

Covid-19 Workspace Guidance

We can confirm that we have complied with the government's 'COVID-19 Secure' guidance on managing the risk of COVID-19 in the workplace. Due to the constantly changing nature of this guidance and advice, our internal operating practices and protocols will be continuously reviewed and immediately updated. The information detailed below may therefore change without notice.

Risk Assessment

Arena have carried out a risk assessment with the assistance of an accredited Health and Safety consultant. This is freely available at reception and was circulated by email to clients. Should you require another copy, please contact the Centre Manager. This risk assessment will continue to be reviewed as the situation changes.

Social Distancing

The Arena Team will maintain a two-metre distance where possible from all clients and visitors. Where this is not possible and in adherence to government guidelines, we recommend wearing a mask.

We require all clients and visitors to adhere to the social distancing guidelines in force across the country. Please be mindful of those around you and remain at a two metre distance from others where possible. Signage has been placed around the centre to act as a visual reminder of these guidelines.

In many areas it is not possible to operate a 'one-way' system along our corridors. Please try to maintain social distancing in these areas as much as possible by keeping to one side of the corridor/finding an area in which to stop and let others pass.

Should you have any concerns regarding social distancing in the centre, please speak to a member of the Arena Team.

Hand Hygiene

The Arena Team are in the practice of regularly washing their hands and have been issued with hand sanitiser bottles for their personal use.

Dispensers of hand sanitiser are provided at reception for the use of all clients and visitors to the building. Hand soap is provided in each washroom and in kitchen areas. In line with government advice, washing hands with soap and hot water is preferable to using sanitisers, so we would encourage all clients to make regular use of the hand washing facilities available on-site.

Cleaning

We recognise the importance of thorough, regular cleaning in the effort to combat the spread of Covid-19. Our centres are regularly cleaned and our cleaners have been asked to pay particular attention to high frequency 'touch points' (such as door handles etc.) when carrying out their work around the centre at lunchtimes and in the evenings.

With post room equipment (i.e. the franking machine and photocopier) being used frequently throughout the day, we have provided antibacterial wipes for clients to sanitise these items before and after use.



After any use of the boardrooms the Arena team will carefully tidy and sanitise the tables and chairs for the next use. We will also amend the layout to ensure social distancing is possible.

Post and Deliveries

The Arena Team continue to receive post and packages at reception, refraining from signing for any deliveries or taking items from delivery drivers directly. All deliveries will be placed in a designated area and clients will be notified of their arrival. The team may ask clients to visit reception to collect post or parcels, in the interest of maintaining social distancing and limiting their movements around the centre.

Masks

Members of the Arena Team have been issued with masks that can be worn in areas of the centre where social distancing is more difficult to maintain (i.e. kitchens etc.). The team have been given guidance regarding best practice for wearing face coverings.

Should you or your visitors wish to wear your own mask in these areas, please feel free to do so. We can also provide you with the details of our mask supplier.

Visitors

We are supporting the NHS Covid-19 Track + Test service. We urge you to download the NHS COVID-19 app and to scan the QR code which is displayed at all entrances.

Air Conditioning

All air conditioning units have been serviced. According to current government guidelines, most air conditioning units do not need adjustment to operate safely. We have verified with our trusted suppliers that our air conditioning units are functioning appropriately, as per the most recent government advice for Covid-19 secure workspaces.

Offices

We would encourage each company to review the government guidance and risk assess their own workspaces. The Arena Team are very happy to help clients adjust their space in line with the guidance on request. We are also able to help source equipment and hygiene supplies through our trusted associates.

Please speak to the Centre Manager for support and assistance with making your workspace 'Covid-19 Secure'.



Business Lounges

We require all clients and visitors to practice social distancing in our business lounges, adhering to the guidance given on all signage displayed in these areas.

We will monitor the use of our business lounges closely and will consider limiting access or closing these areas should social distancing prove difficult to maintain.

Washrooms

Please follow the guidance on the signage displayed and maintain social distancing in these areas. Please adhere to the social distancing government guidance in toilets with more than one cubicle.

Kitchens

Please follow the guidance on the signage displayed and maintain social distancing in these areas. Please wait outside the kitchen if there is not enough space to keep a two metre distance between you and others using the facility, and consider wearing a mask.

Lifts

Please follow the guidance on the signage displayed and do not enter the lift with another individual if it is not possible to practice social distancing in the lift car. Lift buttons are regularly cleaned by the Arena Team and our cleaners.

Showers

Please ensure that all personal belongings (i.e. shower gel, towels, items of clothing etc.) are taken with you after using the shower facilities.

Smoking Areas

Please follow the guidance on the signage displayed and maintain social distancing in these areas, being mindful of the direction in which exhaled smoke travels towards others.