

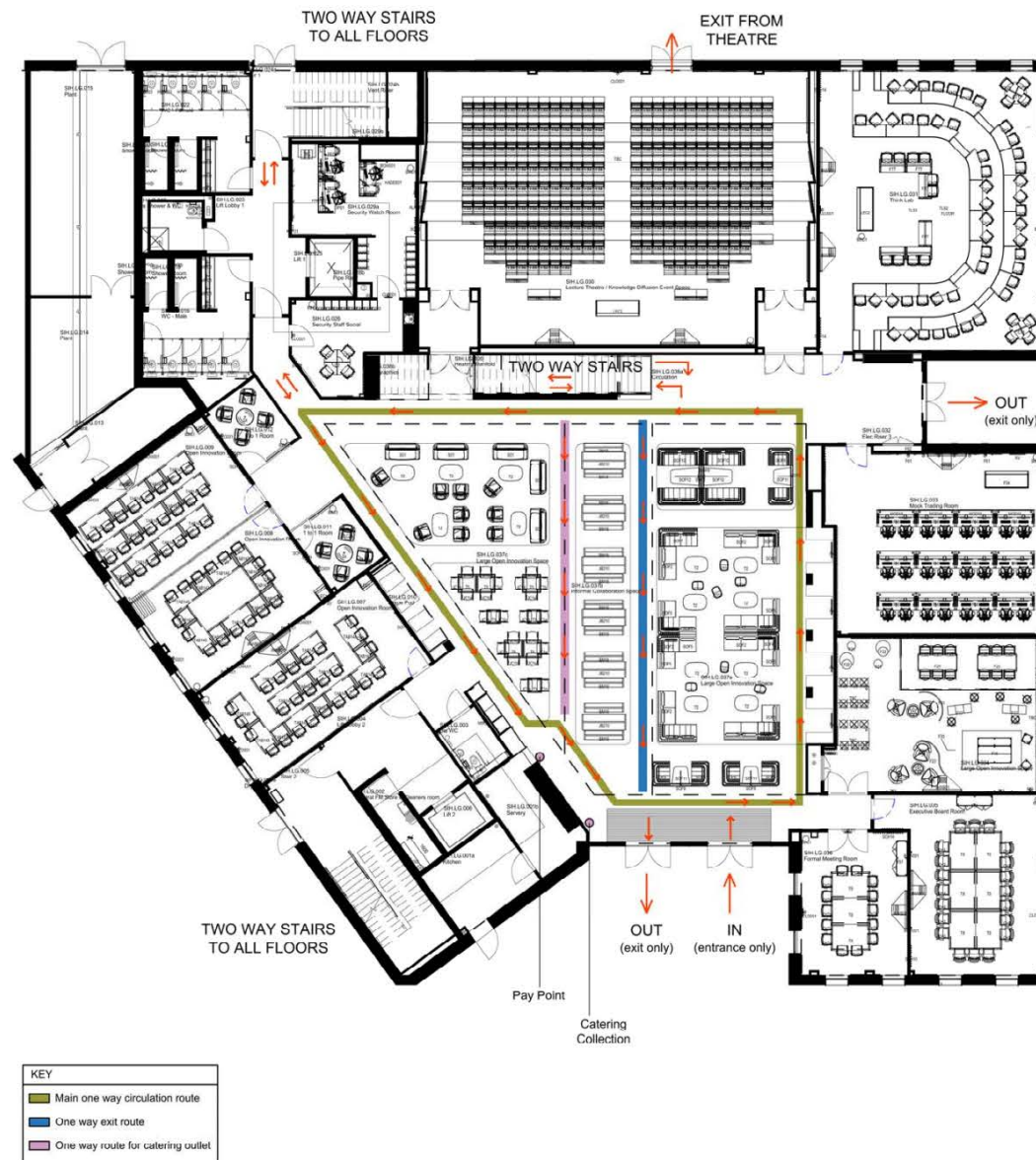
## **Appendix**

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## A.SIH Circulation Route

### Lower Ground Floor



#### Notes

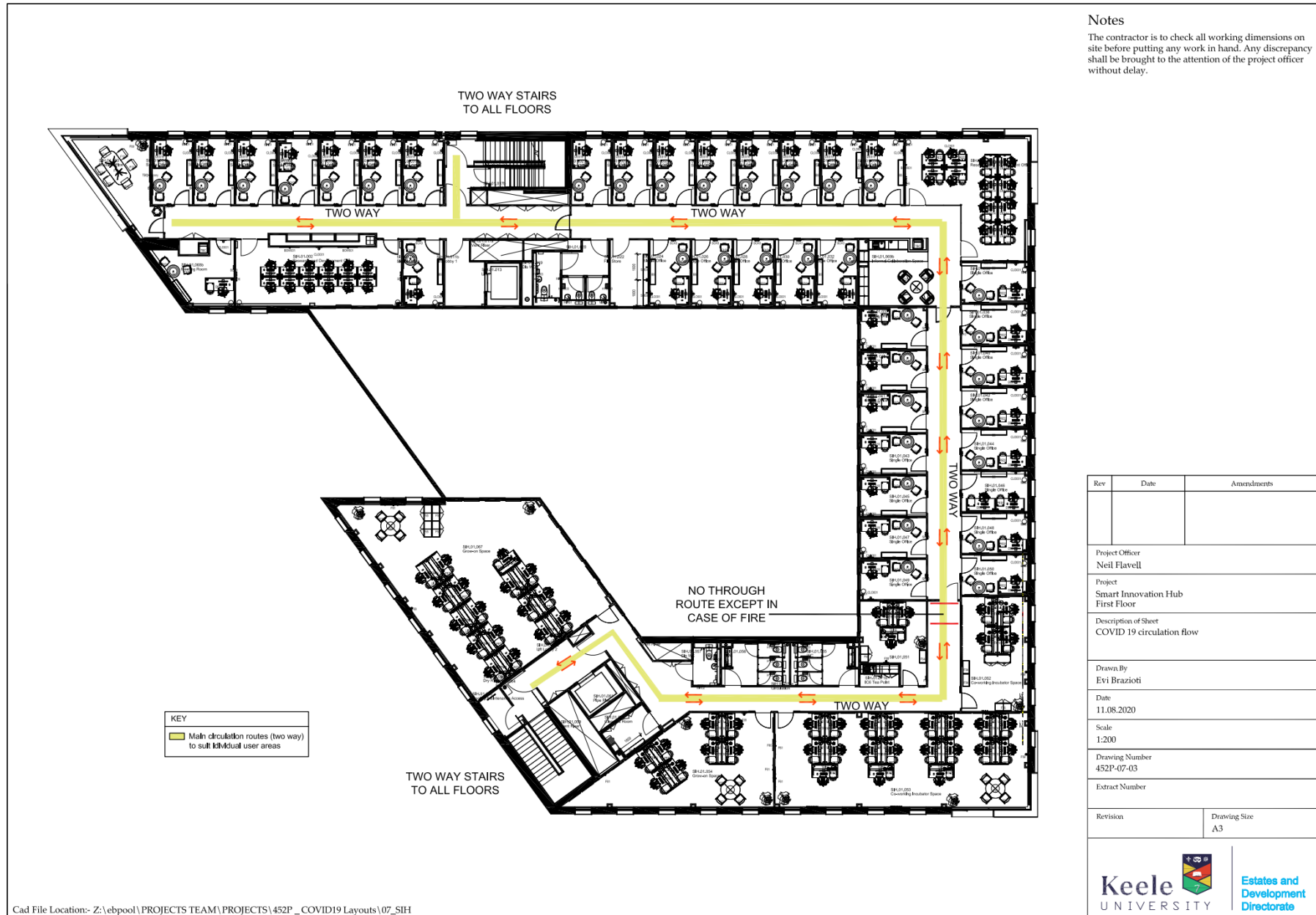
The contractor is to check all working dimensions on site before putting any work in hand. Any discrepancy shall be brought to the attention of the project officer without delay.

