



Coronavirus/Covid-19 Additional Measures

Following the Coronavirus outbreak, we have reviewed and updated the set up and operation of STEAMincubator. It is important that we all follow the steps below in each area so that we are doing everything possible to protect staff, Clients and visitors. We are all responsible for cleaning and safety at all times.

- Please plan and book your visits to the STEAMincubator in advance. Please send all visit details by email to STEAMincubator@bcu.ac.uk **before you arrive**. You can book multiple visits in advance there is no need to send a separate email for each visit. Everyone must sign in and out and use hand sanitiser on arrival and departure every time they visit the STEAMincubator. For hygiene reasons we will not be providing pens so please make sure you carry one with you.
- On arrival, everyone will be asked if they have any Coronavirus symptoms, are living with anyone in self-isolation or they have not been in contact with anyone who has tested positive or has symptoms of Coronavirus/COVID-19 in the last 14 days. If you answer YES to any of these questions, you will not be allowed in to the STEAMincubator.
- There is a supply of cleaning wipes in key areas of the STEAMincubator and there are two hand-sanitising stations – at the entrance and in the toilet area. Clients must also supply their own cleaning wipes and hand gel for personal/workstation use.
- Please be aware of touchpoints in and around Millennium Point and the STEAMincubator and remember to wash your hands frequently. There are guidance posters on display for effective handwashing and the use of hand sanitiser gel.
- We strongly recommend that Clients wear a face covering whilst visiting the STEAMincubator. Please make sure you cover your mouth and nose when you cough or sneeze.
- The communal areas of the STEAMincubator will continue to be cleaned daily by BCU staff. However, we are all responsible for the cleanliness of our own workspace, furniture and equipment at all times.
- Please see posters displayed in the STEAMincubator for our revised Fire/Emergency Evacuation plan.
- If you develop any symptoms of Coronavirus/Covid 19 or come into contact with anyone who has Coronavirus/Covid 19 please **DO NOT** come into the STEAMincubator. If you have visited the STEAMincubator during the week before your symptoms started, please let us know by email to STEAMincubator@bcu.ac.uk so we can support others. You must also report your symptoms to our Health & Safety team using **Notify**. (Details of how to use the reporting system are in your Client Handbook).



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Entrance to Millennium Point

Access to Millennium Point is through the entrance doors on Level 0, please follow the Millennium Point procedures, signage and the one-way instructions that separate entry and exit points and observe social distancing rules.

The use of lifts and toilet facilities in Millennium Point may be restricted to stop people gathering, please make sure you read and follow all notices and guidance.

Guidance for specific areas of the STEAMincubator

External visitors are not permitted at this stage. We will review this on a regular basis in line with Government guidelines.

PLEASE DO NOT LET ANYONE INTO THE INCUBATOR UNDER ANY CIRCUMSTANCES WITHOUT PRIOR AGREEMENT OF THE INCUBATOR STAFF.

Entrance to STEAMincubator

- The entrance door will remain closed at all times to avoid unexpected visitors, please make sure you have your business pass with you to open the doors automatically and do not share your pass with anyone. Please try not to touch the glass doors.
- There will be hand sanitiser gel at the STEAMincubator entrance for everyone to use on arrival.
- Please sign in and out of the STEAMincubator each time you visit. For hygiene reasons we will not be supplying pens, please be aware that you need to use your own.
- Cleaning wipes will also be available to clean the exit button for the STEAMincubator doors and any other touchpoints.

Desk Space

- To maintain social distancing you may be asked to move to a different desk.
- Avoid sitting facing others - sit back to back or next to each other, always follow social distance of 2m from others.
- Make sure you have a supply of hand sanitiser gel and cleaning wipes and ensure all surfaces and your hands are as clean as possible.
- Please do not store belongings on or around your desk, use the lockers provided.

Lockers and Personal Belongings

- Please use your locker to store your personal belongings. If you need additional locker space please speak to the STEAMincubator team
- You are responsible for locker security. Please ensure it is not accessible to others.



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Printer

- Cleaning wipes and hand sanitiser gel will be available next to the printer at all times.
- Do not use wipes on the printer display screen, please use hand sanitiser before and after using the printer.
- Please make sure you clean all touchpoints (except the display screen) before and after you use the printer.
- Be aware of others around you and maintain the recommended distance between you and others at all times.

Sofas near meeting rooms and in reception area

- Maximum of one person per sofa and social distancing rules apply.

Lecture Theatre

- The lecture theatre is **closed** and **cannot be used** until further notice. We will review this on a regular basis in line with Government guidelines.

Meeting Room

- The capacity of the meeting room has been reviewed and reduced to support social distancing. The maximum occupancy for the room is now five.
- Cleaning wipes and hand gel are available at the entrance to the room, please use these to clean hands and surfaces (including the screen and remote control touchpoints).
- There is also a Meeting Room cleaning register, which needs to be completed and signed after the room is used to confirm that you have cleaned the area.
- There will be **NO** refreshments and catering provided until further notice.

Break Out Areas

- These areas can be used by a maximum of two people at any one time.
- In the enclosed areas please sit at the ends of the large table, not on the bench.

Kitchen

- We are unable to provide tea, coffee, milk and kitchenware until further notice. Please bring your own supplies for personal use and store them in your locker.
- Only one person in the kitchen area at a time.
- The fridge and microwave are not to be used until further notice.
- Clean all surfaces before and after use.
- Please do not leave any items in the kitchen, including the draining rack.
- You are responsible for washing and drying any items you use every time you visit.

Kitchen seating area

- This area is now limited to three people at a time, maintaining social distancing at all times.



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Food and Beverage Consumption

- All food and drinks must be consumed at your own desk until further notice.

Toilets

- Please make sure you wipe any surfaces you come into contact with before and after use.
- Please follow the current handwashing guidance and use your personal hand sanitizer supplied
- Please do not queue for the toilets, be aware of others and maintain social distancing at all times.
- Please report any concerns about the hygiene of the toilets to STEAMincubator staff.

If you are unsure about any of the current protocols please let STEAMincubator staff know immediately.