



WATERLOO
QUAY PROPERTIES

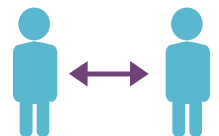
Welcoming you back:

Updated Onsite Measures

It is very important that everyone continues to follow the guidance provided by the Scottish Government.

In light of this WQP has outlined each area for ease to allow you to see where necessary changes and updates have been made.

KEEP 2M APART



KEEP YOUR
DISTANCE

PLEASE DO NOT ENTER THE SITE IF YOU ARE SHOWING SYMPTOMS OF COVID-19
PLEASE FOLLOW GOVERNMENT AND NHS GUIDELINES

**PRACTISE SOCIAL
DISTANCING**

**PRACTISE GOOD
HYGIENE**

**AVOID TOUCHING
YOUR FACE**

**STAY HOME
WHEN YOU CAN**

Introduction

Following the lockdown restrictions changing for office workers throughout Scotland and guidance showing that a return to the workplace for businesses is on the horizon, Waterloo Quay Properties (WQP) has implemented the following procedures and respectfully requests that all tenants, clients, contractors and visitors adhere to them all whilst on site. WQP is doing it's utmost to continue to provide a safe working environment for all, monitoring government updates and making necessary changes as required. However, to enable us to do so, it has to be with the full co-operation of everyone on site working together.

It is very important that everyone continues to follow the guidance provided by the Scottish Government. In light of this WQP has outlined each area to show where necessary changes have been made;

Provender House Reception

- Safety screens have been installed at the main reception desk for the utmost protection of staff and visitors.
- 2m Floor markings have been laid at the main reception desk to maintain social distancing.
- The Reception & Facilities Management teams will operate between 0900 hrs and 1500 hrs, with landlords available out with these hours in case of emergencies.
- The visitor and contractor signing in books have been replaced so that reception staff can create self-stick labels accessed directly. When leaving the premises, each visitor/contractor must inform reception and dispose of their own label on exit.
- WQP will continue to discourage tenants from having personal deliveries sent to their work address for the foreseeable future.
- The reception seating is limited to respect social distancing.
- All suppliers with deliveries will be advised that they will not have access beyond Provender House reception.
- WQP will advise all recipients as/when items arrive in order that collection arrangements can be made.

Main Entrances To All Buildings

- New Health & Safety signage have been displayed at each main entrance, reminding everyone that sanitising and social distancing procedures must be followed throughout the site.
- Pull-up banners now stand at each main entrance providing the necessary health and safety information whilst on site.
- Hand sanitising stations and signage are available at each main entrance and all personnel will be requested to sanitise their hands on entering and exiting the building.
- All touch zones including entrance/exit door handles, 'push to exit' buttons and hand sanitising units will be sanitised a minimum of twice a day.

QR Codes

- QR Codes have been created to assist with track and trace. Each tenant, visitor and contractor **MUST** check in **AND** out while entering and leaving the site.
- The same QR Code will be utilised for the whole of the WQP campus, with a separate QR Code for Quay Fitness
- Tenants and visitors frequently visiting the site can pre register using these links:
Quay-fitness Pre-registration link:
<https://app.virtualcheckin.io/company/08d849ce-ac85-ab9e-847d-a1467da8baf6/record-attendance>
WQP-campus Pre-registration link:
<https://app.virtualcheckin.io/company/08d849cd-9b9b-39b0-016f-f6f61ac4ca32/record-attendance>
- Registration only needs to be completed once, however the QR code must still be scanned on both arrival and departure.

Lifts

- New Health & Safety signage has been displayed at each lift entrance, stating that the lifts will be accessible to one user at a time.
- All lifts will be cleaned and high touch areas sanitised twice a day.

Stairwells

- Priority should be given to personnel coming down the stairs wherever possible.
- Please observe directional signage which is now in place.
- Face coverings **MUST** be worn whilst frequenting any stairwell on site.

Meeting & Training Facilities

- Meeting rooms and training facilities will be open from 0800hrs Monday 31st August 2020.
- Meeting and training rooms display social distancing signage and are set out accordingly.
- All attendees are encouraged to use the hand sanitisers provided, before and after touching any surfaces. This includes the hot drinks and water dispensers.
- Meeting and training rooms will be available to be booked either for the full day, or between the hours of 0800hrs – 1200hrs and 1300hrs – 1700hrs.
- Bookings must be made 24 hours in advance for morning and/or afternoon sessions only, leaving the time out with for cleaning and sanitisation.
- To ensure social distancing between users, a minimum of 15 minute intervals will be applied to all areas between start and finish times. We therefore respectfully request that all attendees arrive and leave promptly.

Common Area Toilets & Showers

- Only one cubicle in each common area toilet will be in use to maintain social distancing. If the facility is already occupied, you will either need to wait outside, leave and use another facility or return at another time.
- The showering facilities located on the ground floor behind Provender House reception will not be available for the foreseeable future. WQP will monitor this and review when the showering facilities within Provender House can reopen. As this is situated within the disabled toilet, any users wishing to use the disabled toilet must report to Provender House reception to gain access.
- Face coverings **MUST** be worn whilst frequenting **ALL** common areas throughout the WQP campus.

PPE/General Housekeeping

- WQP staff members will be provided with suitable PPE to use when out on site in all common areas.
- Each company is responsible for providing its own staff with PPE, however, items will be available to purchase from reception if required.
- WQP staff members will not access tenants' offices, unless absolutely necessary and only by prior arrangement.
- Face coverings **MUST** be worn whilst frequenting **ALL** common areas throughout the WQP campus.
- ALL personnel will be respectfully requested to keep general hygiene standards high and must make sure that frequent and thorough hand washing is maintained whilst on site.

Smoking

- New Health and Safety signage has been displayed at the Courtyard smoking shelter, stating that only one user will be permitted to use this facility at any time.
- If the smoking shelter is already in use then you will either need to wait outside, leave and use another facility or return when the shelter is vacant.
- Please note that there is another smoking shelter situated between the multi-storey car park and Horizons House.
- All smokers must respect social distancing rules at all times for their safety and that of others.

On Site Café

- The WQP on the site cafe will remain closed until further notice.

Quay Fitness

- Anti-bacterial cleaning spray has been provided within the gym and **MUST** be used before and after the user is finished with each piece of equipment.
- There are set user limits, which will change as time progresses, for each area of the gymnasium. The main gym will only be able to hold a maximum of 7 users and 1 personal trainer at the same time. Each squash court will have socially distanced gym equipment available, allowing a maximum of 4 users and 1 Personal Trainer per court at any time.
- Squash and table tennis will not be available until further notice.
- There are set user limits, which will change as time progresses, for each changing room. The ladies and gents will each be set to have a maximum of 2 users at one time with only one shower in use within each changing room. The toilet facilities can be used as usual.
- The signing in book at the entrance to the gym will be removed and access will be monitored by the Facilities Management department by using the QR Code system.
- The Personal Trainer will be available to assist and answer any questions when on site, however please remember that they are not on site on a full time basis.
- All users are responsible for maintaining social distancing at all times and sanitising equipment before and after use.
- The main entrance and exit to the gym will remain two-way, however priority must be given to those exiting the facilities and signage will be displayed informing those entering to wait until the entrance is clear.
- All information is subject to review in line with guidance from the Scottish Government

Thank you for your co-operation.

We very much look forward to welcoming you back to the Waterloo Quay Campus.

In the meantime, if you have any questions or need any further information, please do not hesitate to get in touch, preferably by email in the first instance; **fm@waterlooquay.com**

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