

## Reoccupation Guidance for Open Space

Following the easing of lockdown restrictions NHSPS has produced a guide to safely reoccupying its buildings and the process for service users to follow. [See guide here.](#)

To allow the safe return of all services, patients, contractors, and visitors NHSPS are conducting site risk assessments for all NHSPS demised and common areas. Areas included are waiting rooms, reception areas, shared toilets, sessional and NHS Open Space rooms. [See Risk Assessment checklist here.](#)

Upon completion each site will be rated High, Medium or Low with actions required to mitigate risks; once all actions have been completed and the site is rated as Low (*all practical measures taken to manage transmission risk*) it will be certified as ready for reoccupation. [See certificate here.](#)

### Key Factors for Open Space

<b>Bins</b>
All non-clinical rooms must now have a clinical waste bin to ensure PPE can be discarded and disposed of correctly
PPE classified as clinical waste = face masks, gloves, aprons, wipes
FM's to request approval & cost code from OS to procure new bins for site
<b>Cleaning</b>
Cleaning frequencies will continue as per schedule. Additional and/or deep cleans are upon request via the helpdesk
Cleaning will be undertaken using an appropriate cleaner and disinfectant solution
Frequent touchpoints such as door handles, door plates, waiting rooms will receive more focus
<b>Consumables</b>
OS provide disposable gloves, apron, couch roll, soap, paper towels, sanitiser as standard
OS will not be providing face masks, this is the responsibility of the services using the rooms.
FM's will order consumables required for site as per process.
<b>Handwashing</b>
Soap and paper towels must be available in rooms with handwashing facilities
Non-clinical rooms must provide hand sanitiser or clinical wipes for use where no handwashing facilities are available
Sanitiser dispensers will be added to site entrances and waiting areas for staff & patients to use.
<b>Room Types</b>
No change to room types or their usage at present
The use of A/C is still being discussed so potential impact to use of Treatment Rooms and Minor Ops Suites
Group/meeting/counselling room occupancy should be reviewed
<b>Signage</b>
Black & Yellow signage will be provided for all locations to prevent confusion with other emergency signage
Alert Signage at entrances, floor signage denoting distance for reception safety and one-way systems in the centre
"Do not sit here" signs and barrier tape to be used to cordon off seating in the waiting rooms to maintain distance
Maximum occupancy room stickers will be added to doors for group/meeting rooms
<b>Social Distancing</b>
Perspex protective screens to be fitted to reception desks currently without a shield
One-way systems for car parking, entrances, site flow as possible - no entry/one way signage to support
One person on a stairwell at one time, lift occupancy based on size - stickers denote placing

Further details can be found on the [Coronavirus page](#) of our website.