



rise
london

Created by
 BARCLAYS

Your return to work at Rise

Your guide to simple advice and new working practices

Hello Rise member,

good to see you again.

The world we work in is a bit different now, and we want to make your return to Rise as easy and safe as possible.

That's why it's important you and your team follow the simple advice and working practices in this document.

Remember – we're here to support you. If there's anything on your mind, our Rise Operations team is happy to help.

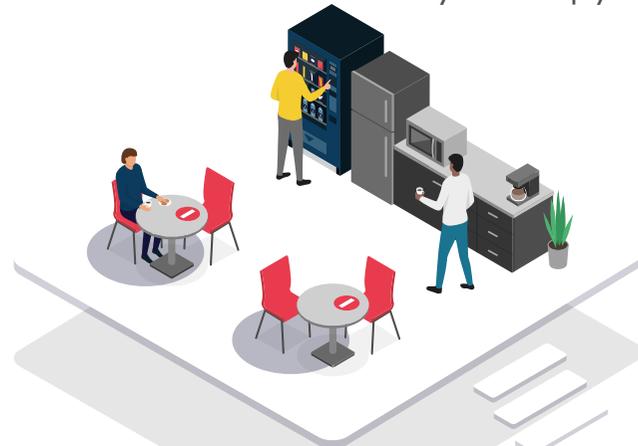
Rise London reception - 0203 019 3260

Throughout our offices, you'll see plenty of social distancing measures implemented.



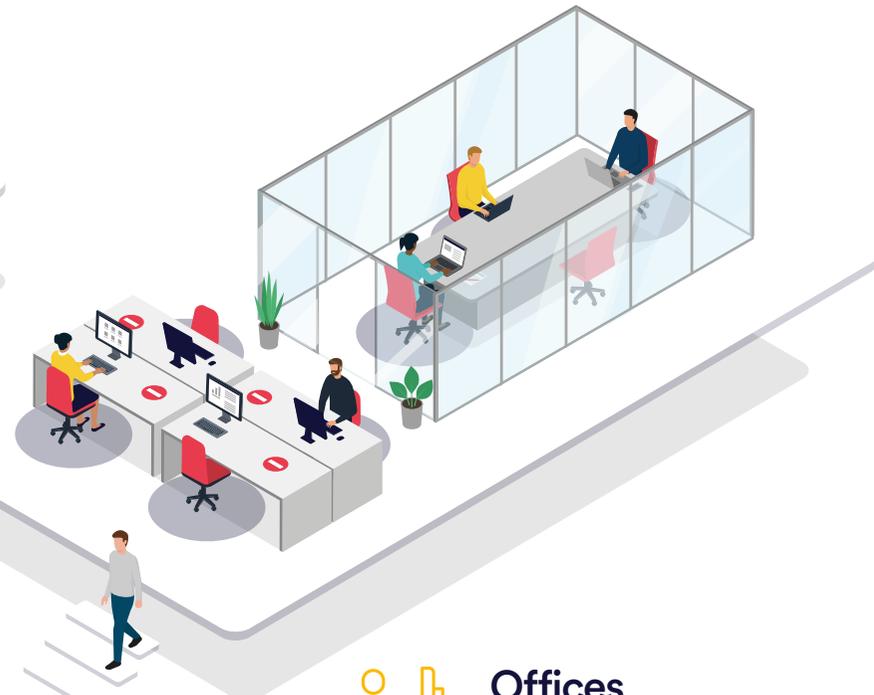
Communal spaces

Reduced capacity at tables and floor markings reminding you to keep your distance



