



## Notice for Visitors on the Orega Social Distancing policy

*This document is to be used as a guide for all visitors of Orega's business centres and to inform them on our social distancing policy. It is also to ensure that social distancing is adhered to while within our centres.*

**Dear Guest,**

Thank you for planning a visit or visiting Orega today. Below are a number of practices we have implemented as part of our Social Distancing policy. We kindly ask you respect these while visiting our business centre.

**Upon Arrival** - Please sanitise your hands.

**Approach Reception** - We have placed 2 metre waiting spots on the floors in our receptions advising where to stand and are asking people to respect the social distancing rules. Please wait to be greeted by Orega's reception team.

**Protective Screens** - Clear protective screens have been placed at our reception area for both you and our staff's safety.

**Signing In** – We have removed all touch screens from our reception and signing in will now be done by our reception team on your behalf.

**Waiting in reception** - We have spaced out the soft furnishing where possible and placed signage on alternate seatings. Please sit in any available seat only.

**Keeping clean** - Hand sanitiser and tissues will be available on all Orega receptions, which will be cleaned in between each interaction by a member of the Orega team. Furthermore, we have issued our teams with gloves and face masks to be worn at reception.

**Follow the Arrows** - We have also introduced a one-way traffic flow system around the centre. We request you respect the 2-metre social distancing guidance while working from our business centres. We have placed appropriate signposting, including floor markings and information signage.

**Meeting Rooms** - If you are visiting today to use our meeting room facilities, we encourage you to use alternate seating when using the rooms. We will limit the maximum capacity based on room size until further notice. Hand sanitiser and cleaning wipes will be provided in the meeting rooms for you and your guests.

- Please vacate the meeting on time, to enable a thorough clean of the space; this will also allow time for air quality improvements.
- We offer large screens, with cameras and microphones, in many of our centres. Where possible, consider conducting video calls/meetings to keep meeting sizes down and limit in-person interaction.

**Upon Exit** – Please advise the reception team you are leaving and a staff member will sign you out. Please sanitise your hands upon exiting.



**Please note:** If you feel unwell while visiting our centre or after your visit, please let us know! We have a stringent process to follow should there be a suspected or confirmed case of COVID-19 in our centres. Therefore, please ensure you let a member of the Orega team know as soon as possible by either calling or emailing our centre team. We will action deep cleans of communal spaces for confirmed cases and communicate with the relevant parties.

Best Wishes

A handwritten signature in black ink, appearing to read "Lynsey O'Keefe".

[Lynsey O'Keefe \(May 19, 2020 11:15 GMT+1\)](#)

**Lynsey O'Keefe**

Orega Chief Operating Officer