



HODGE HOUSE  
1915

# Hodge House

## Building Guide

AN INVESTMENT BY



Legal &  
General

INVESTMENT MANAGEMENT





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## BACKGROUND

Legal & General in conjunction with its Facilities Managers Bellrock and Property Managers Workman are monitoring government guidance and recommendations. In conjunction with discussions with occupiers we are implementing an increased occupation strategy of Hodge House to help safeguard those within our premises.

Whilst a Government strategy for a complete return to work is still under review, we anticipate some key areas of guidance in the first phase of lockdown exit, primarily relating to offices and expect a 'return to work strategy' to be phased over a number of weeks and months depending on occupier demand. Hodge House has remained open through the crisis; however, we are taking steps to reduce service charge costs and there will be some work to do to create the best working environment.

In preparation for the increased occupation of site, this document has been assembled to consider the practicalities of implementing an enhanced cleaning regime and social distancing. It is anticipated that the building will reoccupy on a phased basis with the percentage of personnel onsite increasing over time. It will be necessary for these measures to evolve as occupancy increases.

Whilst it is still unclear when measures will be relaxed, it is crucial that plans for this phased return to 'business as usual', with the possibility that it may take some months to return to what we know as 'normal' and continue to amend procedures to reflect these changes.

It is the occupier's responsibility to ensure safety in their own demises and this document is merely aimed at the common areas. However, support will be available to assist in managing and maintaining social distancing in Occupiers 'own demises' on request.

This document should be read in conjunction with the risk assessment and will be updated periodically.

### Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

#### • FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer \_\_\_\_\_ Date \_\_\_\_\_

Who to contact: \_\_\_\_\_  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)

## COMMUNICATION

We are continuously maintaining great communication with all our occupiers to ensure that we fully understand your needs and expectations regarding your return to work strategy. We are very keen to assist and support you where we can in these challenges. We appreciate you may still be reviewing your plans and this will be evolving as we progress, but please keep us posted about any forthcoming changes in your requirements and their evolution, as it would help us to adapt our building services accordingly.

In this regard it would be helpful to be kept advised of worker numbers at the start of each week so we can prepare accordingly, including any visitors or contractors you may attending the site.



## INCREASED OCCUPATION – WHAT ARE WE DOING

### Operational checklist

A central operational check list has been implemented; this includes extensive checks looking at the post-lockdown increased occupation of site before returning to work. This ensures that the building services, facilities and amenities are operational, ready, and safe for occupiers. This also covers various areas such as M&E, lifts, doors, fabric, multiple building systems and processes, along with enhanced cleaning regimes throughout site, general building reopening preparations and additional measures to implement social distancing, amongst other initiatives.

### Building increased occupation preparations

As part of the increased occupation preparations, there are ongoing discussions with our service partners reviewing their measures and procedures for returning to work and the service levels provided.

There are adjustments to our services where required to help implement as many safeguarding measures as achievable, ensuring the best possible support and a smooth transition when returning to work.