Rev	Date	Amendments
Project Officer Neil Flavell		
Project Smart Innovation Hub Lower Ground Floor		
Description of Sheet COVID 19 circulation flow		
Drawn By Evi Brazzoti		
Date 11.08.2020		
Scale 1:200		
Drawing Number 452P-07-01		
Extract Number		
Revision		Drawing Size A3
<div> <div> <b>Keele</b> UNIVERSITY </div> <div> <b>Estates and Development Directorate</b> </div> </div>		

## Upper Ground Floor



## First Floor





## B.Hand Sanitising Station Locations

## Lower Ground Floor



Hand Sanitising Unit  
Installed



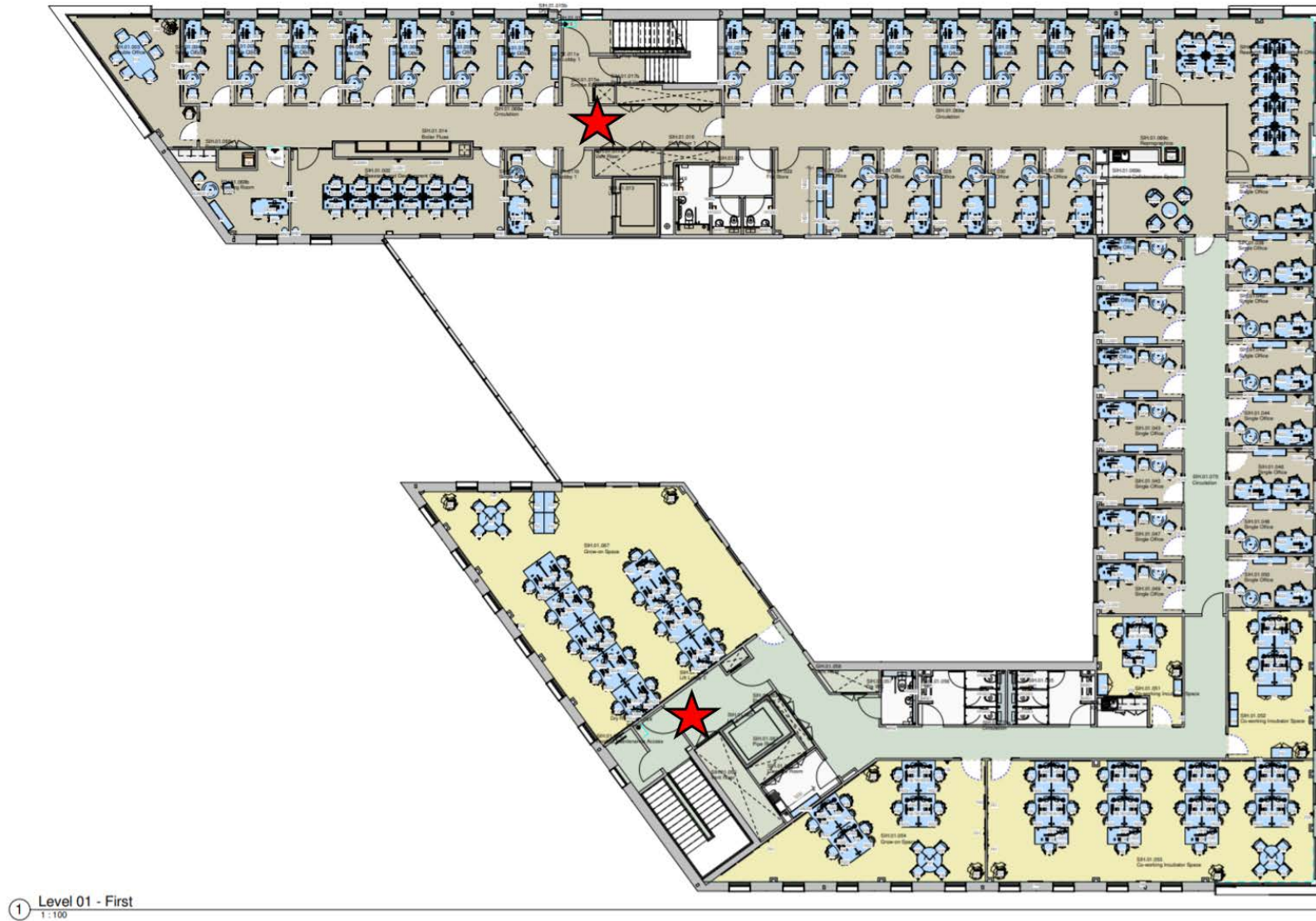
Additional Hand Sanitising  
Unit Required

