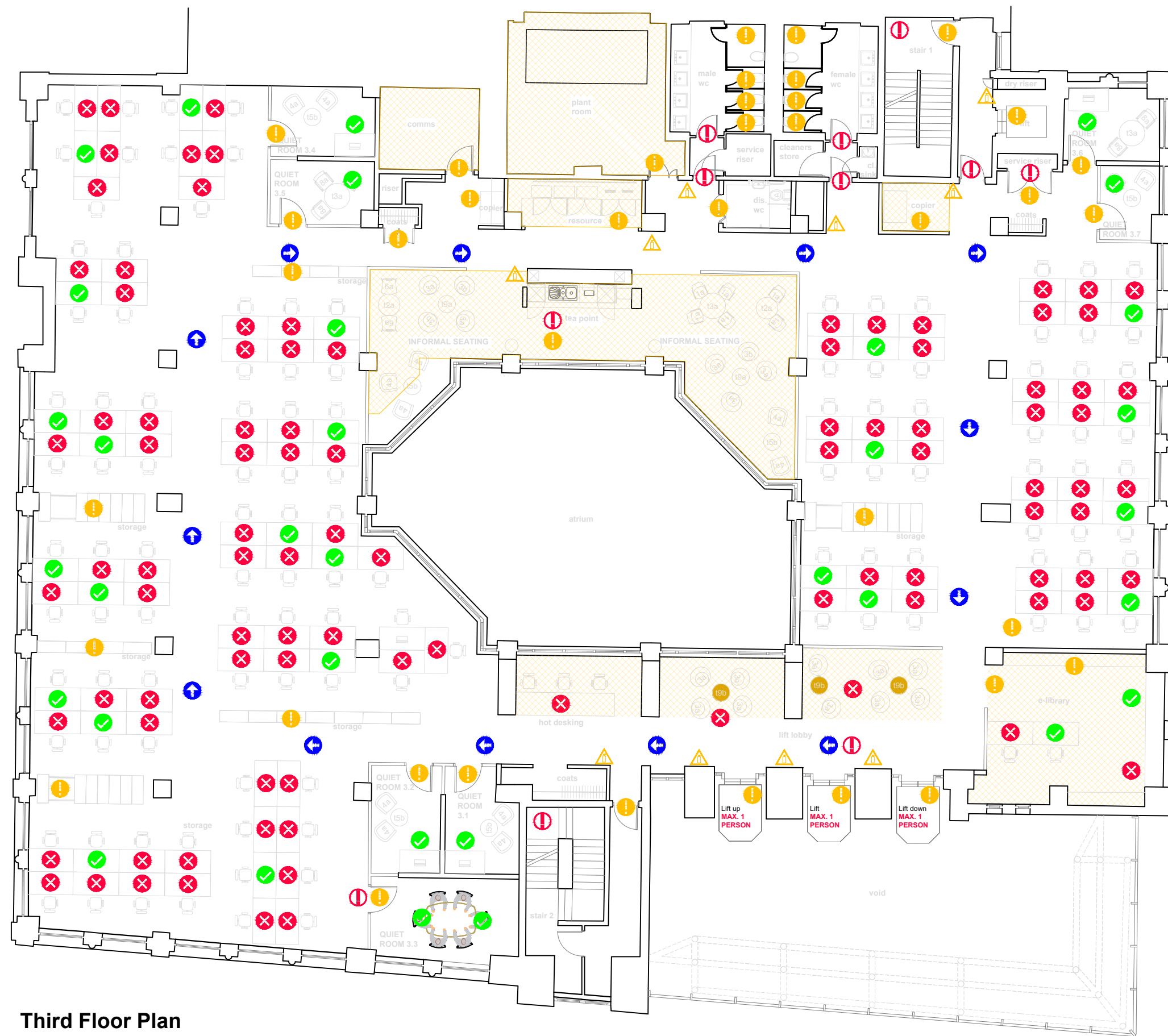
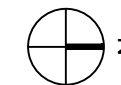


DO NOT SCALE THIS DRAWING.
 All dimensions to be checked on site.
 Drawing to be read in conjunction with any specifications, schedules and Consultants drawings and details.
 This drawing has been produced for the client for the project on the site shown. It was prepared for a purpose agreed with the client and will have a commensurate degree of accuracy.
 It is not a record "As Built". This drawing is not intended for use by any other person or for any other purpose than that specified here. Avison Young accept no liability if this drawing is used by any other person for any other purpose.



Office Use - General Guidance Notes:

- This plan shows temporary proximity measures to enable phased return to work strategy during Covid 19 pandemic (2020).
- Government and Employer Guidance to be followed at all times.
- Stay 2m (6 feet) away from other people at all times.
- Wash you hands frequently.
- Use anti-bacterial gel frequently to reduce risk of picking up virus from surfaces.
- Do not attend the office if you feel unwell in any way or have any recognized symptoms.

Office Layout:

- Seated positions as shown will enable 2m proximity to be maintained.
- Standard desk positions are available for a full days' work.
- Booths and meeting rooms are suitable for shorter periods of work up to 4 hours.
- Touch-down spaces are suitable if you intend to be in the office for a short period - up to 2 hours.

Office Procedures:

- Follow operational advice and guidance provided by NSS at all times.
- Ancillary areas can only be accessed by one person at a time. All surfaces within ancillary areas must be wiped down with antibacterial wipes before use.
- Avoid any unnecessary use of office equipment and materials to keep contact down to a minimum.
- Use your own coffee cup at all times.
- Use the desk aisles (where appropriate) to allow people to pass on the primary circulation route.
- Clean down the desk and any equipment before and after use.
- Stay at the same desk for the duration of the work period / day.

Phase 1:

- 24 no fixed desks available during Phase 1;
- 6 no quiet rooms may be used for additional desk space;
- 1 no meeting rooms may operate with reduced capacity per number of approved seats indicated;
- All meeting room/desks must be deep-cleaned after each user;
- Signage stating room capacity to be displayed at entrances to rooms/shared spaces;
- All ancillary zones (admin/tea prep) to operate with maximum 1 person capacity;
- Lift capacity reduced to maximum 2 people;
- Floor markings at maximum 6 metre distances;
- Cleaning and 2m social distance signage to be located throughout the office.

- ➡ **Direction of Travel Only**
- ✔ **Safe Individual Work Area**
- ! **Hazard - Contact Surfaces**
- ⚠ **Hand Sanitizer Location (10 no.)**
- ⚠ **Caution - Close Proximities**
- ✘ **No Access / Work Station Out of Use**

| | | | | |
|-----|-----------------------------|----|----------|------|
| C | Sanitizer locations revised | RB | 17.06.20 | |
| B | Sanitizer locations revised | RB | 16.06.20 | |
| A | Seating, notes revised | RB | 03.06.20 | |
| Rev | Description | By | Chk | Date |

A3 INFORMATION

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Project Name
Return to Work Office Strategy

Client
NHS NSS

Drawing Title
Third Floor Plan Phase 1

Drawn By Chk'd by Scale @ A3 Date
AM RB 1:150 29/05/20

Project No.
06C000176/M

Drawing No. Revision
**(--)
 3-01 C**

Third Floor Plan
 1:150