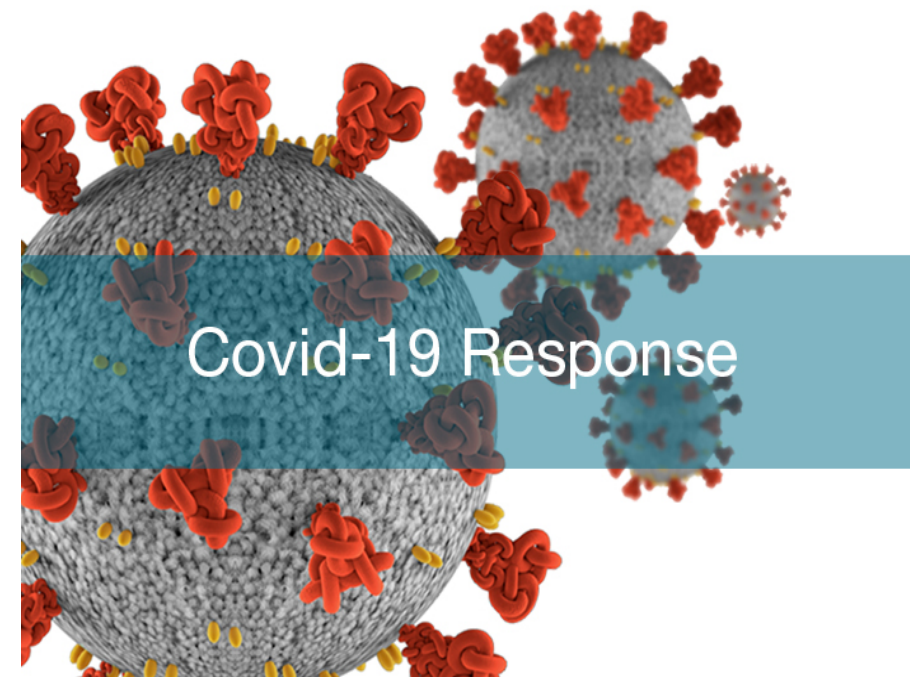
### Building procedure updates

Presented in this guide are several building procedures, updated or altered to ensure that guidance and support is provided to assist in managing social distancing and other measures implemented within the building. Regular updates will be issued on any further changes to these measures.

### Implementation of social distancing measures

Whilst implementing various signage for social distancing within the building, support is also needed from the occupiers and contractors who work within the building to ensure that all the measures are respected and maintained for everyone's safety.

Our internal strategy guide contains multiple suggestions for consideration that could potentially be discussed with the occupiers to help explore further measures and opportunities, providing support for their return to work.

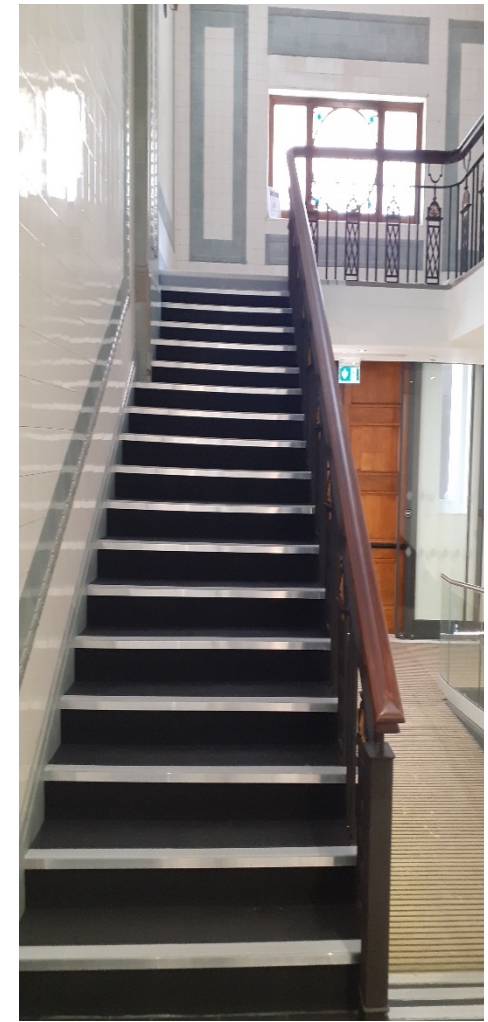


## LANDLORD SERVICES:

### Lift and Stairwell Guidance

The use of lifts will present important challenges and we are continuing to engage with our peers to develop the best practice. We have implemented the following measures at Hodge House:

- Each staircase has been designated with directional signage, reminding all that use them to 'keep to the left' and 'give way' when needed, maintaining social distancing guidelines.
- The Heritage staircase is to be used by contractors.
- The lifts have been limited to 2 persons per cart in journeys up and down the building.
- A one-way system has been implemented when entering, exiting and moving around the communal areas of the building.
- Hand hygiene stations have been installed in the lift lobbies and common areas of the building.
- Cleaning of touch points in and outside of the lifts, along with all common touch point has been Increased.
- Signage advising occupiers to wash/sanitise their hands thoroughly following the use of lifts and use of the stairs has also been placed in key areas around the building.