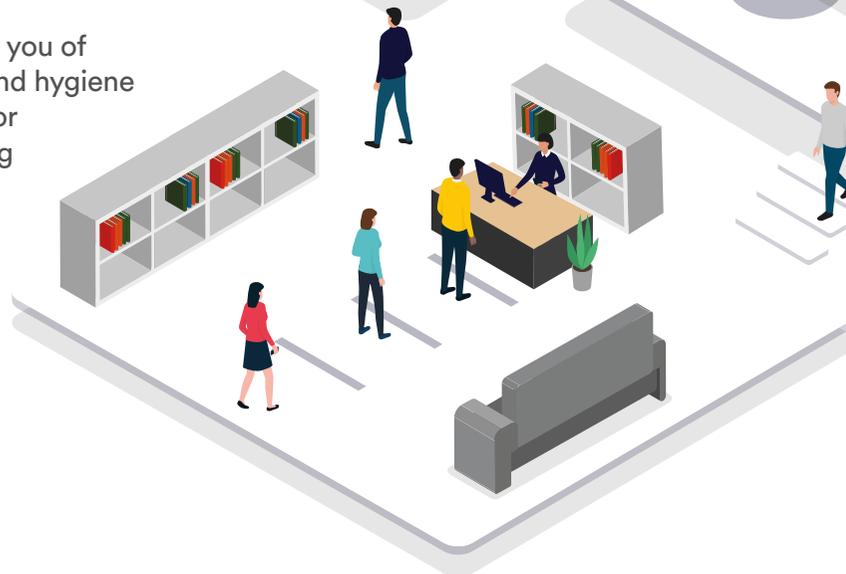
Meeting rooms

Reduced capacity in enclosed spaces



Reception

Signage reminding you of social distancing and hygiene measures, plus floor markings reminding you to keep your distance



Offices

'Not in use' stickers on certain desks to maintain social distancing between work stations



Reduced office capacity

We'll be contacting each of you with your new office set up if your work stations have been changed.

Please contact your Rise General Manager if there have been any changes to your headcount needs.



Offices

We're currently operating a clear desk policy, so please keep items to a minimum in order for the desks to be cleaned as thoroughly as possible. And don't share office equipment.



Equipment

Please ensure your personal equipment is kept clean and is not used by others.



Bathrooms

All restrooms will be cleaned frequently for your safety.

Please wash your hands before and after use, ensure that you follow all signage and continue to maintain social distancing.



Kitchens

In the kitchens, you'll find disposable utensils, cups and plates. All are recyclable and eco-friendly.

Please don't forget to dispose of these items after you've finished with them.



Meeting rooms

Meeting rooms have reduced capacity in order to adhere to social distancing guidelines.

We have placements available for your use along with sanitisation stations in each room.

Clean your hands before and after using a meeting room, and if you've used a conference phone or other shared equipment, wipe that down too.



Communal spaces

Keeping our distance from each other. We know it's a little unnatural, but it's so important at this time. Please keep 2 metres apart. We've placed markings on the floor to help.

Think about other residents and your surroundings when using communal areas like breakout spaces, bathrooms and kitchens. Avoid touching surfaces and ensure spaces are kept clean.

Before you start a task, it's okay to stop and think how can I tackle this and ensure everyone's safety?



Lifts

As distancing will be very difficult in lifts, we've had to limit these to one person at a time, so if possible step up and consider using the stairs instead.



Hand washing

You can sing Happy Birthday if you want. Or the chorus to Outkast's So Fresh, So Clean.

However you do it, do it for 20 seconds.

Wash your hands regularly in bathrooms and kitchens. There are hand sanitisation stations throughout the site.



Post

All post will be sanitised and wiped with disinfectant before being available for collection.



Visitors

Please book in visitors using Envoy at least 24 hours in advance. Provide their email addresses for track-and-trace purposes and so we can send them information before they visit.



Emergency evacuations

Follow the building's standard emergency procedure. That might mean not following the direction of the stickers on the floor.



Events

All of our Rise events are digital. Check out the latest events on our [website](#) and in our [newsletter](#).

Feel free to get in touch with one of our community managers if you'd like to collaborate on a virtual event.



Face Coverings

Complimentary face coverings will be provided, or you may choose to use your own, and we recommend that these at a minimum are worn in high traffic areas of the site (and in all cases you should continue to monitor and adhere to the latest Government Guidelines in relation to face coverings).

Rise Site Return Policy

In line with our workplace safety standards, we have introduced the following new Policy which you, your personnel, and any guests must now comply with if attending the Rise site, on the basis set out below (including the Notice of Responsibility).

Important Notice:

- The following Policy has been put in place as part of your membership agreement.
- By you, your personnel or any guests attending any Rise site, you agree to comply with, and ensure all your personnel and guests comply with this Policy.
- As members of Rise, you are responsible for ensuring that you, your personnel and guests follow this Policy.
- In addition, you should continue to stay up-to-date with Government policy, and must continue to act in accordance with the latest guidance when attending any Rise site (found at the [GOV.UK](https://www.gov.uk) website).
- **Failure to adhere to this Policy may result in restriction of your access to the Rise site and/or termination of your membership, at our sole discretion.**

Rise Site Return Policy:

