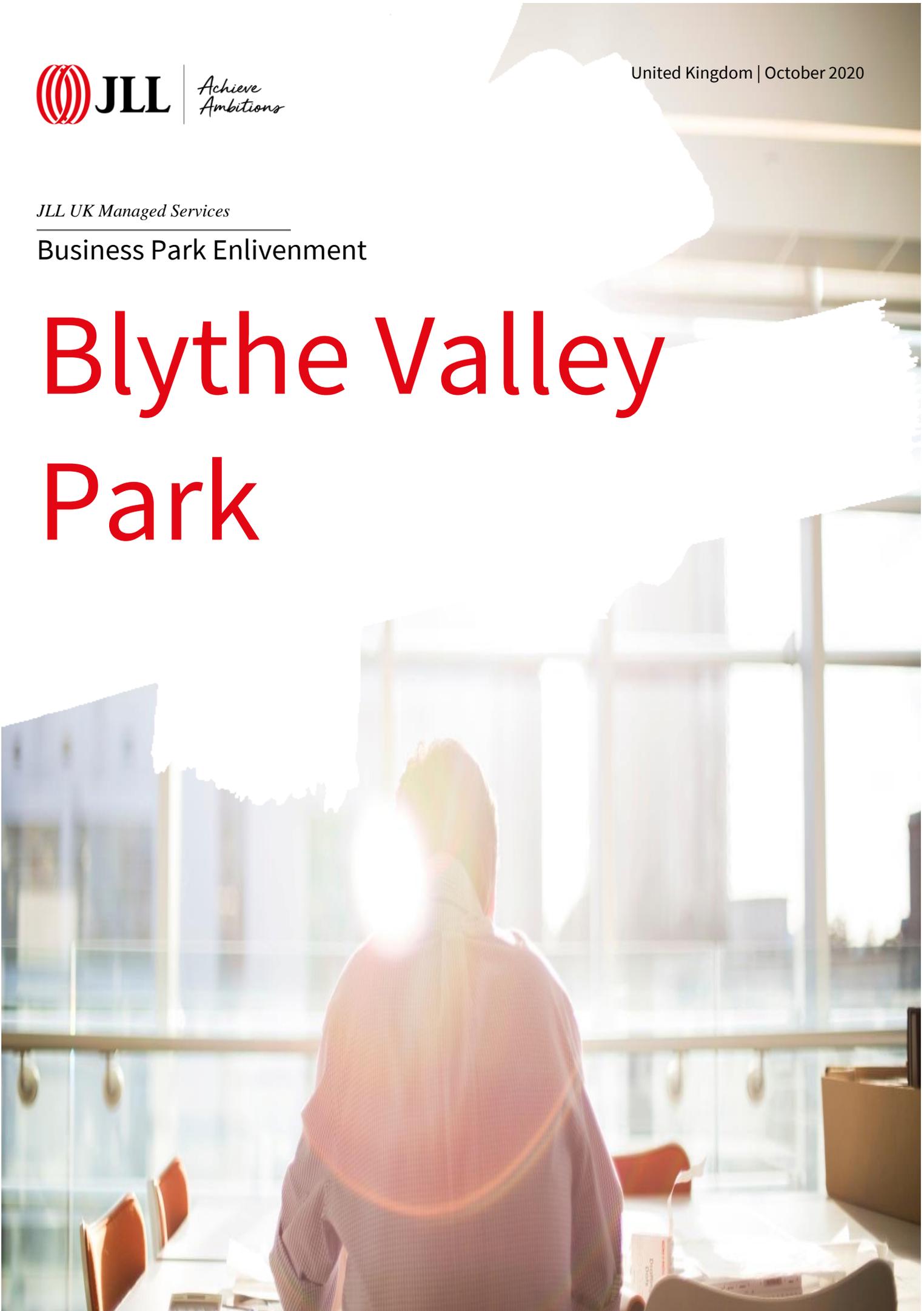


JLL UK Managed Services

Business Park Enlivenment

Blythe Valley Park



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1) Reoccupation Plan – What we are doing

As you will be aware, Blythe Valley Park has remained open for occupiers during this unusual time of lockdown. With the announcement of the UK Government's recovery strategy on 11th May, on behalf of your landlords IM Properties and all occupiers, we have been reviewing services and preparing for the phased relaxation of the lockdown over the coming weeks, which will see many businesses returning to the Park. We anticipate that government guidance on social distancing will remain in place for the foreseeable future, in keeping with the COVID-19 Secure guidelines.

Collectively, we are all adjusting to a '*new normal*' within the working environment, as the concern of a further COVID-19 outbreak remains.

This document outlines our preparations for promoting a safe and healthy working environment and with your cooperation, this enlivenment plan will be effective for all. We will rely on the collaboration and buy in from all occupiers so please do ensure this document is shared with your colleagues, contractors and visitors. Please note that the measures are also crucial to keep the hardworking on-site team safe and well. If you have any queries or suggestions, please do let us know.

Over the last few months, we have continued to provide 24/7 security, carried out routine landscape services and postponed non-emergency works, to ensure safety and compliancy. However, we must now concentrate on the enlivening of the estate, which has included where appropriate, installing social distancing signage to ensure it is safe for your return.

We have made adjustments generally to the following areas.

