

MINUTES

BioEscalator Operations Meeting Wednesday 1st July 2020, 12:30-1:30pm MS Teams – Online Meeting

1. Building Information

- a. Working safely in the BioEscalator during Covid-19
 - i. Tenants now don't need to sign in, unless it's out of hours. Please use cards as normal.
 - ii. Restrict any visitors/tenants that are only going to the meeting rooms/hub/hot desks should use main reception door
 - iii. Anyone using the lab areas should use the back entrance
 - iv. Please don't linger in corridors, so they are kept as free flow areas for people to pass
 - v. Tables in the hub are positioned 2m apart, and only 1 chair per table, to make sure social distancing is kept at lunch times.
 - vi. Markings on the floor in the kitchen areas to keep kitchen area social distanced
 - vii. Markings in the garden area – please use common sense when using the garden area (Distribution team are trying to keep the area clean, but is an ongoing job)
 - viii. We are still waiting for the acrylic screens for the hot desks, but we have socially distanced them by way of a seating plan.
 - ix. We have had to repurpose some desk spaces (pod seating etc.) to use as hot desks, and have booked those out to those who need them.

- b. We are increasing our presence in the BioEscalator:
 - i. Khwaja – Monday
 - ii. Claire – Tuesday
 - iii. Pete – Wednesday
 - iv. Bushra – Thursday

Please be patient with the BioEscalator Reception Team. Hannah and Rachel are working from home, but are dealing with conflicting responsibilities, so cannot always reply to emails straight away. There is an automatic reply to explain this.

- c. First aiders and fire marshalls
 - i. Please make sure you update Khwaja on your current first aiders and fire marshalls.
 - ii. Priority labs should have first aiders in when someone is working
 - iii. People that are in should act as a fire marshal, as there will not always be BioEscalator staff in, or will not be able to check every room, as there will only be one BioEscalator staff member in on each day.

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- d. Fire dampers
 - i. Work being done for fire dampers over 2 mornings. The purpose of a fire damper in a duct is to stop the spread of fire should it ever break out. These are usually positioned in the fire walls which are around the building. These need to be tested on a regular basis.
 - ii. July 13th – July 17th
 - iii. Cannot guarantee specific times for areas. If there is an issue please contact Khwaja and he will assist in trying to work around your work.
 - iv. They may need to go into priority labs

- e. Advanced warning of road closure on the campus - 10th august – will completely close.
 - i. Once the dates are confirmed, we will let you know.

- f. Deliveries
 - i. Deliveries to the BioEscalator have been continuing as normal.
 - ii. Some parcels have been reported missing over the last few weeks. Distribution centre team have put in place solid procedures to contact tenants if not tenants are in the lab to contact them to let them know it has arrived.
 - iii. Before reporting a missing parcel, please check with your team to make sure no one else has accepted the parcel on your behalf.

2. BioEscalator Labs

- a. Please make sure you are booking equipment so everyone can use it safely and efficiently
- b. Make sure when doing autoclaving that you are taking extra care, as the machine have been misused a few times over the last few weeks. If you are unsure with what you are doing, contact Khwaja or Bushra for advice.
- c. Cold room is back up and running again

3. Health and Safety

- a. Going online for accident/incident reporting (from the 1st June 2020)
 - i. If anything happens in any of the shared facilities, please report to a BioEscalator Team member.
- b. If tenants would like to have another fire drill this year, please let the BioEscalator Team know.

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4. BioEscalator Events

- a. BioEscalator Socials
- b. Commercialisation workshop – BioCity/Oxford OHSN – 20th/21st/22nd July 9:30 – 12:00. They are on the BioEscalator website are under events.
- c. Almina accelerator coming up in August – if anyone is interested, please contact Elodie.
- d. Friday 3rd July – returning to the workplace webinar – Free with OBN
- e. Please do check out our website!

5. House Keeping

- a. Housekeeping is being kept up really well
- b. There is hand sanitiser, wipes, spray etc. around for everyone to use.
- c. Coffee machine on ground floor kitchen is broken. It has been reported, and we are waiting for contact from an engineer.

6. Any other business

- a. Parking notice
 - i. Please let us know at least 24hr notice if you or any visitors require a parking space.
- b. New starter notice
 - i. Please try to give as close to the 15 days' notice of any new starters joining companies.
 - ii. We are dealing with new starters in a new way while working from home, so please be patient with the Reception team. Giving them as much notice as possible will help make sure

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