwells.

BLOCK B ENTRANCE



BLOCK C ENTRANCE



(For directions to these entranceways please consult plan on Page 8)

Both entrance routes are on our access control system. Should any occupiers being asked to use either of these routes need their access passes altered please contact a member of staff at reception.

## LANDLORD SERVICES:

### Access and Flow

Our keep right strategy will be employed throughout communal areas, both inside the building & the external grounds.

External seating will be available but will be marked off appropriately to ensure social distancing is maintained.



Landlord Services:

## Building Action Plan

### IMPORTANT INFORMATION

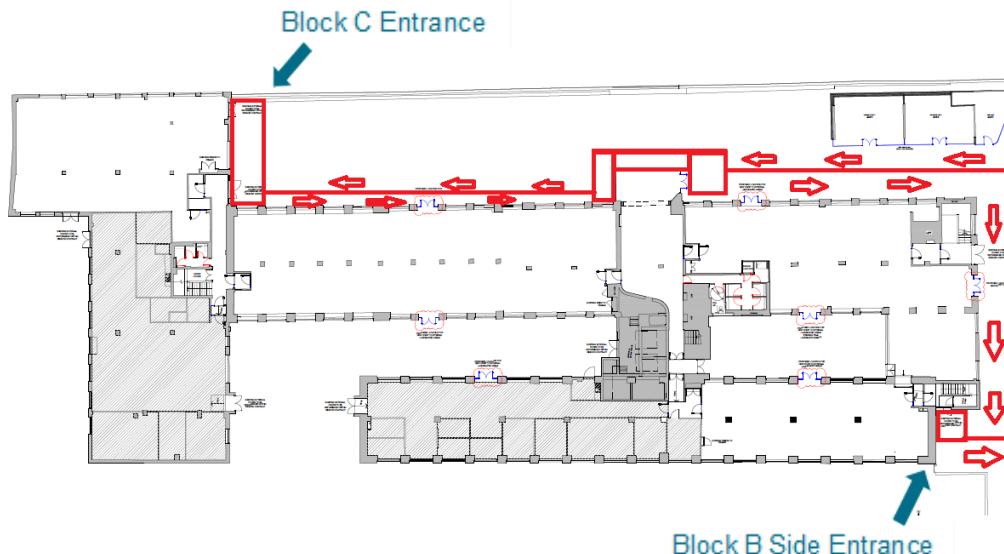
Social distancing: All occupiers will be asked to restrict visitors to arrive after 10am.

These measures are to reduce large numbers of people gathering and to ensure we abide by government guidelines.

All fire evacuation procedures will remain the same. In case of an emergency please evacuate the premises via the nearest available exit and gather on at your designated assembly points. Be mindful of the surroundings trying to maintain social distancing to the best of your ability.

### POLICY KEY POINTS

1. Enter & exit The Aircraft Factory using your DESIGNATED entrance.
2. Please keep to the right throughout the building, maintaining a MINIMUM OF 1 METRE DISTANCE, but where possible keep 2 METRES APART.
3. When ENTERING RECEPTION AREA / OTHER ROUTES Immediately sanitise your hands.
4. The lifts will be available for UP & DOWN journeys but will be restricted to ONE PERSON per journey.



Action	Current situation	Phased increased occupation	Full occupation (To be confirmed)
Enhanced cleaning regime – clean and disinfect touch points and surfaces such as handrails, lift buttons and door handles frequently	Y	Y	Y
Hand sanitisers to be installed in multiple locations to encourage hand hygiene	Y	Y	Y
Posters to encourage hand hygiene and coughing / sneezing protocol (catch it, bin it, kill it) at entrances to the building	Y	Y	
Posters in key landlord areas reminding staff to adhere to social distancing guidelines	Y	Y	
Additional routes opened to restrict footfall in reception.	Y	Y	
Visitors to Reception - clear markers to ensure a 2-meter standoff from the desk by way of floor demarcation.	Y	Y	
Queue Management strategies to be developed for entry and exit points, stairwells and lift lobby.		Y	
Lifts will be in service, but social distancing measures must be adhered to with only 1 passenger allowed to use the lift at a time.	Y	Y	
Avoid face to face meetings where possible, or conduct meetings by conference call, video conferencing or similar.			
Building management should be contacted by phone. Face to face meetings should be arranged via an agreed appointment.	Y	Y	

