

**Staff CEC user guide
Building User Guide
(CEC)
(Hospital Campus)
RSUH
UHNM**

Personal Responsibility

We each need to take personal responsibility for controlling the spread of the virus, as such you are reminded;

Do not attend if you have:

- A new continuous cough
- A high temperature
- A loss of, or change in, normal sense of taste/smell

If you do have any of these symptoms, stay home and book to have a test through the NHS website.

- Wash your hands regularly, or use hand sanitiser if hand-washing facilities aren't available;
- Clean any workstations that you use before and after you use them;
- Try to minimise the amount of furniture/equipment you touch;

General information

Completed building plans will be displayed at entrances to the building showing:

- Circulation routes including staircases and any 'one way' systems in place
- Location of hand sanitiser stations
- Locations of any doors that are opened using a push button
- Location of welfare facilities – toilets and kitchen points.

General rules:

- The building has one entrance and one exit point.
- The building has designated foot flow between seminar rooms and offices with dedicated stair well/s and corridors and toilets. These will be indicated using signage.
- **EVERYONE must wear a face covering whilst in CEC**
- Sanitiser stations will be available at entrance and exit points to the building, in seminar rooms, student locker rooms and student room
- All users to stay 2 metres apart
- All users stay left in corridors and staircases.
- All users to use the designated routes and flow direction as indicated with signage.
- Lifts are for single occupancy use unless PEEP specifies otherwise.
- COVID calculated room maximum capacity must not be exceeded.
- Desks/chairs not to be used will be taped off or clearly marked as to which desks can be in used.
- Furniture must not be moved (it has been placed to ensure social distancing)
- Taped off furniture must not be used.
- Users should wipe down desk and chair on entering and exiting the room using the supplied IMS 70% spray and paper towels and/or wipes.
- There will be no communal facilities for eating.
- Only a proportion of staff will be allowed to be in the building at any one time. PSS staff to be rota'd for in situ attendance.
- Staff must tap on entry using their Keele card to ensure we have a full building log for any track and trace purposes.

- Staff to access offices via use of central staircase keeping to the left at all times. Adhering to clearly marked flow routes when on corridors and thoroughfares.
- Reception staff to maintain social distancing measures, only one staff member allowed on the front desk at any one time

Welfare

Toilets

- Toilets will operate on a 'one in, one out' basis unless otherwise stated on the entrance. Signage to denote this will be placed on the doors. You will need to knock on the door (or call out) and check that the space is vacant before entering.
- Socially distanced toilets/sinks will be indicated, (other toilets locked or with a sign indicating they are out of use and sinks taped off.)

Changing rooms/lockers

- Changing rooms and lockers will be available as usual.
- You must limit the time in the changing room to a maximum 15 minutes
- You must maintain social distancing whilst changing
- You must wipe down your locker with 70% IMS spray and paper towels before usage

Showers:

- Only specified showers will be available for usage.
- On entry and exit please clean the shower using the supplied materials (70% IMS spray and paper towels), a guide will be supplied in the shower room

Kitchens

- Access to staff kitchen will be limited to one person at a time
- 70% IMS spray or alternative and blue roll will be provided for wiping touched surfaces, e.g. taps after use. Signage will be displayed to remind staff of this.
- Access to the cupboards will be closed to prevent anyone using shared crockery and utensils. Staff required to bring in their own cutlery
- Please bring in your own cold food so that shared facilities such as microwaves do not have to be used. Access to these will be removed.
- Fridges can be used
- Doors to kept open (where possible and without breaching fire regulations) in order to help maintain the flow of air
- Food should be eaten at your own desk whilst adhering to social distancing guidelines

Print Rooms

- Access to print rooms is limited to one person at a time
- 70% IMS spray or alternative and blue roll will be made available to wipe down surfaces before and after they are used.
- Signage in place around print rooms to indicate protocols
- Doors to kept open (where possible and without breaching fire regulations) in order to help maintain the flow of air

Office spaces:

- 70% IMS spray or alternative and blue roll will be made available via the nearest sanitising station to wipe down surfaces and touch points before and after use
- Desk not in use” signage to ensure distancing guidelines are maintained.
- Current levels of furniture to stay in situ with appropriate signage denoting use where appropriate
- Must not exceed the COVID calculated number of staff in each office

Fire evacuation and Emergencies:

- Staff follow normal emergency procedure in the event of a fire alarm activation. Evacuate the building as quickly and safely as possible without collecting personal belongings and to assemble on the car park within the assembly point. Social distancing to be maintained whilst at the assembly point

First Aid

- Staff to follow normal first aid procedures as per signage around the building. Due to restrictions on staffing numbers there may be times when a first aider is not present within the building when called for. In this case the usual procedure of calling 999 for emergency assistance would apply.

