



HEYWOOD HOUSE

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# COVID-19 Guidelines

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How are we ensuring your safety in the work place?

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## Building and Cleaning Preparations

- Daily anti-viral deep clean across all buildings, communal areas and serviced offices
- Particular attention paid to cleaning high-frequency touch points i.e. door handles, light switches and locks
- Hand sanitisers and paper towels placed by the entrance to Heywood House Reception, front door of the Mansion, Meeting Rooms, Co-working areas, coffee stations, and Conservatory
- Internal doors (non-fire doors) kept open to reduce the need for contact
- Safety Signage installed
- All rooms well ventilated and windows opened to allow movement of air into all rooms

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## Co-working & Meeting Rooms

- Sanitising stations with sanitising wipes, antibacterial spray, gloves, hand sanitiser and paper towels to clean down individual desks and equipment prior to working have been set up in all communal areas
- Desk positions have been spaced to allow 2 metre spacing between desks
- New co-working areas have been opened to allow maximum space between work areas
- One way systems have been implemented in some co-working areas to ensure physical distancing
- Physical distancing signage and floor markings introduced to support 2 metre distancing
- Rooms will be well ventilated

## Outdoor space

- 30 acres of ground can be used to eat in, work in, exercise in and keep a safe distance from other people and help with mental well-being and stress reduction in the day
- The exercise circuit is open
- Outdoor seating and tables are open
- Plenty of parking allows for safe distances between parked vehicles

## The Conservatory Cafe (In future)

In addition to other preparations:

- Take away beverages and food will be available
- Barriers will be installed at till payment point
- Floor marking safe distance from till point
- Payments must be contactless
- Tables and chairs will be reduced to ensure appropriate distancing

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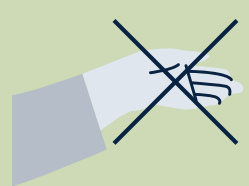
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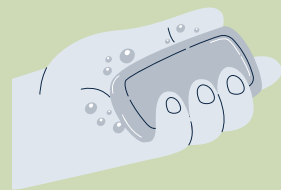
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# Keep Your Workplace Safe

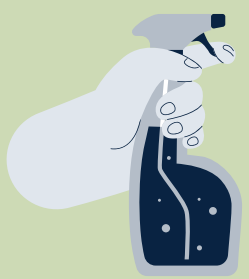
## Practice good hygiene



Stop hand shakes and use **non-contact greeting methods**



Clean hands at the door and schedule **regular hand washing** reminders



**Disinfect surfaces** like doorknobs, tables, and desks regularly



**Avoid touching your face** and cover your coughs and sneezes



**Increase ventilation** by opening windows and switching off air conditioning

## Follow social distancing

Use **video conferencing** or socially distanced face-to-face meetings

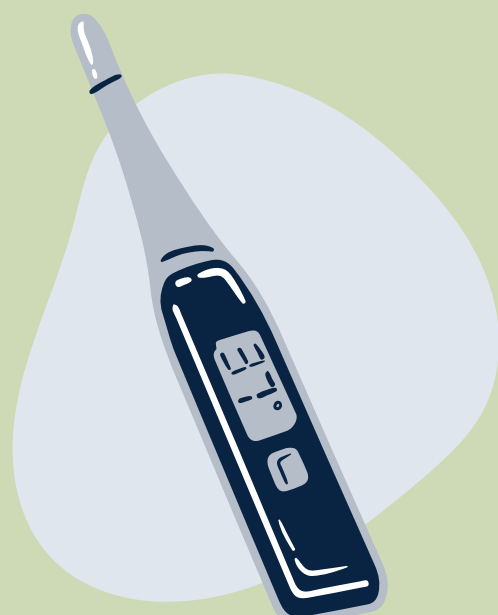
When video calls are not possible, hold your meetings in **well-ventilated rooms and spaces**

Adhere to the **2 metre rule** when working and moving around site



## Stay home if...

- You are **feeling unwell**
- You have a **sick family member** at home



## Take care of your emotional and mental well-being

This is a stressful and anxious time for everyone. We're here to support you! Reach out to [landlord@heywoodhouse.com](mailto:landlord@heywoodhouse.com) anytime.

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# COVID-19 Guidelines

## Do you have these symptoms?

Fever	Shortness of breath
Cough	Loss of sense of smell
Diarrhea	Sore throat
Rash	Joint and Muscle Pain

## Have you had Exposure?

- Travelled to other countries in the past 14 days
- Exposure to a confirmed COVID-19 patient
- Exposure to a Person Under Investigation (PUI) for COVID-19
- Exposure to someone you suspect may have COVID-19

### With Exposure + With Symptoms:

- With no other illnesses and mild symptoms: Conduct home quarantine for 14 days
- With other illnesses and/or severe symptoms: Use the NHS 111 online service or telephone 111 for medical advice
- For life threatening emergencies call 999

### With Exposure + No Symptoms:

- Conduct home quarantine for 14 days and monitor symptoms.
- Should symptoms start to develop, use the NHS 111 online service or telephone 111 for medical advice

### No Exposure + With Symptoms:

- Manage symptoms accordingly
- Conduct home quarantine for 14 days
- Should symptoms worsen, use the NHS 111 online service or telephone 111 for medical advice

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