## LANDLORD SERVICES:

### Access and Flow

Enter the building via the Guildhall Place entrance



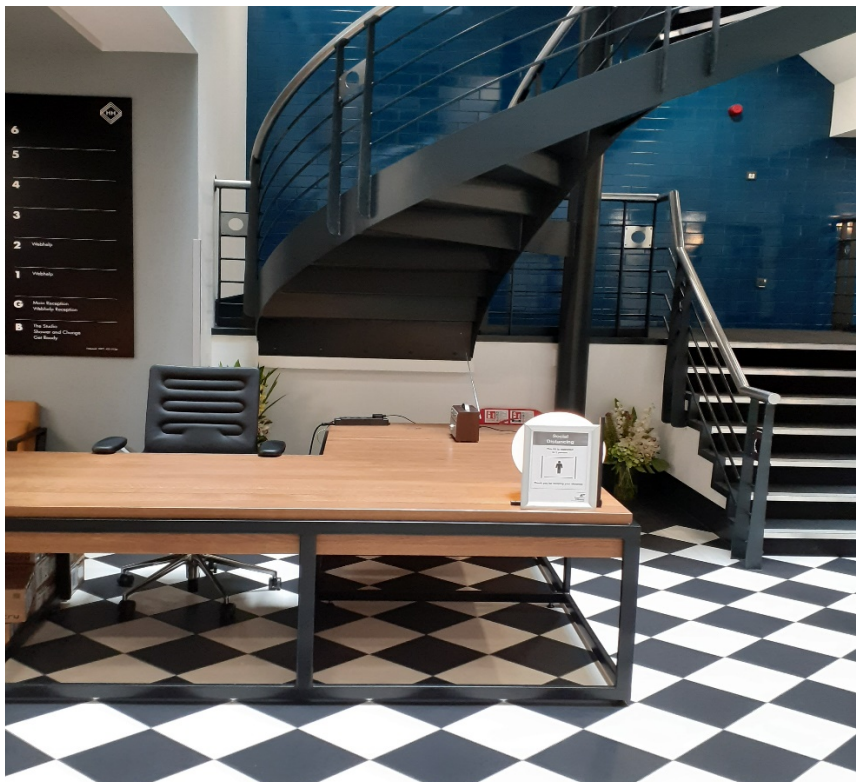
Exit from the building through to St Marys Street



## LANDLORD SERVICES:

### Access and Flow

When entering the lobby area please maintain social distancing guidelines when approaching the reception area. The reception team will inform you of the access and flow around the building.



If you would prefer to use the lifts, please maintain your distance from the front of the doors and wait for the lift to become available.



## LANDLORD SERVICES:

### Building Action Plan

#### IMPORTANT INFORMATION

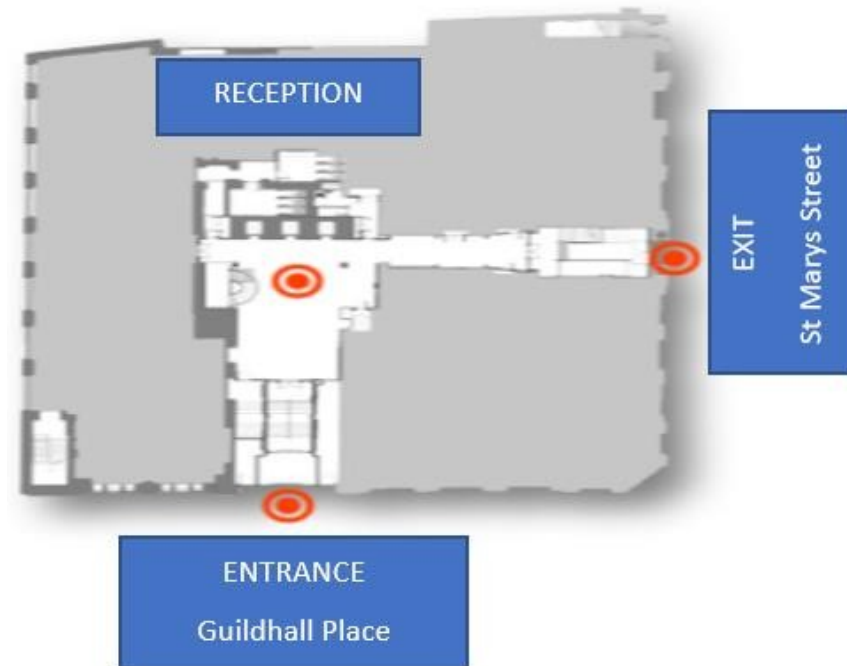
Regarding social distancing: we are requesting that all visitors to use one route for an ENTRANCE and a separate route to EXIT Hodge House.

This is to reduce large numbers of people gathering and to ensure we abide by government guidelines.

All fire evacuation procedures have remained the same. In case of an emergency please evacuate the premises via the nearest available exit and gather on St Marys Street at the corner of Church Street. Be mindful of the surroundings trying to maintain social distancing to the best of your ability.

#### New routes around the building and hygiene conduct

1. Enter Hodge House using the Guildhall Place entrance.
2. When entering the reception lobby Immediately sanitise your hands.
3. For use of all Floors, use the lifts or spiral staircase in the main lobby.
4. If you are not an occupier, visitor or employee, but are a contractor please use the Heritage staircase to access the desired floor.
5. Exit the building using the doors leading to St Marys Street via the Heritage staircase.



**\*\* Please Note** -the Buildings Action Plan for 'Full Occupation' (see tables on following pages) is based on the current expectation of how guidelines may be relaxed going forward but are subject to change to fall in line with Government Directives. As ever, best practise will be followed.



Action	Present Government Directives			
	Pre Covid-19	Current situation	Phased increased occupation	Full occupation (To be confirmed)
Enhanced cleaning regime – clean and disinfect touch points and surfaces such as handrails, lift buttons and door handles frequently		Y	Y	Y
Hand sanitisers to be installed in multiple locations to encourage hand hygiene		Y	Y	Y
Posters to encourage hand hygiene and coughing / sneezing protocol (catch it, bin it, kill it) at entrances to the building		Y	Y	Y
Posters in key landlord areas reminding staff to adhere to social distancing guidelines		Y	Y	Y
Entrance via Guildhall Place to be used as an entrance only		Y	Y	Y
Spiral staircase to be used as a two way system for occupiers – whilst abiding by social distancing regulations		Y	Y	Y
Heritage staircase to be used by contractors to the building only		Y	Y	Y
Automatic and key card doors to be used to avoid touch points			Y	Y
Visitors to Reception - clear markers to ensure a 2-meter standoff from the desk by way of floor demarcation.				Y
Queue Management strategies to be developed for entry and exit points, stairwells and lift lobby.		Y	Y	Y
Lifts will be in service, but social distancing measures must be adhere to with only 2 passengers allowed to use the lift at a time.		Y	Y	Y
Avoid face to face meetings where possible, or conduct meetings by conference call, video conferencing or similar. Building management should be contacted by phone. Face to face meetings should be arranged via an agreed appointment.		Y	Y	Y



Action	Present Government Directives			
	Pre Covid-19	Current situation	Phased increased occupation	Full occupation (To be confirmed)
Training to be provided to all staff as relevant to their role. This is to include general awareness on specific measures to be taken throughout the COVID-19 period and will include information on PPE and social distancing.		Y	Y	Y
Lockdown checklist –The Property Management Team will complete this prior to and post increased occupation.		Y	Y	Y
Certain areas closed including atrium seating areas – consideration is being given to segregating areas to allow for their continued use, whilst adhering to social distancing.		Y	Y	
Review service partners readiness for return to work and service levels		Y	Y	Y
Exit from building via St Marys St only			Y	Y
Thermal Imaging to implemented and monitor in the Guildhall entrance – For all who enter Hodge House		Y	Y	Y
Temporary protective screens installed at reception.		Y	Y	Y
Personal Protective Equipment (PPE) – discretionary use <ul style="list-style-type: none"><li>Face masks – for use by staff that are public facing, to include Property Management Team, Security, Cleaners, Maintenance and Receptionists</li><li>Disposable gloves – for use by staff that are public facing, to include Property Management Team, Security, Cleaners, Maintenance and Receptionists</li><li>Hand sanitiser –for all building users, to be available at all lift lobbies and entry and exit points to the building.</li></ul>		Y	Y	Y

## CLEANING REGIME

### Increased Cleaning

As you return to Hodge House, the cleaning operatives who were furloughed to reduce service charge costs are returning to work and the service provision is being adjusted to include the new Covid-19 enhanced cleaning regime.