Office spaces:

To maintain 2 metre social distancing guidance staff offices within the CEC would be subject to the following conditions:

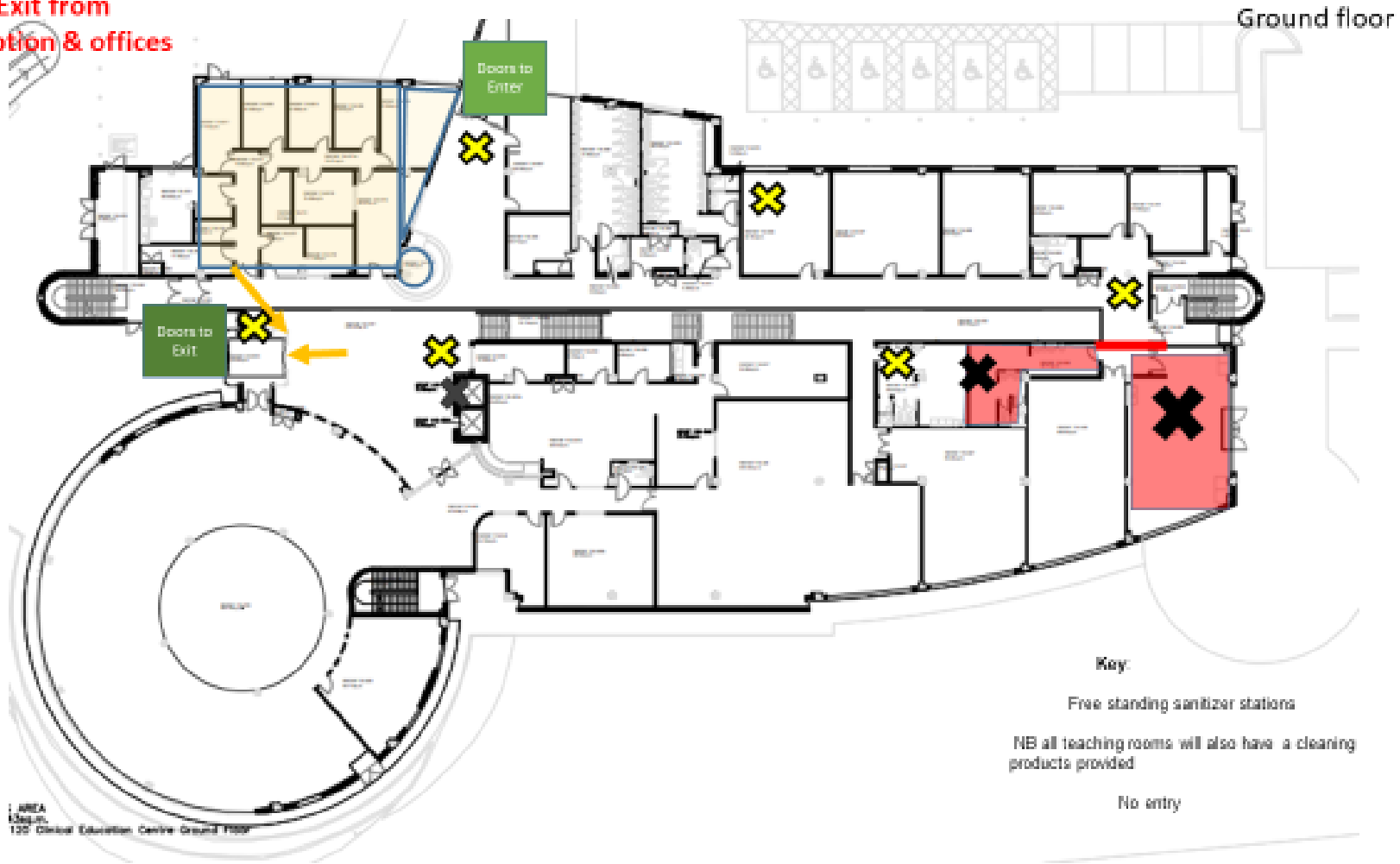
- 4 person offices including the staffroom: A maximum of two people allowed in the office at any one time spaced out on non consecutive desks
- 2 person/single occupancy offices and breakout rooms: A maximum of one person allowed in the office at any one time.
- 70% IMS spray or alternative and blue roll will be made available via the nearest sanitising station to wipe down surfaces and touch points before and after use
- Possibility of “desk not in use” signage to ensure distancing guidelines are maintained. This would of course be dependant who would be in the office on a particular day
- Current levels of furniture to stay in situ with appropriate signage denoting use where appropriate (different staff “teams in on different days to maintain social distancing)

