

Keeping Everyone Safe – Covid-19

The Blackburn Technology Management Centre

Information about how we are ensuring your safety and what you need to do to keep others safe



Staying Safe and Keeping Others Safe

At the BTMC, we are working hard to minimise disruption so you can continue managing your businesses during these difficult times. We have created this document to explain the measures we are taking in response to the current crisis and measures that you can take to help others

Do not come to the building if you are showing any signs of Covid:

- High Temperature
- A new continuous cough
- A loss of taste and smell

You must stay at home and not come to work for at least 7 days from when the symptoms started and follow the Government guidance on self-isolation. You must order a test for yourself to confirm that you are clear of the virus. If you live with someone who develops symptoms please isolate for 14 days

Visiting The Centre - Public Health advice

Many new systems have been put in place to help protect, tenants, visitors and staff including limiting the number of people at any one time and social distancing measures.

Everyone is being reminded to follow Public Health England advice to:

- Always carry tissues with you and use them to catch your cough or sneeze. Then bin the tissue, and wash your hands, or use a sanitiser gel.
- Wash your hands often with soap and water, especially after using public transport. Use a sanitiser gel if soap and water are not available.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are unwell.

Entering the Centre

EVERYONE MUST USE HAND SANITISATION PROVIDED AT ALL ENTRANCES

Even if you have sanitized in your car you are still touching your car keys, mobile phone, bags, car doors and using the alarm system

Reception

- Changes include Perspex screens to protect staff, tenants and visitors
- All visitors must be instructed to arrive at different intervals to enable social distancing.
- All seating areas will be wiped down after use, social distancing must be maintained at all times.
- All post will be delivered to each tenant's office, please do not go behind reception. **We can no longer accept personal parcels business post/packages only**
- Doors propped open to corridors to avoid touching handles etc
- Any services required including Photocopying or Scanning can be left with Ann and she will return it when completed, do not go behind reception. Please instruct all staff to sanitize when entering the

building/Reception, this is particularly important after using the alarm system

Common Areas

Stagger breaks times to reduce pressure on these areas

Toilets

- Please shout before entering the toilet as only 1 person is allowed access at a time
- Always wash hands
- Do not use the hand dryers, paper towels have been provided
- Do not leave any personal belongings
- Place all waste products in the bins provided
- First door propped open to avoid touching handles etc

Kitchens

- Only one person allowed access at one time
- Wipe down areas/surfaces touched/used
- Remove personal belongings, cups, plates etc
- Dispose of all waste in bins provided
- Door propped open to avoid touching handles etc

Shower Room

- Do not leave any personal belongings
- Place all waste products in the bins provided
- Please sanitize the bench etc when leaving
- We will inform you before use if somebody has been in the shower prior to your request

Communal Areas

- Do not leave any personal belongings
- Do not sit on any storage heaters/tables
- Please sanitize at the stations provided
- Do not use any of the fabric seating areas
- Maintain 2mt social distancing
- Doors propped open to corridors to avoid touching handles etc

Visitors

- Make sure all your visitors provide contact details: mobile telephone number, email and address, let them know that their details will be shared with local public health authorities if anyone becomes ill with a suspected infectious disease.
- Have a plan in place should a visitor or member of staff become ill with symptoms of COVID-19 (dry cough, fever, malaise). This plan should include at least: Identify a room or area where someone who is feeling unwell or has symptoms can be safely isolated, please inform Reception immediately so that we can take appropriate measure as soon as possible
- Please ask all visitors to stagger their arrival times if more than one person is visiting
- Please instruct visitors of the procedures to follow in the building within Common Areas
- Limit the number of visitors at any one time to keep within social distancing measures
- We will be restricting access to required visitors only, please inform us in advance of your expected visitors with as many details as possible

Meeting safely

Meeting Rooms

In order to make sure that our tenants and customers can continue to use our meeting rooms in accordance with health and safety guidelines, we have established a meeting room safety protocol. This protocol encompasses the use of spaced seating arrangements to allow for physical distancing, moving around clockwise, and maintaining a safe distance for catering – all indicated with signage. Our COVID-19 Safety Meeting Plan will be issued for all bookings

- Supply us with your plan to prevent infection at your meeting

- Advise attendees to arrive at staggered times to help with social distancing
- Supply your own PPE including sanitizers, masks, hand wipes etc
- Advise participants in advance if they have any symptoms or feel unwell, they should not attend
- Supply us with contact details: mobile no, email and address of non tenants, State clearly that their details will be shared with local authorities if there is an outbreak, if they do not agree they cannot attend
- Should someone become unwell or show symptoms you must have a pre prepared plan in place and follow it. They must be isolated in a pre arranged room, our response plan will be issued at the time of booking
- Buffets will be delivered in separate boxes and must be eaten in the meeting room
- No group gatherings around buffet areas, one delegate at a time and all refreshments to be taken into the meeting room
- Windows and doors can be left open whenever possible to help with ventilation
- Please use the hand sanitisation in each room
- Wipe down all equipment used including the arms of the chairs after use
- Do not leave any personal belongings
- Place all waste products in the bins provided
- Maintain social distancing
- A Safe meeting procedure will be issued on booking
- Conference Room – Maximum of 10 people, Syndicate Room 1 – 6 people, Syndicate Room 2 – 4 people



Helping you adapt to the current situation

Spacing out your teams

You may need more space to accommodate your people whilst physical distancing continues. If your office has restricted access, and you need to scale space up or down to accommodate more or less workforce, we can provide the space you need, we currently have 4 small offices within the BTMC that are available with immediate access, they are ready-to-use and fully-furnished and can be taken without commitment or risk on the usual terms, so you can adapt as your needs change

REMEMBER TO SANATISE AT ALL ENTRANCES

WE ARE MAINTAINING THE 2MT DISTANCING RULES IN ALL COUNCIL BUILDINGS

KEEP YOURSELF SAFE AS WELL AS OTHERS

PLEASE ENSURE ALL YOUR STAFF READ THIS DOCUMENT AND ISSUE THE RELEVANT PARTS TO YOUR VISITORS

Thank you for you co-operation in keeping everyone safe