

Keele University Science and Innovation Park Induction IC1 Covid 19 - May 2020

- The induction document should form part of the tenants return to work process for their staff, aligned to the tenants risk assessments, and tenants control measures for staff. The common areas have implemented guidance signage, floor marking etc. to help indicate areas, which require a practical approach to managing the Covid 19 government guidance.

The government advice states that you should not enter the building if you have any symptoms of illness.

- **Access**

- Access to IC1 building is via your Keele Card Only
Keep your pass on you as you cannot not enter the building without using it – for yours and others safety do not let others tail- gate you into the building
- Keele Card will only give access to your relevant areas in IC1

- **Security**

- Please notify Security on 01782 733004 if working out of hours or lone working
- Core hours of working are 7am – 7pm
- Out of core hours = before 7am or after 7pm on a weekday or anytime at weekends
- Security will require your emergency contact details.

- **Visitors**

- Please escort visitors to and from reception while adhering to Social Distancing guidance

- **Welfare Facilities**

- Toilets are available – on all floors
- FOR YOUR SAFETY OCCUPANCY OF THESE TOILETS IS LIMITED TO ONE PERSON AT A TIME. If the toilet is occupied, wait outside at a safe distance until vacant and clear to enter.
- The breakout area is located off the corridor on each floor
- FOR YOUR SAFETY OCCUPANCY OF THIS BREAKOUT AREA IS LIMITED TO ONE PERSON AT A TIME. If the Breakout Area is occupied, wait outside at a safe distance until vacant and clear to enter.

- **Common Areas**

- A hand sanitizer unit is located in the ground floor reception area for all to use on entry and exit.
- An information board is located in the reception area; this will include information regarding the guidance for building tenants, staff and visitors using the building.
- For the protection of all tenants, staff and visitors where possible Social Distancing measures apply to everyone - maintaining a safe distance between individuals. Distance lines have been placed in common areas as guidance to the rule, some areas do not have a clear distance so staff will have to apply a practical approach to these measures. One-way systems cannot be implemented with corridor and common area layouts, sizes and available space.

- FOR YOUR SAFETY, TRY TO MAINTAIN ONE PERSON ON THE STAIRS GOING UP OR DOWN. If the Stairs are occupied, wait in the lobby/landing area at a safe distance until the stairs are clear to use.
 - FOR YOUR SAFETY, TRY TO MAINTAIN ONE PERSON IN A CORRIDOR AT A TIME. If the Corridor is occupied, wait in your office at a safe distance until the corridor is clear to enter.
 - FOR YOUR SAFETY OCCUPANCY OF THE LIFT IS LIMITED TO ONE PERSON
 - CONSIDERATION FOR STAFF REQUIRING ASSISTANCE MAY ALLOW MORE THAN ONE PERSON
 - Cleaning of common areas, touch points for example, handrails on stairs, door handles, lifts etc have now got an enhanced cleaning regime, you will notice Keele staff carrying this out 3 times per day.
- **Post**
 - Currently post for all Science Park buildings is being delivered by Royal Mail to the University Post Room, which can be collected from there by a Tenants representative.
 - **Parking**
 - Currently there is no enforcement across the Science Park, empty spaces can be used by staff from other companies, contact the Facilities Manager for confirmation of tenants not using their allocated spaces due to the current climate.
 - **Evacuations**
 - In the event of an emergency evacuation of the building, the action plan 'green sign' routes and emergency exits take priority over Covid 19 guidance for use of common area spaces. Keep social distancing if practical at assembly areas.
 - **External Areas**
 - Car Parks and Smoking areas - For the protection of all tenants, staff and visitors where possible Social Distancing measures apply to everyone - maintaining a safe distance between individuals.

The Facilities Manager will update any changes to this document to your company's representative.

Useful Contacts

Head of Science & Innovation Park	Dr Nick Gostick kusip@keele.ac.uk
Science & Innovation Park Manager	Joseph Caine kusip@keele.ac.uk
Science & Innovation Commercial Facilities Manager	Chris Holland c.e.holland@keele.ac.uk 07816879621 01782 733841
Science and Innovation Park Co-ordinator	Lesley Tyler kusip@keele.ac.uk
IC1 Reception Currently unmanned	01782 733778 Kusip.receptionic1@keele.ac.uk
Security (24 hour)	01782 733004
Logging Building Issues	estates@keele.ac.uk

Signed by KUSIP representative:

