

MARKET

'Covid-19 Secure' Guide



Making Market Safe

The safety of our residents is our absolute priority at this time, so this booklet sets out the measures we are taking to make Market as safe as possible during the Covid-19 outbreak.

It has been developed in line with current government guidance, and our approach will continue to evolve to make sure we are always up to date with all the latest advice and best practice.

For reference, the government information about working safely during Coronavirus is available on their website;

[Link here](#)

Please:

**If you or anyone in your household
have any symptoms at all - don't come
in to Market.**

**Stay at home, self-isolate, and (if you
can) send us an email to let us know.**

Contents

Our approach focuses on three key areas;

1.0 – Maintaining personal distance

This section covers all measures being taken to reduce the chance of transmission through close contact with others

2.0 – Promoting excellent hygiene

This covers the scope and frequency of our own cleaning and sanitising, plus the practices you should follow when using the building.

3.0 – Swiftly dealing with any outbreak

This details our response plan in the event anyone in the workspace shows symptoms or contracts Coronavirus.

1.1 - People flow (getting in/out)

We are managing people flow to the workspace through our front staircase, which is a fully ventilated external 1.2m wide stair;

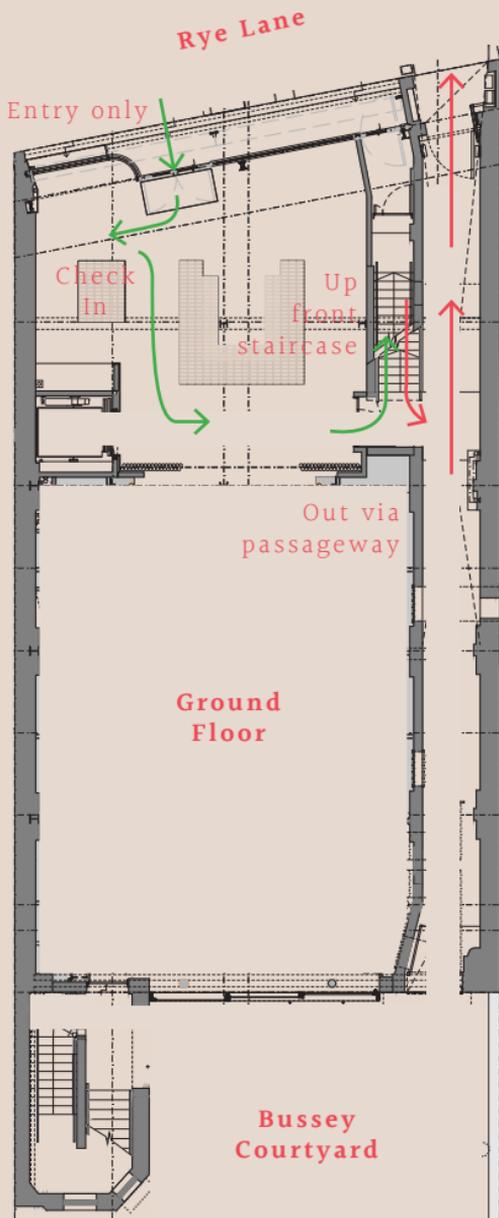
Entry

Enter via the main door on Rye Lane
Upwards travel via the front staircase

Exit

Exit via the front staircase
Return to Rye Lane via the side passageway

Please always follow this route, and be mindful of distancing when crossing paths on the staircase.



1.2 - People flow (in the workspace)

Please **limit your movement** between different floors of the workspace to the minimum level possible.

The majority of our corridors and circulation spaces are below 2m, so please follow signage and respect people's space, letting others past before you enter a corridor or more confined area.

