



AW OFFICES

# PREPARING WORKSPACES

MAY 2020

# STEPS TAKEN TO ENSURE A SAFE WORKPLACE FOR EVERYBODY

## 1 INCREASED CLEANING

We have upgraded our cleaning specifications and switched to medical grade sanitiser. We will be carrying out regular deep cleaning in our offices.



## 2 STAYING HYGIENIC

Hand sanitising stations will be made available throughout the floors of the building, antibacterial wipes provided, and high frequency touch points will be cleaned regularly throughout the day.

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## 3 ENTRANCE PRECAUTIONS

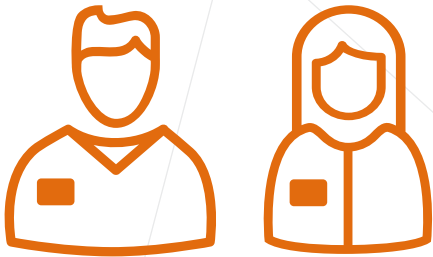
We will be taking contactless temperature checks upon entry of the building. Should your temperature be higher than 37.8° we will ask for you not to enter the premises. Hand sanitiser spray will be provided upon entry.



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## OUR PEOPLE

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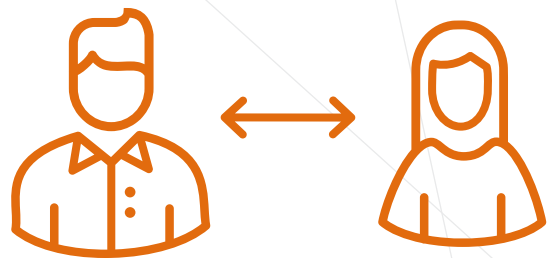


We are preparing the AW team with extra health and safety training and new guidelines before they return.

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## SUPPORTING SOCIAL DISTANCING

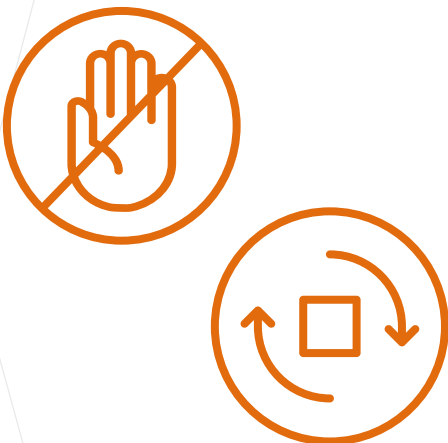
Please respect social distancing rules when in the AW common areas and meeting rooms.



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## CIRCULATION

We have reduced the maximum occupancy in the lift and encourage members not to take the lift when possible. We have also introduced a one-way flow in the entrance way and request that members do not cross each other on the stairwell.

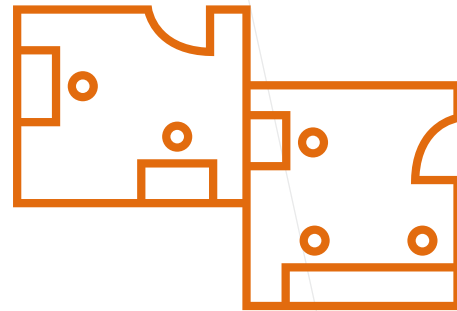


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## OFFICE LAYOUT

We encourage our members to reconfigure seating and desk layout within their private offices to reduce face-to-face interactions.



## COMMON SPACES

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We have reduced the hot-desking facilities and reduced the amount of open seating within the AW common areas and meeting rooms.

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## FURNITURE

We will install antimicrobial surface covers on all communal tables and hard seating throughout the building.



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## HANDS FREE CONTACT

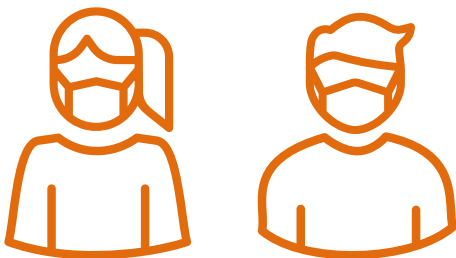
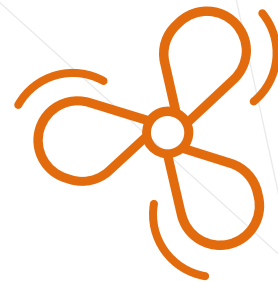
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We have installed hands free door openers on all communal doors, e.g. entrance to the floors and meeting room doors. All AW members should continue to use the SALTO KS mobile application to lock and unlock doors.

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## AIR QUALITY

We are upgrading the quality of our air filtration systems, increasing our fresh air intake and restricting the recirculation of air within the building. Our filtration systems will have longer active timers and toilet ventilation systems will remain on.



## MASK WEARING

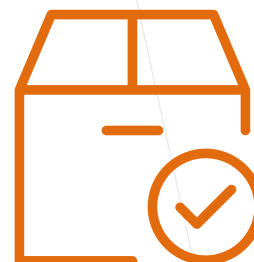
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Face masks will be provided on all desks daily. We recommend that you wear a mask at all times when in the AW common areas.

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## 13 WASTE STORAGE FACILITIES

Please continue to keep all waste materials in your office space and refrain from leaving this in the common area. Your waste will be cleared at the end of the day and your office sanitised.



## ISOLATION FACILITY

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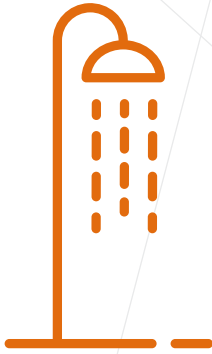
A separate isolation room has been marked in case any members or staff fall ill whilst at work.

## 15 STORAGE LOCKERS

Additional storage lockers have been made available in the basement at no charge.



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## SHOWER & WASHROOM FACILITIES

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Please take all personal items with you after the use of the showers and washroom facilities.

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## E-CIGARETTES AND VAPORISERS

No smoking electronic cigarettes or vaporisers in the common areas or private offices. Please use the roof terrace or exit the building.



## VISITORS & ONSITE STAFF

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AW Offices hygiene and social distancing rules should be provided to any visitors prior to arrival. There will be documentation made available on the AW Offices website.



**AW OFFICES**  
**29—31 EUSTON ROAD**  
**LONDON NW1 2SD**

**+44 (0)20 3026 6936**  
**INFO@AWOFFICES.COM**  
**AWOFFICES.COM**