Building plans and routes

Staff Entrance to Reception & offices

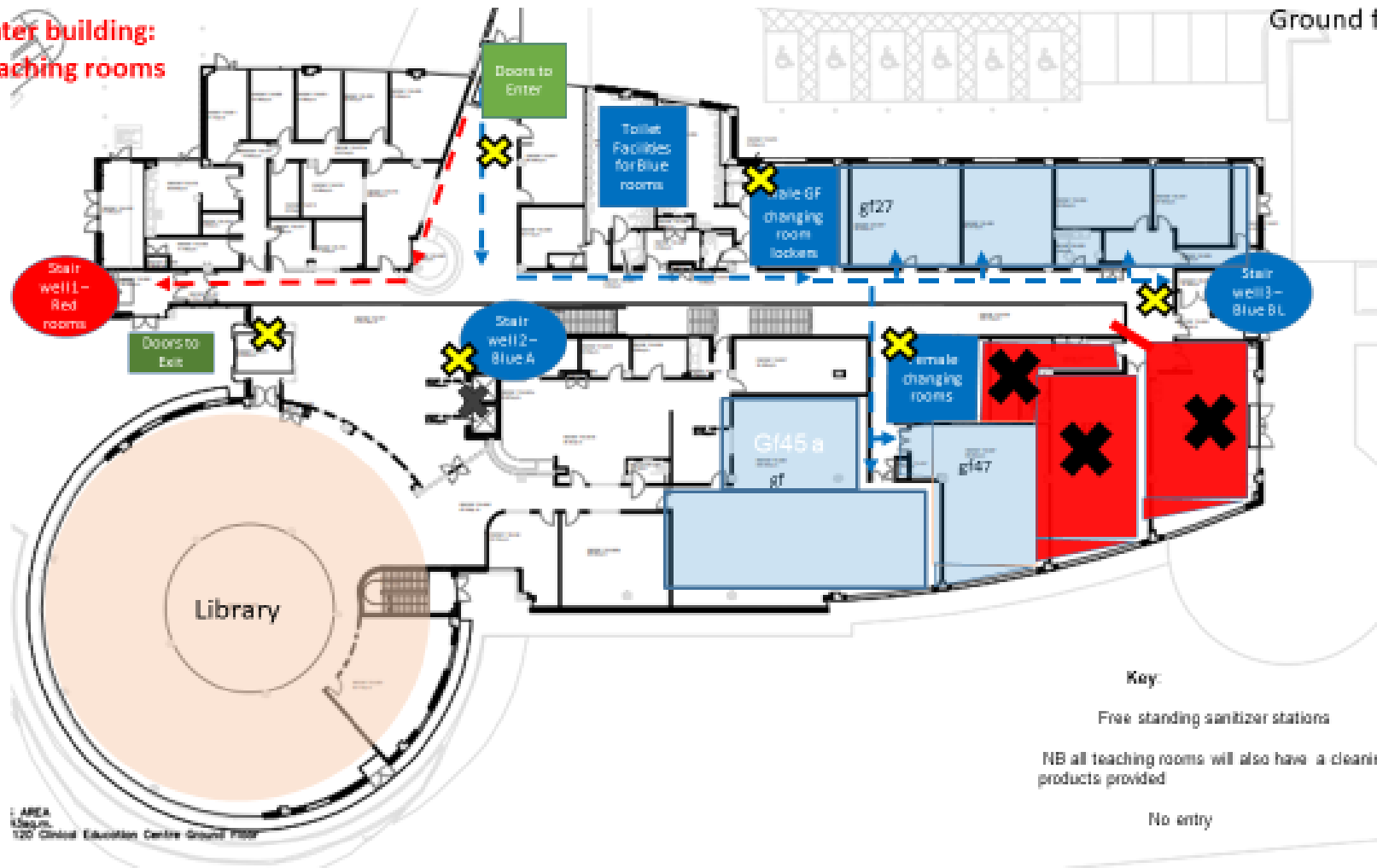


Staff Exit from