1.3 - Lift Access

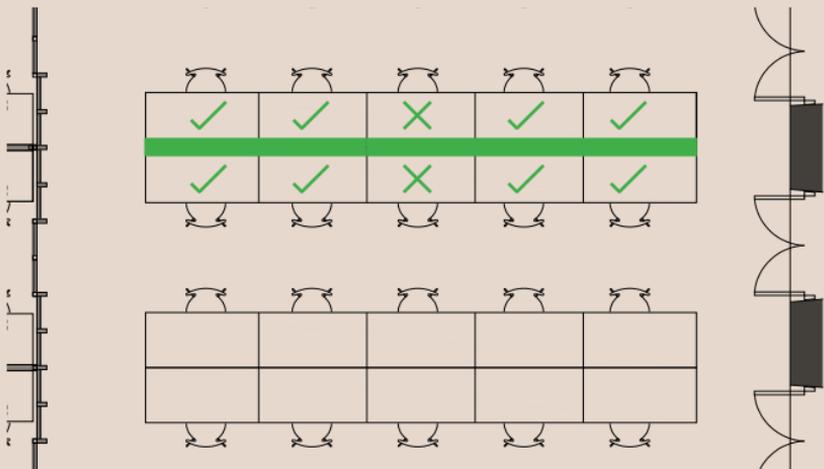
Use of the lift will be limited to essential use only, including;

- Those who can't use the stairs easily
- Access to the basement cycle store
- Entry to 1st floor workspace

The capacity has been heavily reduced, so please respect people's space and follow all notices in and around the lift area.

1.4 - Fixed Desk Layouts

Our fixed desk capacity has been reduced, with perspex screens installed, and clear markings to leave central desks empty to ensure reasonable distancing;



Fixed Desk Spacing Diagram
(Perspex barriers, plus increased spacing)

1.5 - Shared Work Areas

Where previously residents could 'hot desk', roving around different areas during the day, we are now asking that people select and stick to a **single work station** on any given day.

Please do your part by sticking to these requirements.

Again, clear markings have greatly reduced capacity of all shared work areas.

Section 2 covers how our hygiene policies give particular attention to these areas.

1.6 - Communal Areas

Please be especially vigilant in these areas. Clear signage and markings are in place to clarify reduced capacities and maintain safe distancing

Kitchens

If someone is already using the kitchen or a tea point, please wait until they are finished before entering.

Toilets

If someone is already using the sinks in the 'lobby' area of our toilets, again please let them finish before entering.

Meeting Rooms

Please note reduced capacity signage on these, and leave windows open when you are finished

1.7 - Our Team

We are always here to help you and love to keep in touch and chat with everyone in Market. However, please do respect the personal distance guidance so that we (as well as you) stay safe.

2.1 - Cleaning

Frequency

We have increased the frequency of our regular cleaning schedule, and are now cleaning the workspace daily

Focus areas

In line with government guidance, our cleaning has been adjusted to ensure a special focus on what have been identified as more likely transmission areas

2.2 - Sanitising

In addition to frequent thorough cleaning, we are also providing sanitising wipes in all shared areas, meeting rooms and communal work areas.

Please feel free to use these to wipe down before and after use to limit any risk of transmission.

2.3 - Hand Washing

Being thorough and regular with hand-washing is a crucial measure to help prevent any spread, so please be mindful of this.

We have hand washing and/or sanitising stations at each entry point into the building and workspace, as well as antibacterial hand-wash in every kitchen and toilet.

Please wash your hands whenever you enter the building, before and after using kitchen facilities, and regularly throughout the day.

2.4 - Face Masks

The government are not currently recommending the use of face masks in workspaces. We therefore won't be enforcing this as a requirement for our residents.

However, masks should be worn in communal areas such as the ground floor, so please follow signage to keep everyone safe. Of course, if you feel more comfortable wearing a mask in other areas then please do so.

If government advice changes at any point then we will be alert to this and adapt accordingly.

2.5 - Reporting

We hope you will find our approach thorough and professional, as this is our absolute focus at the moment.

However, more than ever, please do tell us if you have any questions or concerns about any aspect of what we or other people are doing.

As always, we all remain open and available to talk in person or by email.

3.1 – Planned Response

We have a strategy in place ready to deal with any possible outbreak within our building, focussing on acting as fast as possible in;

- 1. Immediately shutting down any affected areas**
- 2. Identifying and communicating with contacts, who will be asked to go home and get tested if showing symptoms**
- 3. Deep cleaning all affected areas**
- 4. Keeping all affected areas closed for at least 72hrs**

We will stay in communication with all customers during any such period to maintain clear oversight and management, and follow all government guidance as a minimum.

**Thank you for contuning to help
us to make Market safe
by following our guidelines.**

MARKET

133a Rye Lane, SE15 4BQ

0203 325 0760

info@marketpeckham.com

www.marketpeckham.com