

## The Exchange - Preston

### IMPORTANT - Face Covering Guidance for Offices and Training Venues

In order to address the risk of the virus spreading through close contact in office settings, where distancing cannot be guaranteed to be maintained, the following measures for wearing of face coverings are now in place:

- Staff and County Councillors will be required to wear a face covering upon arrival at the main entrance to the office site, before entering the site; when in transit through corridors and all communal areas; and must only remove the face covering when seated at their desk;
- A face covering must be worn throughout the working day when leaving your desk and travelling through the corridors and all communal areas of the building, including while accessing washroom facilities, kitchens, break areas, print areas, meeting and training rooms;
- Face coverings must only be removed upon arrival in a meeting/training room where there are distancing control measures in place, or in a break area where food or drinks are to be consumed and where there are distancing control measures are in place;
- Those who are already exempt from the existing face covering obligations, due to an underlying health condition, will be exempt from these new obligations;
- People must limit movements between floors of buildings and remain on their designated floor where possible, except when accessing communal facilities as outlined above;
- Washroom cubicles that have been closed in recent months, will be reopened as it is considered safe to do so, due to introducing the wearing of face coverings. This will also mitigate against contact when queuing in confined spaces and ensure sufficiency of washroom facilities for the numbers of staff working on site;
- There will be no change to the current closing off of urinals, as unlike cubicles, there are no other barriers of separation in place;
- People should spend as little time at sinks as possible, which should be used for hand washing only, following the minimum 20 seconds hand washing guidance, and to deter from obstructing access to sink space through prolonged use of mirrors for personal grooming purposes;
- Face coverings will not be supplied by LCC use in the workplace. Staff will be required to ensure face masks are appropriate for the workplace and do not consist of any inappropriate or offensive images or wording.
- Managers must ensure all staff adhere to the new protocols and lead by example.
- Staff who are working in cleaning operative, site support or maintenance roles will be required to wear a face mask unless there is a guarantee that the required distancing can be maintained at all times, e.g. sole workers, discreet sections of buildings. This will be agreed with the FM operations managers and a review undertaken at all sites, including non-office sites.

- These guidelines are applicable to any visitors who may attend site and staff must ensure that visitors are provided with advance notice of the requirement for face coverings.
- Individual Service / site risk assessments in relation to face covering arrangements for all other non-office settings remains applicable and existing arrangements should continue with regular review as normal. However, where appropriate, this new guidance must also be adopted by staff and visitors in all other non-office settings in relation to being in transit through corridors, using communal spaces etc., as set out herein.

**For Assistance** please visit the Helpdesk which is situated adjacent to the dining room. You can also call The Exchange team for assistance on 33330.

#### **Fire Alarms**

- It is the meeting host and trainer responsibility to familiarise themselves with the Emergency Guidance which is clearly displayed on the meeting room door in each room. They should ensure all attendees and delegates are made fully aware of this information at the start of each event. A weekly test of the fire alarm takes place at 9.00am every Wednesday.

#### **How to start your booking – Room Screens**

- The rooms in The Exchange are managed rooms and your booking will start automatically.

#### **Room facilities**

- A member of The Exchange team will visit your room before the start of the training or meeting and will help with any queries. They will also arrange for technical assistance where required.

#### **Printing**

- A printer is available by the Helpdesk for LCC employees.
- Signing in sheets and course materials for external trainers must be printed prior to arrival.
- As agreed with L and D there will be charges added to the room booking for printing for external delegates and trainers.

#### **Refreshments**

- **It is the responsibility of the trainer/meeting facilitator to ensure that no food or drink (except water) is brought into the training room.**
- Training and meetings with drinks provided will have tokens in the room to operate the coffee machines. Teabags, sugar and teaspoons can be found in the drawers beneath each machine. Delegates should ensure that care is taken to place cups under the correct dispenser to avoid any spillage. Please let The Exchange team know as quickly as possible if there are any spillages and they will deal with this.
- At the end of the training or meeting any unused tokens should be returned to the Helpdesk.
- Drinks can be purchased for £1.35. Change is available at the Helpdesk.