## Upper Ground Floor

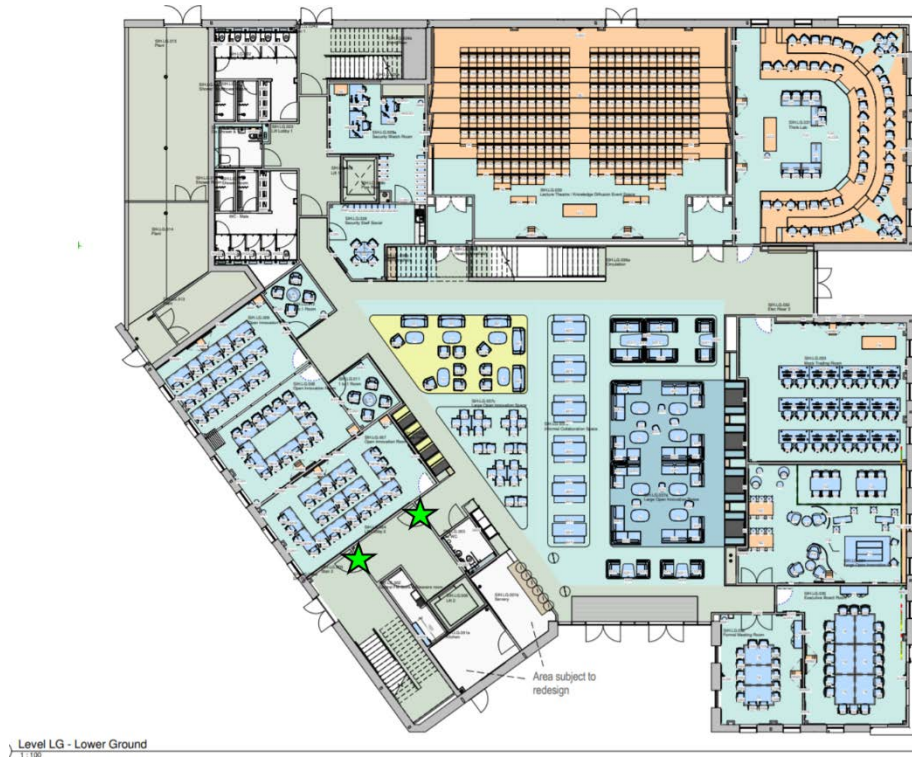




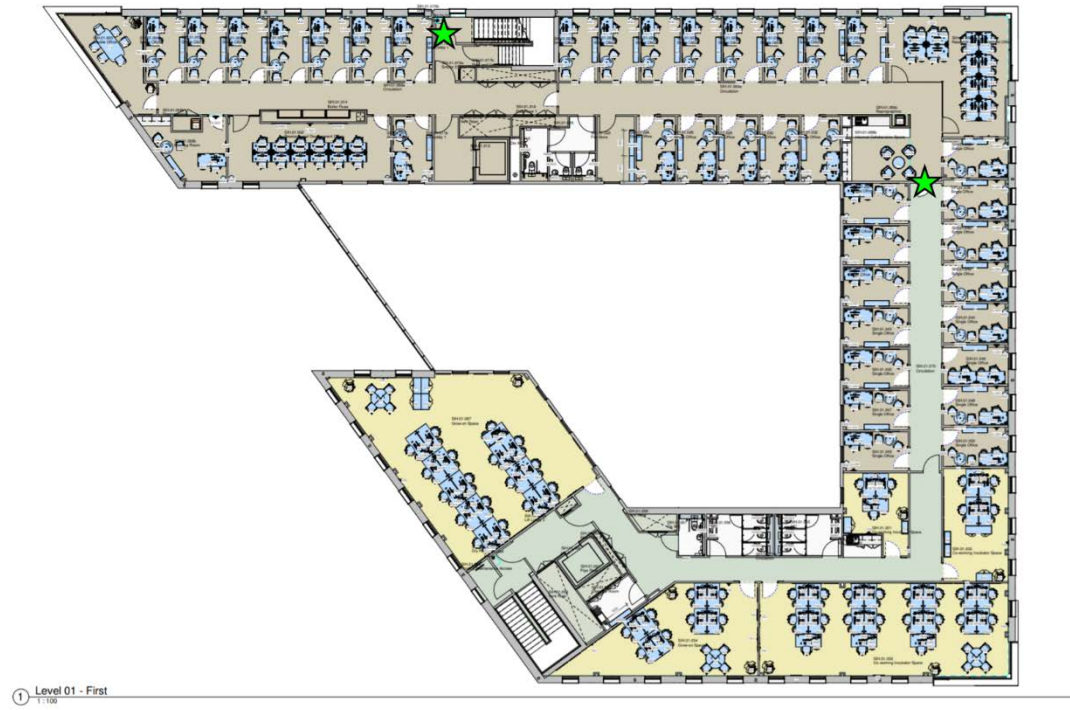
First Floor



C: Locations of Door Guards where doors can be kept open.







## D: Proposed new Room Capacities

Room Number	Room Name	Room Layout	Room Capacity	New Covid Capacity	Notes
SIH.LG.007	Innovation 1	Classroom	20	8 boardroom	
SIH.LG.008	Innovation 2	Hollow Square	16	10	SIH.LG.008 and SIH.LG.009 to be joined together
SIH.LG.009	Innovation 3	Classroom	21	10	
SIH.LG.011	Meeting Rm 1	Lounge	4	2	
SIH.LG.012	Meeting Rm 2	Lounge	4	2	
SIH.LG.030	Lecture Theatre	Theatre	208	52	
SIH.LG.031	Think Lab	Harvard	61	30	
SIH.LG.033	Digital Suite	Computer Suite	24	12	
SIH.LG.034	Open Innovation and Animation	Lounge	68	15	To be used as SIH Tenant Lounge
SIH.LG.035	Executive Boardroom	Boardroom	20	8	
SIH.LG.036	Boardroom	Boardroom	14	6	
SIH.UG.026	Open Plan KMS Office	Boardroom	15	4	
SIH.UG.037	Tenant Meeting Room	Lounge	4	2	
SIH.01.003	Meeting Room	Boardroom	9	2	Triangular shape office
SIH.01.002	Research & Development Office	Boardroom	12	4	

## E: Events and Conferencing information relevant to events bookings in DCFB

## Contact-free Catering



We will deliver the same quality food and drink with increased safety and minimal contact.

The **refreshment area** will be within your own suite of rooms or as part of a larger meeting space. Each delegate will be provided with their own refreshment package for the day which will include disposable cups sachets of tea/coffee/sugar/milk/wrapped biscuits and a stirrer. Hot water will then be poured for you at the refreshment point and we will provide **individually bottled water** for delegates.

A safe table service system will be in place for lunch service, if this is required by government guidelines. Alternatively **Lunch** will be served from a central dining space where each event will be allocated their own dining time, we will ask that delegates return to their meeting space to eat their lunch.

