



COLLABORATE. BUILD. LAUNCH.

Visitor Guide

Guidance for visitors during
the COVID-19 pandemic

15th June 2020

Visiting our Studio

Please only visit the studio for a pre-arranged meeting, and at the agreed time. This will allow us to prepare and clean the studio ready for your visit.

Our address is

Suite 4D (Fourth Floor)
113-115 Portland Street
Manchester
M1 6DW

The nearest Metrolink tram stop is St. Peter's Square. We're close to Oxford Road train station and a 15 minute walk from Manchester Piccadilly station. There's ample on-street parking outside of our building, along with the nearby secure underground car park - Q-Park situated on St James Street.

Arriving and entering the building

At this time during COVID-19 restrictions, the main front door to 113-115 Portland Street will be locked.

To let us know you've arrived please call the studio on:

0161 533 0481

We'll come down and meet you at the front door.

Using the lift

Our studio is located on the 4th floor. If you'd like to use the lift, please be aware we can only have 4 people in the lift at any time, standing back to back. Floor graphics will be in place to show where lift users should stand.

Please note also that, where possible, the lift should only be used for going up.

If you're able to use the stairs to go up, we recommend that you use them as this will limit exposure to other people and shared surfaces like lift buttons.

Stairs

The main staircase through the building will be in use as normal, but please keep to the left when going up and down, to help us and other building users support social distancing.

Signs will be in place as reminders, and please ask us if you're unsure of anything.

Toilets

On the 4th floor, all the toilets are individual units, so social distancing will be possible.

On other floors, to support social distancing, the middle sink in any multiple toilet areas will be closed. There should be a maximum of two people in the toilet area at one time, so please wait outside if you need to.

The building management will be performing extra cleaning in these areas but if you see any issues with cleanliness please let us know straight away.

Shared kitchens

The shared kitchens on floors 2 and 4 will be open but to minimise risk the microwaves have been turned off. The building cleaning team will be helping to keep high touch areas like this sanitised.

Building Cleaning

The building management cleaning team will be working hard, doing extra cleaning in high traffic areas and on touchpoints like door handles and lift buttons. Please help to protect them by keeping your distance.

Studio Cleaning

We'll be tidying and reducing the contents of the office to make cleaning easier - so please forgive us if the studio looks a little bare!

We have designed and implemented a clearing regime informed by the Government's COVID-19 guidance, together with guidance from our building managers. The studio will be cleaned in advance of any scheduled meetings.

Food & Drink

We recommend you to bring your own food and drink, including your own drinking water and cups, glasses or bottles.

However we will have our usual tea & coffee making facilities available, together with mugs and glassware, if you wish to use them. These will all be washed in advance of any scheduled meetings.

Hand sanitiser

Keeping your hands clean is one of the most important things you can do to help stop the spread of COVID-19 and keep yourself and others safe. The building management team will provide hand sanitiser available in reception and next to the intercom by the lift/stairs - please use this when you enter the building and before/after using any equipment.

Fire evacuation

If a fire alarm is activated, you should leave the building using the same procedure as usual, and as quickly as possible. The immediate risk to life outweighs any risk of breaking social distancing guidelines. Once out of the building, disperse away from the building and stay 2 metres apart from others.

We will arrange for one of our team to confirm with the building fire marshal that we've all evacuated safely.

General COVID-19 guidance

What you can do to keep yourself and others safe

Social Distancing

Whilst recognising this will not always be possible, it is important to be aware that the risk of COVID-19 infection increases the closer you are to another person with the virus, and the amount of time you spend in close contact with them.

Public Health England recommends trying to keep two metres away from people as a precaution. As much as you can, try not to be too close to people for more than a short period of time.

Hand hygiene

Regularly washing your hands with soap and water for at least 20 seconds is one of the most effective ways to stop the spread of COVID-19. Please help us by keeping your hands clean. We will have hand sanitiser available in the studio, although we recommend you also bring your own.

Symptom awareness

If you have a new and continuous cough or a high temperature, please stay at home.

For guidance on possible COVID-19 cases, read the gov.uk resources about symptom awareness:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Face coverings

The government has mandated the use of face coverings on public transport and is advising face coverings in any other spaces where social distancing isn't possible.

We aren't insisting our team wear face coverings and we will not be providing face coverings to visitors - so please bring your own if you wish.

Further information

Further information about COVID-19 can be found on the gov.uk website:

<https://www.gov.uk/coronavirus>

For specific information regarding visiting our building, please contact

Bruntwood West Village

0161 279 6800

west.village@bruntwood.co.uk

Si Novi

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Crown
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