

Building Manager Communications

Dear Colleagues,

In light of the growing concerns around coronavirus Covid-19 this briefing highlights some of the steps you should be doing to reduce the risk in the building(s) you are responsible for.

We are asking all building managers to work with cleaning staff and cleaning contractors to:

- Increase the frequency of cleaning of high frequency touch points e.g. toilet doors, lift buttons, entrance door handles, telephones, desks etc.;
- Ensure that toilet and kitchen facilities have hot water, soap and hand drying facilities and that soap is updated frequently;
- Encourage staff to use dishwashers where available or provide washing up liquid to encourage frequent cleaning of shared utensils;
- Ensure there are business continuity plans in place for cleaning providers and explore potential to further increase cleaning frequency;
- Explore supply options of hand sanitiser dispensers for entrance and exit of high footfall sites through your cleaning suppliers. Due to high demand, there is a long lead in time for these but it is sensible to place an order through your suppliers if you are not part of the Central Administration Building (CAB) estate. If you have already made arrangements please email BCCCOVID19@birmingham.gov.uk so we can reprioritise resources accordingly.

We are asking all building managers to promote awareness of the national messaging by displaying the following posters:

- Handwashing posters in toilets and at kitchen facilities:
https://www.who.int/gpsc/5may/How_To_HandWash_Poster.pdf?ua=1
- In communal spaces, national coronavirus posters:
<https://campaignresources.phe.gov.uk/resources/search>
- Catch it, Kill it, Bin it posters by building entrance and exit
<https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf>

We are asking all staff to promote clean desk policy to help support cleaning of desk and facilities and would ask you to reinforce this in any building advice.

There will be a cascade shortly with information for managers on the process on how to respond if there is a case in the workplace, however you may want to familiarise yourself with the [national guidelines on decontamination of non-healthcare](#) settings and [section 16 of the guidance for employers](#) to think through how you would operationalise this for your building(s).

If there are additional costs incurred please work with your finance business partner to code these to the new coronavirus code so we can track any additional spend.

If you have any further questions please escalate about estate management during this period please email them to Philip.Andrews@birmingham.gov.uk

Thank you for your support

Dr Justin Varney
Director of Public Health

11th March 2020