1. Before Returning to the site, please ensure you have had a conversation with your Rise Team so we can ensure capacity can be managed in line with Social Distancing requirements.
2. Continue to follow Social Distancing guidelines in all parts of the site, including access points and car parks, as defined by the Government advice ([gov.uk/coronavirus](https://www.gov.uk/coronavirus)). Floor markings and signage on-site will help you to do this and give you practical information on how to stay safe.
3. Regularly wash hands and sanitise according to Government advice. Hand sanitiser and soap will be available on-site for your use.
4. You must notify the Rise team as soon as you or someone in your household becomes unwell or experiences any symptoms of COVID-19 (for latest symptoms see UK gov website [gov.uk/coronavirus](https://www.gov.uk/coronavirus)). We ask that you leave the premises immediately and contact NHS 111 for further guidance.
5. Barclays require that you must self-isolate for 14 days if you or someone in your household become unwell or experience any symptoms of COVID-19, and not return to Rise until all symptoms are fully clear. If you are unsure, contact NHS 111 for further guidance.
6. If you are classed as Vulnerable or Shielded person, or a carer for a Vulnerable / Shielded person, we recommend you continue to follow Government advice.

7. Please consider other Residents and your surroundings when using the communal areas (including breakout spaces, restrooms, kitchens and access points) to ensure you can maintain Social Distancing. Please avoid touching surfaces and ensure spaces are kept as clean as possible. Anti-bacterial wipes will be made available for your use. Please also help us to keep the site clean and safer by limiting your movement around the site where possible.
8. Until further notice and to help keep our residents safe in line with Social Distancing guidelines, your visitors must be booked via Envoy ideally 24 hours ahead of their visit. This will allow us to manage capacity and ensure there is enough space to maintain Social Distancing.
9. Occupancy within all private offices may be reduced to ensure we can operate in line with Government guidance on Social Distancing. The site team will be in touch to advise you on your individual circumstances and options.
10. We will assign you a dedicated desk each day – you should only use this desk when on site. Small changes can make a big difference to reduce risk – such as not sharing equipment (e.g. pens, staplers etc.).
11. Avoid use of lifts on premises where possible, using stairs instead (remembering to wash your hands after using handrails / doors). Where lifts must be used, capacity must be reduced following your site guidelines so that Social Distancing is maintained.
12. We ask for only essential goods to be delivered to sites. Please only handle your own post and dispose of envelopes / packaging immediately after opening and wash hands thoroughly afterwards. Goods received should be disinfected with antiviral wipes or other suitable cleaning materials before being opened.
13. We will supply disposable cutlery and cups for use on-site, to be used instead of metal cutlery / mugs / crockery. They are then to be disposed of in the bins provided. We will also be providing single-serve sachets of salt / pepper / milk for your convenience. You must wipe down all food packaging and wash your hands before eating.
14. Any external food deliveries must be collected outside the premises.
15. You are responsible for the cleaning of your personal equipment (keyboards, desktop equipment etc.). Anti-bacterial wipes will be made available for you use. Please ensure your desks / offices are clean and clear to enable our cleaners to work around your equipment.
16. When using equipment (coffee machines, printers, conference phones) wash your hands thoroughly before and after use.
17. If, due to the ongoing crisis or otherwise, Barclays deems that it and/or its partners are unable to staff a Rise site appropriately, then it may elect (at its discretion) to close or restrict access (and/or services) at such site for a period of time, in which case Barclays will seek to notify any members that may be affected as soon as reasonably practicable.
18. Complimentary face coverings will be provided, or you may choose to use your own, and we recommend that these at a minimum are worn in high traffic areas of the site (and in all cases you should continue to monitor and adhere to the latest Government Guidelines in relation to face coverings).

Notice of responsibility

1. Your membership agreement for use of the Rise site is with Never Ever Limited, who are solely responsible for ensuring that the site complies with all health and safety requirements and will take all necessary measures to ensure such requirements are met.
2. Notwithstanding such measures, it is your independent, voluntary decision to attend the site and you are solely responsible for the manner in which your personnel and guests conduct themselves at the Rise site. If you are concerned that any aspect of the Rise site is not compliant with legal requirements, you must notify your Rise Manager about this immediately.
3. You are at least 18 years old and fully assume any risk of death, personal injury and/or damage that may result from their presence and activity at the site in relation to symptoms or illness related to COVID-19.
4. You (a) release Barclays and all of its officers, directors, agents, employees, independent contractors, shareholders, successors and assigns (the “**Barclays Parties**”) from any and all actions, claims, liabilities and/or related costs arising out of their participation in the Rise site, and (b) waive all rights to bring any claims against and covenant not to sue any Barclays party in respect thereof in any jurisdiction, (on behalf of yourselves and your heirs, assigns and representatives).