



**LSP**

LONDON & SCOTTISH PROPERTY  
A DIVISION OF LONDON & SCOTTISH  
PROPERTY INVESTMENT MANAGEMENT

# COVID-19 RETURN TO WORK MEASURES

## **RETURN TO WORK MEASURES**

**Following the Government's announcement on 10<sup>th</sup> May on a gradual moving out of "lockdown" in England and a return to places of business over the coming weeks and months, we are writing to you to advise of the steps London and Scottish Property, as managing agent on behalf of your Landlord, will be looking to introduce to the common areas in multi-let managed buildings where possible and practical.**

**It is recognised that the four home nations are currently moving at different paces and the location of any workplace will need to apply the rules and guidance operating in that country, however, all guidance remains that social distancing measures together with hand washing regimes, etc. and the continuation of working from home wherever possible will continue to be key for keeping COVID-19 under control until a suitable vaccine is available. Such regimes will require input and co-operation from both the Landlord and Tenant in equal measure.**

Set out below are the general key measures, where practical, we intend to introduce to “front of house” and common areas to endeavour to maintain these as safe and hygienic as possible. Site specific risk assessments are to be carried out for each asset to tailor these measures.

- 1. Risk Assessments** Covid-19 site specific risk assessments will be undertaken over the coming weeks. This will be a two stage process. Initial risk assessments will require to be updated and adapted as tenants share their own risk assessments with us to include importantly when they intend to return to the property, what level of staff will be returning and on what basis e.g. split shift patterns, etc.
- 2. Hand Sanitiser Stations** will be installed in building receptions, building entry points, close to WC facilities and lift call points at all floor levels. **EVERYONE** will be required to sanitise on entry to and exit from the building. This will help to prevent spread of the virus at high risk touch points. We are also investigating the application of a long lasting anti-viral coating system to high contact areas such as door handles, handrails, lift buttons, WC handles and taps, etc. Orders of hand sanitiser gels and dispensers together with other known required materials have already been placed for delivery and installation, subject to supply, given anticipated demand and price increases.
- 3. Toilet Lobby Doors** where possible will be adapted to limit or prevent hand contact. Investigations are also being made to implementing either a signage or light signal system to advise whether larger communal WC's are in use.
- 4. Handwashing** reminder notices be placed in all toilets.
- 5. Cleaning Regimes** will be adjusted to cater for changes in use of common areas.
- 6. Multiple Information Signage** regarding safe distancing, lift use, etc will be installed.
- 7. Protective Screens** where practical will be installed at staffed reception desks together with appropriate distancing floor markings. The use of face coverings may be employed by reception staff in instances where they are unable to maintain appropriate social distancing.

8. **Signing in Procedures** will be altered to introduce touchless signing in facilities where practical.
9. **Lifts** should only be used when absolutely necessary and used on a limited basis per lift where practical and as directed by advisory signage and safety markings to lift car floors. Users are encouraged to wear PPE face coverings when using the lifts .
10. **Highlighting 2 metre bands** on the stair treads and in front of reception desks to be applied where practical.
11. **Stair Use to be encouraged** especially for lower floor level occupiers.
12. **One-way systems** to be implemented throughout buildings where practical.
13. **Social Distancing Floor Signage** will be introduced and dwell times kept to a minimum in common areas. Seating will be removed and restricted for emergency use only in these areas.
14. **Heating and Ventilation Systems** to be reprogrammed and maintenance regimes adjusted to follow best-practice industry guidelines now recognising the existence of Covid-19.
15. **Review fire assembly points** and evacuation strategy.
16. **Evolve the above practises** to best suit the building.

## WHAT TENANTS NEED TO DO:

- 1. Tenants should determine their own operating thresholds** for returning workers, customers and visitors to their place of business through their own Risk Assessments and comply with the HSE and Government Guidelines thereon and issue these to their Property Manager for the building.
- 2. Advise all staff of the measures the Landlord is intending to implement** for the safety of all occupiers and visitors and the importance of adhering to these.
- 3. Continue to follow Government advice on working from home where possible.**
- 4. Consider Staggered Timing Regimes** for return to work and to build return to work plans around staggered arrival and departure times and flexible breaks to reduce close contact.
- 5. Limit Visitors** to the Building.
- 6. Sharing with the Property Manager your Covid-19 return to work plans/risk assessments and integration thereof and provide updates** on the number of staff within your premises.
- 7. Co-operation with the landlord** on all safety measures.
- 8. Enforcing self-isolation procedures** where employees showing symptoms should self-isolate away from the workplace and not attend the building notifying the Property Manager for the building of any known cases.
- 9. Regularly review Government guidelines** on managing the Risk of spread of Covid-19.
- 10. Liaise with the Property Manager** for the building as required and share plans and thoughts.

FURTHER GUIDANCE can be obtained from the below links and elsewhere on the Gov.uk website

<https://www.gov.uk/government/collections/coronavirus-covid-19-transport-and-travel-guidance>

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>

*All COVID-19 related procedures have been developed using information from the UK Government , World Health Organisation and our suppliers and partners. This may not be suitable for all locations or situations. It is ultimately the landlord and occupiers who must make their own respective strategic decisions for their individual stakeholders and their facilities. **This guidance is intended to initiate those discussions and expedite the process and no warranty or representation on the accuracy or completeness of these materials** . London and Scottish Property cannot ensure safety and disclaims all liability arising from use of this guidance.*

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