Food will be individually portioned to avoid the requirements for serving equipment wherever possible, where this is not possible a server will be provided who will work from a safe distance to control the distribution of the buffet and avoid the number of guests coming into contact with the buffet.

Delegates can choose from a selection of **pre-packed delicious lunch boxes or a choice of hot and cold food from the served buffet** with individual wrapped cutlery.

At Keele, we have plenty of **outdoor space** including our beautiful Italian gardens and lakes at Keele Hall, to enjoy during your breaks. We encourage all guests to make use of these beautiful spaces and to network outdoors if the weather is fine, adhering to social distancing measures at all times.





# Finally...



## As a guest to Keele University we ask that you commit to:

Providing a full list of guests for each event prior to arrival for test and trace purposes

If in the unfortunate case, you have any COVID-19 symptoms such as a fever, cough, shortness of breath or loss of taste or smell, we ask that you do not attend your event. Please contact your event organiser to advise them that this will be the case.

It is important to note that for the safety of our guests and the safety of our team, that any visitors displaying symptoms consistent with COVID – 19 will be requested to seek medical advice via NHS 111 or the coronavirus website. Should you be advised to self-isolate, we will request that you leave the venue immediately and return home.

We request that everyone respects the current social distancing guidance, not because we don't care about you... but because we do!

And finally, please treat our team and your fellow guests with kindness and respect: this is a difficult time for all of us.

We can't wait to see you, travel safe and stay well.