External Cleaning and Landscaping services

These were reduced in the first few weeks of the lockdown, but services have since been reinstated to the normal level to ensure that the appearance of the site is maintained to its high standard – this has enabled us to keep on top of grass and weed growth. All contractors have been working to the government guidelines in relation to social distancing practices.

Mechanical, Electrical, & Public health services

All services such as external lighting and drainage, barriers, pumps and maintenance have continued to be maintained and we will continue to provide these services as the lockdown eases. During lockdown, IM Properties have funded and installed a new smart and sustainable streetlight system. This new system will reduce energy and maintenance costs for occupiers via the estate service charge.

Health & Safety

- The annual General Risk Assessment has been undertaken.
- Regular Safety checks of the external areas have continued to be undertaken.
- Routine external repairs have been limited to essential H&S-required works only.
- Please note that our contractors and suppliers will provide their own revised ways of working and any Personal Protective Equipment (PPE) they require when carrying out works on site.

Security

Security has continued to provide a 24/7 operation and all security offices are adhering to the social distancing guidelines and operating in a safe working environment. The Gatehouse will continue to operate restricted access whereby visitors/contractors will be required to use the intercom to liaise with the security team.

Signage has been installed at the main gatehouse to remind all visitors to keep to the recommended two meters distance

Signage

Social Distancing Signage has been installed to the bus stop areas, and on the country-side park interpretation boards.



BVP Website

We have introduced a specific COVID 19 tab on bulletin <https://blythevalleypark.co.uk/category/covid-19/> to point occupiers / visitors towards any specific updates for the park in relation to COVID 19.

Java Roastery

Java at Blythe Valley Park reopened its doors in July 2020, for both dine-in and take-away, with the full menu on offer. The opening hours are:

Monday – Friday: 8am – 4pm

Saturday – Sunday: Closed

Please continue to check Bulletin and Blythe Valley Park social media channels for updates and offers from Java.

Buses

The Solihull Station and Birmingham International Station Shuttle bus services were temporarily suspended at the end of March and will continue to be so until the Government recommendations for the use of public transport are eased, we will then review their operation. The public buses (A7/A8) continue to operate and more details can be found on <https://blythevalleypark.co.uk/location/>

Pool Bikes

As per government guidelines, the Park’s Pool Bikes will not be available for use currently, but this will be reviewed over the coming weeks. Please continue to check bulletin and Blythe Valley Parks social media channels for further updates on the pool bikes.

Country Park

The country park remains open for people to enjoy the outside space in a natural environment. Walking maps are available on <https://blythevalleypark.co.uk/how-can-exercise-and-the-outdoors-improve-mental-health/> for those occupiers who want to get some fresh air and exercise.

We would remind people to adopt social distancing measures at all times.



2) Reoccupation Plan – What should you do?

Occupiers Return to Work Plans

- Please communicate your return to work plans with us highlighting any staggered working patterns, opening hours, social distancing measures outside of your building and regulation of entry into your building to avoid overcrowding.
- Please promote safe hygiene practices including regular and thorough hand washing amongst your employees.

Social Distancing Measures in accordance with Government Guidelines.

Appropriate signage and floor graphics should be put in place to remind visitors/customers to maintain social distance of 2 meters if appropriate to do (this equates to 3 steps) between individuals where possible:

- Additional measures may be put in place depending on visitor/customer numbers and occupier requirements such as signage to direct movement of people into lanes while maintaining the two meter distance.
- Barriers to form queuing lanes and regulate entry into occupiers' buildings
- Possible suspension of some parking bays to assist with social distancing.

Additional Measures to Consider

- Update your service partners with the new way of accessing and circulating around the property
- Communicate your return to work plans with us, particularly if you have introduced staggered working patterns
- Pre-book all visitors to ensure passes are ready for arrival and to enable reception to monitor for pressure points. Please inform visitors of what to expect on site.
- Promote safe hygiene practices, including regular and thorough hand washing, amongst your employees
- Please encourage your staff to avoid personal deliveries to work
- Develop and communicate a response plan should an employee become ill with symptoms of COVID-19 whilst at work. Notify us immediately if this is the case.
- Communicate any changes to fire wardens and/or first aiders
- Advise us if you expect an increased use of cycling facilities
- Ensure disposal of PPE is done responsibly, with the contents double bagged
- Carry out checks on fire systems, including fire extinguishers
- Assess the current state of your plant and equipment, so that you have a clear picture of which systems are fully operational
- Ensure a weekly flushing regime is in place in accordance with ACOP L8
- We recommend that you operate any FCU's on a 24/7 basis, in line with REHVA/CIBSE guidance

3) Reoccupation Plan – A Shared Responsibility

This is an evolving situation and we aim to work closely with our occupiers to enable the smoothest and safest return to work at Blythe Valley.

Please keep the lines of communication open and share your plans and any changes with us as they occur. We will share any updates to this plan as the situation develops and as Government advice is updated.

Additional Notes

The following miscellaneous points should be noted and incorporated into your own re-occupation plans as appropriate:

1) Shared Car Parks

Social distancing should also be observed within shared car parks as it would within your own premises.

2) Emergency Evacuation Plans

You might want to consider amending your plans from having a group muster point to Dispersal Evacuation – you should contact your own H&S representatives for further guidance.

3) Deliveries

Deliveries remain under the direct control of the occupiers – you will need to discuss any required social distancing measures with your suppliers.

We look forward to welcoming more occupiers back to the park and do let us have your feedback and any re-occupation plans.

Many Thanks

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