

COVID-19 PROTOCOLS: DATA CENTRE

Due to the ongoing Covid-19 pandemic, the data centre is currently operating under special measures to ensure the safety of all our employees, customers and contractors, and to ensure critical data centre operations are not affected. Please adhere to the following guidelines:

BEFORE ARRIVAL

- Think! Do you 100% need to be at the campus? Could your meeting or task be conducted virtually via video-conferencing?
- Have you taken a Covid-19 lateral flow (30-min home test) in the last few days? If so, was the result negative?
- Have you received one or more Covid-19 vaccination jabs, to reduce your risk of serious illness if you contract the virus?
- Please do not travel to the data centre should you have any of the normal Covid-19 symptoms – high temperature, continuous cough and/or lack of taste/smell.
- Please ensure Security are aware of your visit and in advance (through whoever you are meeting) you have supplied your full name, company name and car registration.

ON ARRIVAL

- On approach to the data centre please ensure a face mask is securely fitted across your mouth and nose. Security are policing the wearing of face masks, as these are mandatory when working inside the data centre.
- If you do not have a face mask we can provide a disposable version for you to use. Please wait outside reception and call the person you are visiting or Security on 01279 937409 to ask for a face mask and one will be provided.
- A maximum of 3 persons are allowed in the security reception area at any point. Please wait outside until you are called forward.
- Have your photo ID ready to ensure the ID verification stage is as fast as possible.
- Using your mobile phone please complete the Covid-19 QR Code Track and Trace, by scanning the hash-tag on the Security booth entrance.
- Your temperature will be taken on arrival using a laser probe.
- After completing your on-site induction, please use the hand sanitiser stations where provided.

WHILE INSIDE THE DATA CENTRE

- Keep your face mask on at all-times.
- Please adhere to the Covid-19 information posters within the data centre detailing flow of travel, and/or the limit of persons within any specific areas (such as lifts, communal rooms, etc).
- Currently only 1 person may travel in the office lift at any point.
- Currently only 4 persons are allowed within the breakout/kitchen area.
- Please routinely use hand sanitiser stations within the data centre.

LEAVING

- On departure please hand your pass into the Security office and check out at the reception iPad.
- Please dispose of your face mask (if a disposable version) using one of the bins provided.

QUESTIONS?

- Should you have any specific questions regarding your visit to the data centre, please do not hesitate to contact us via the details below.

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