



What's Happening at Regal court Business Centre

May 2020

#### What's keeping us busy during lock down!

Everyone has copped with lockdown if there own ways. Some by keeping active, starting new projects and trying new things.

Here at the centre we each have been keeping ourselves busy.



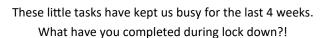
Fiona has been exploring her local area discovering new paths and beautiful fields on her daily exercise. Of which she may have never discovered before!



Sian has been creative by embroidering, cross stitching and making her own tie-dye shopping bag long with many other art projects! With these projects she has been able to set goals and deadlines completions to keep in her routine.



With Kathrine currently on furlough leave she has been home with the family but also some DIY projects of making shelves and decorating where possible. Also she has spent time completing an Excel Training Course!







# **Meet the Team**

Fiona Bryan Business Centre Manager

Sian Warner
Marketing Assistant /
Customer Service
Representative

Kathrine-Anne Douglas Meeting Room Coordinator / Customer Service Representative

> **David Taylor** Estates Manager

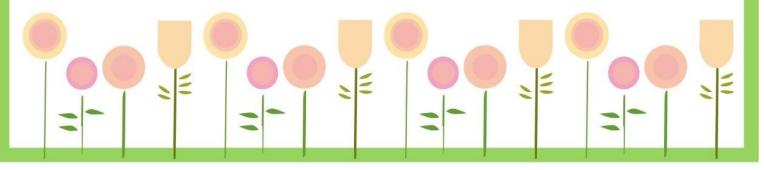
Bob Sampson Head of IT

#### **Changes in the Centre!**

While the centre has been quite we have has the lighting in the bathrooms changed! Brightening up the area and giving it a new lease of life.

Reception notice boards are all back up and ready for your posters to advertise your business! If you would like us to publish any posters on our notice boards please ask the reception team.





# **Coronavirus update at Regal court Business Centre**

At Regal Court we have remained open throughout and continue to support all our clients during these uncertain times. Throughout these times we have been working hard on ensuring our centre is safe for all our clients and visitors.

With your assistance we will achieve a safe environment for all, by following our new protocols and safety measures.

Please find below all the changes that are now in affect in the centre.

For further information please head to our website.

#### **Hand Sanitisers**

Around the centre we have installed 11 new hand sanitisers points located in reception, lift lobbies and break out areas.

Please uses these points when moving around the centre.



## <u>Lifts</u>

We have measured and reviewed the lifts and have determined that these are only to hold 1 person at a time.



Only one passenger in a lift at a time

This is so we all can comply with social distancing of 2 meters.

Please can we encourage clients to take the stairs when possible to ensure the lifts are free for people who require them.

#### **Break Out Areas**

On our 1srt & 2nd floor breakout areas seating has been limited and position in a safe distance from each other.

These chairs are marked out by an X.

These chairs should not be moved at

any time



#### **Kitchens**

<u>Level 1</u>—Only 2 people at a time. When waiting for access please que are the designated point.

Level 2,3,4—One 1 person at a time, additionally que at the mark area's

All items used in the kitchens such and cutlery and crockery

MUST be returned and placed in the dishwasher.



## **Meeting Rooms**

Each meeting room has been adjusted and changed to comply with the new covid-19 measures. This has resulted in a change of delegates in each



Please contact reception for any meeting room queries.

room.