Action	Current situation	Phased increased occupation	Full occupation (To be confirmed)
Training to be provided to all staff as relevant to their role. This is to include general awareness on specific measures to be taken throughout the COVID-19 period and will include information on PPE and social distancing.	Y	Y	Y
Lockdown checklist –The Property Management Team will complete this prior to and post increased occupation.	Y	Y	
Certain areas closed including atrium seating areas – consideration is being given to segregating areas to allow for their continued use, whilst adhering to social distancing.	Y	Y	
Review service partners readiness for return to work and service levels	Y	Y	
Personal Protective Equipment (PPE) – discretionary use <ul style="list-style-type: none"> <li>• Disposable Face masks – for use by staff that are public facing, to include Property Management Team, Security, Cleaners, Maintenance and Receptionists</li> <li>• Disposable gloves – for use by staff that are public facing, to include Property Management Team, Security, Cleaners, Maintenance and Receptionists</li> <li>• Hand sanitiser –for all building users, to be available at all lift lobbies and entry and exit points to the building.</li> </ul>	Y	Y	

\*\* Please Note -the Buildings Action Plan for 'Full Occupation' is based on the current expectation of how guidelines may be relaxed going forward but are subject to change to fall in line with Government Directives. As ever, best practise will be followed. \*\*

## CLEANING REGIME

### Increased Cleaning

As you return to The Aircraft Factory & occupancy levels increase, the cleaning service will also increase. Cleaning has been maintained throughout periods of decreased occupation, with a particular focus on frequently touched points, albeit at a reduced service to reflect present requirements. As occupiers begin to return, furloughed cleaners will return to work & the hours of cleaning per day will rise to ensure cleaning standards are maintained & disinfection of the touch points happen a regularly as possible.

Disposable face masks have been provided to all cleaning staff to wear when inside the building. Our cleaners have also been fully versed in maintaining social distancing.

Throughout the building we have already installed pedal operated hand sanitizer stations in all lift lobbies & entranceways.

The sanitising units will be maintained throughout the day by our cleaning service personnel.

Service levels will continue to be monitored regularly, ensuring standards are maintained.



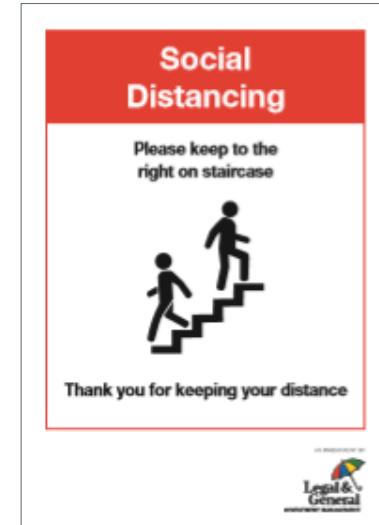


## SOCIAL DISTANCING

We are keen to ensure there is a positive and professional tone used across signage in common areas of the building, with a consistent message that reinforces social distancing. This includes signage for:

- General COVID-19 awareness
- Social distancing in buildings
- General hygiene
- Directional signage as per our 'keep right' strategy.

The recommended distance to keep maintaining social distancing is a minimum of 1 metre apart, but where possible 2 metres is recommended.



## INCREASED OCCUPATION

### A shared Responsibility

#### Occupiers Return to Work Plans

Please communicate your return to work plans with us, highlighting any staggered working patterns, opening hours & social distancing measures outside of those already implemented within the building. This is to help regulation of entry into your building to avoid overcrowding – aiding the safety of all using the building.

Please promote safe hygiene practices including regular and thorough hand washing amongst your employees.

#### A Shared Responsibility

This is an evolving situation and we aim to work closely with our occupiers.

Please keep communication lines open and share your plans and any changes with us as they occur. We will share any updates to this plan as the situation and Government advice is updated.

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07557435657



## CONTRACTORS

All contractors will be requested to give 48hours notice to attend a job on site unless undertaking priority works, this will be subject to review – This also applies to occupiers.

Contractors appointed by Bellrock will be required to make a note within their RAMS to confirm acknowledgement of appropriate PPE, particularly face masks, which they will be advised need to be worn at all times within the building.

All occupiers must inform Reception of any organised works and personnel carrying out works within occupiers' space 48 hours prior to the job – this is to ensure access can be provided and safety for occupiers on staff of site is maintained.

