



COVID-19 UPDATE #15
May 17 2021
To All Occupiers

COVID Roadmap Step 3 – Update for The Oxford Science Park

We hope this latest COVID-19 update finds you and your families well.

As England enters Step 3 stage of the coronavirus recovery Roadmap, there are some changes at The Oxford Science Park, as detailed below.

The Government's recommendation continues to be that people should work at home where they can. The Oxford Science Park remains open to occupiers who cannot work from home and need to use the facilities, operating a COVID-19-secure environment in all communal areas. This means continued observance of the guidelines given below, including wearing of face masks, social distancing and meeting in the fresh air.



You can access the latest Government guidance on the COVID-19 pandemic [here](#), and its 'Working safely' advice [here](#).

Thank you for your support in helping us operate The Oxford Science Park as safely as possible during the pandemic, protecting our staff and yours.



Updates to catering provision and meeting rooms at The Oxford Science Park

- **Catering:** The Magdalen café and the Sadler Deli Bar remain open.
- Indoor hospitality is now permitted and the following safety rules apply in both Sadler Deli and the Magdalen café:
 - Customers must wear a face mask when not sat at a table
 - Sanitise hands on entry
 - Scan the QR code to check in or provide name and contact details
 - Purchase products from the café and Deli in the usual way whilst socially distancing (floor markings)
 - Find a table that has a green sign stating it has been sanitised
 - Maximum number of customers to a table is 6
 - After use, customers must clear their tables and turn the green sanitised sign over to reveal the red 'do not use' sign
- Sheltered outside seating is provided in both areas with sanitising stations.
- The Sadler Brasserie, Sadler Bar and Sadler Hot Buffet station remain closed.
- **Meeting rooms:** Gathering limits have been eased such that indoor meetings can take place, limited to six people (or two households). Such gatherings must comply with COVID-secure guidance such as taking reasonable steps to limit the risk of transmission. If a physical meeting is necessary, the number of chairs in the Magdalen Centre meeting rooms has been reduced so that the remainder can be arranged in a way which allows social distancing. Hand wipes are available.
- **Seating in communal areas**
Indoor seating in communal areas is now permitted.

Reminder of ongoing guidance

Remember the following if you are at The Oxford Science Park:

HANDS – Wash your hands regularly and for at least 20 seconds.



FACE – Cover your face in enclosed spaces, especially where social distancing may be difficult and where you will come into contact with people you do not normally meet.

SPACE – Stay 2 metres apart where possible, or 1 metre with extra precautions in place

MEET – In the fresh air

- **Face coverings** – in line with Government guidance, please wear a face covering in enclosed communal areas on the Park, unless you are exempt.
- The Oxford Science Park recommends that occupiers and their visitors download the **NHS COVID-19 contact tracing app** (details [here](#)). The Park is displaying its official NHS QR code poster so that people can scan it with the app on arrival, as an alternative to providing contact details.
- **Moving around communal areas:** Lifts are restricted to one person at a time. With regards to stairways, we recommend that people exercise their judgement when using them, for example using the landings as passing places.
- **Cleaning:** TOSP continues with high frequency cleaning schedules, with particular attention being paid to frequent touchpoints such as door handles, hand rails, lift buttons etc.
- **Hand hygiene stations:** Hand sanitising stations are present at the entrances to buildings. Paper towels are available in the toilets.
- **Visitors:** Please keep the number of visitors to The Oxford Science Park to a minimum. You should ascertain that visitors are safe to visit the site, and do please collect them from reception as soon as possible on their arrival.
- **Reception and goods inwards/outwards:** In the buildings where there is a manned reception, a Perspex screen has been installed to protect the receptionist and occupier/visitor. Signing in/collection books have been placed on a separate table. If you have a large delivery, the receptionist will let you know via phone and ask you to collect it from reception as soon as possible. Please ensure that delivery of items which are not essential for work is made to home addresses rather than The Oxford Science Park.
- **Science Park Management Team:** At least two members of the Management Team are in the office in the Magdalen Centre on each working day, on a rotational basis, to deal with queries and ensure business continuity.



Do please get in contact if you have any comments, questions or observations.

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Director

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