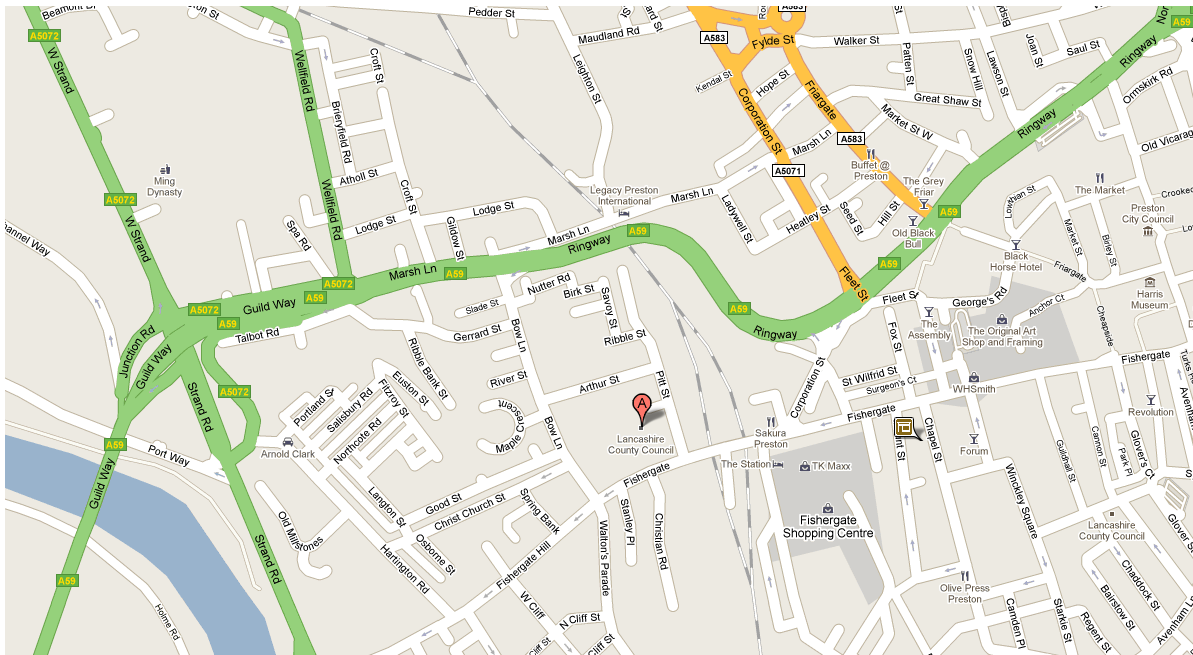
#### **Food**

- Food is provided in the Exchange when pre-booked for training or meetings.
- Hot & cold food is available to purchase in Reflections on the ground floor which can be directly accessed via the lift in The Exchange dining room. Opening times for Reflections are :

- Breakfast 8.00am to 10.15am
- Lunch 11.45am to 1.45pm
- Any hot food purchased in Reflections and any food or hot drinks purchased from off the premises should not be brought into The Exchange.

## Maps and Directions

**The Exchange, County Hall, Fishergate, Preston, Lancashire, PR1 8XJ  
01772 533330**



## Directions

### **By Bus:**

Local and long-distance buses stop by the railway station or at the Bus Station. Contact Lancashire Information Services for bus times in Lancashire on 01772 556618 or Traveline on 0870 200 2233 (up to 8.00pm).

### **By Rail:**

There are regular train services to Preston Train Station from Carlisle, Leeds, Manchester and Liverpool (National Rail Enquiries 08457 48 49 50). Leaving by the main station entrance/exit (where the tickets are issued) and walk up to the main road, Fishergate Hill. Turn left, and cross the road at the first pedestrian crossing. Go straight down the pedestrian walkway opposite until you reach Pitt Street Reception on your left.

### **Park and Ride:**

Offers free parking outside of Preston City Centre with users only having to pay for a bus ticket, which costs £1.50 for an adult day return

**The Walton-Le-Dale** Park and Ride is located just behind the Capitol Centre. The bus service operates Monday to Saturday between the site and the City Centre, terminating at Jackson Street. Buses run every 10 minutes until 6pm. After 6pm the service operates every 15 minutes with the last bus back to the site at 7.30pm

For more information please see the Walton-Le-Dale Park & Ride [website](#)

**Preston Portway** park and ride is served by the 89 Lea/Larches service. From 7am until 8.45am the service will run every 10 minutes from outside the car salesroom on Hartington Road, up to the Railway Station and then back down to Hartington Road. From 8.55am the main Portway car park will open and the 89 service will serve the site using the bus stop on the main Portway car park. The service will run to the bus station every 10 minutes.

Portway Park & Ride is open from 7am till 7.45pm Monday to Saturday. Please note that the car park is locked after the last bus departs the site. A charge of £40 may be payable to the bus operator if they are called out to release cars outside of the scheduled operational hours.

**By Road:**

From the M6 North Leaving the M6 motorway at junction 31, take the **A59** exit to **Preston (C)** following the signs to Preston.

Climb Brockholes Brow and at the first roundabout go straight on down New Hall Lane. Continue along the length of New Hall Lane until you reach the T-junction, taking a right onto Stanley Street/A6. This joins with Ringway. Continue along Ringway/A59 through three sets of traffic lights.

Pass under the Railway Bridge and keep in left-hand lane.

At next traffic lights turn left onto Bow Lane; the County Hall complex is the last group of buildings on the left hand side.

**Sat Nav Postcode:** PR1 8XJ

All visitors to The Exchange should report to **Pitt Street Reception**

There are public car parks around the city centre. Fishergate Car Park is the closest public car park to County Hall.

**Fishergate Car Park - PR1 2UH:** From the M6; leave at junction 31 and follow the signs to Preston City Centre, the ring road. Fishergate Shopping Centre is signposted off the ring road, directly opposite the railway station. Or, follow the M65 to the end, then take the signs to Preston A6. You will then join the City Centre ring road. Fishergate Shopping Centre is signposted off the ring road, directly opposite the railway station. The venue is a 5 minute walk away.