Disposable gloves and masks are being provided to all cleaning staff, deemed as a requirement from Churchill Group.

In addition to the existing cleaning schedules, there is a cleaner on site to solely focus on high contact points in the common areas. An example of these areas are the touch points on doors, handrails, lifts and lift buttons – all of which will be being cleaned in 20 minute intervals throughout the day.

There has also been the introduction of automated touch-free hand sanitiser units located around the lobby and common areas of the building. This is to encourage all that use the common areas to sanitise their hands more frequently, reducing any risk.

The sanitising units are maintained throughout the day by our cleaning service personnel.

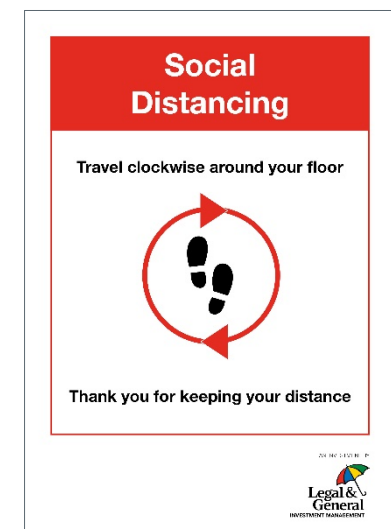
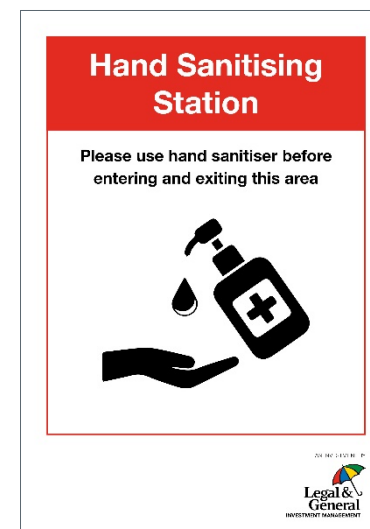
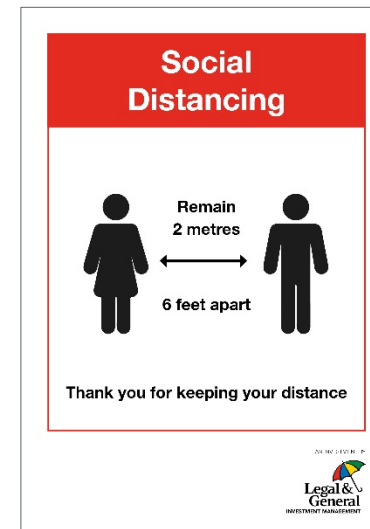


## SOCIAL DISTANCING

We are keen to ensure there is a positive and professional tone used across signage in common areas of the building, with a consistent message that reinforces social distancing. This includes signage for:

- General COVID-19 awareness
- Social distancing in buildings
- General hygiene
- Encouragement for use of the hand sanitiser units.
- Wearing face masks within communal areas of the building

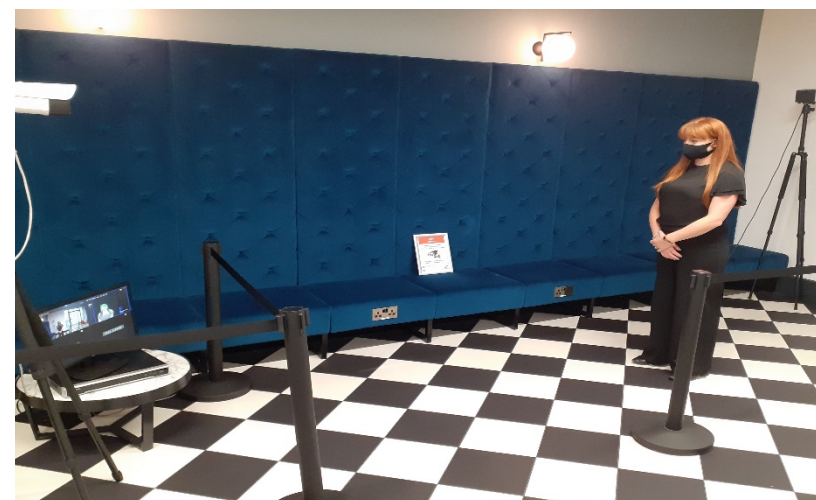
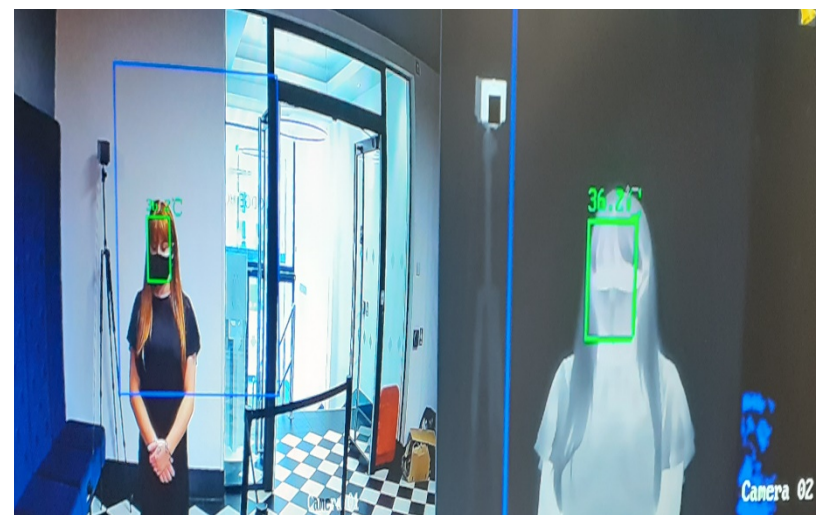
The recommended distance to keep maintaining social distancing is 6ft, or approximately 2 meters apart.



## THERMAL IMAGING

Thermal Imaging Cameras and Devices are used to show the temperature of an object or person. Typically, the camera is calibrated to alert the user when it detects a reading of an abnormally high temperature. The use of such devices are not intrusive to the individual and does not cause harm. They are commonly found in most airports around the world but may be implemented within a regular working environment.

The use of Thermal Imaging cameras is currently being used in the main lobby as you enter from Guildhall Place entrance. It is used for all employees, visitors and contractors that visit Hodge House, and is a great tool to help minimise the spread of Covid-19.



## INCREASED OCCUPATION

### A shared Responsibility

#### Occupiers Return to Work Plans

Please communicate your return to work plans with us, highlighting any staggered working patterns, opening hours, social distancing measures outside of those already implemented within the building. This is to help regulation of entry into your building to avoid overcrowding – aiding the safety of all using the building.

Please promote safe hygiene practices including regular and thorough hand washing amongst your employees.

#### A Shared Responsibility

This is an evolving situation and we aim to work closely with our occupiers throughout these changes.

Please keep communication lines open and share your plans and any changes with us as they occur. We will share any updates to this plan as the situation and Government advice is updated.

Callie Cooper, Building Manager

[Callie.Cooper@Bellrockgroup.co.uk](mailto:Callie.Cooper@Bellrockgroup.co.uk)

07890635070



## CONTRACTORS

Supply chain providers, Visitors and Contractors that attend site will be subject to thermal imaging screening to ensure the least possible risk to site and will be required to complete a health and safety checklist.

All contractors have been requested to give 48hours notice to attend a job on site unless undertaking priority works, this will be subject to review – This also applies to occupiers.

All occupiers must inform Reception of any organised works and personnel carrying out works within occupiers' space 48 hours prior to the job – this is to ensure access can be provided and safety for occupiers on staff of site is maintained.

All contractors must access the building via the Heritage staircase only. This may be reviewed based on the level of works being completed, equipment being used and the area of the building – the review may justify the use the lifts, in accordance with social distancing guidelines if used.