Reception & offices

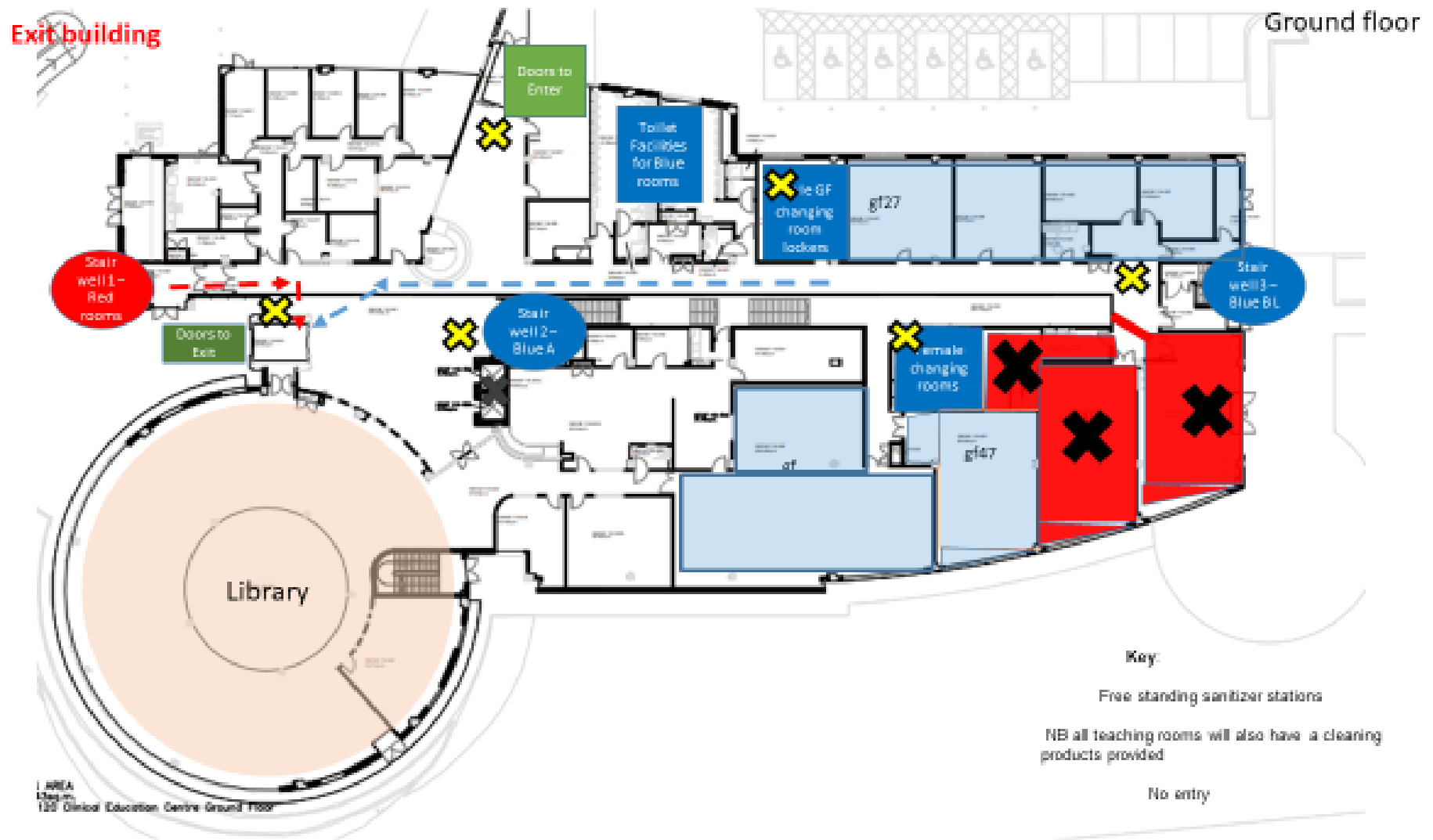


Enter building:
teaching rooms

Ground floor

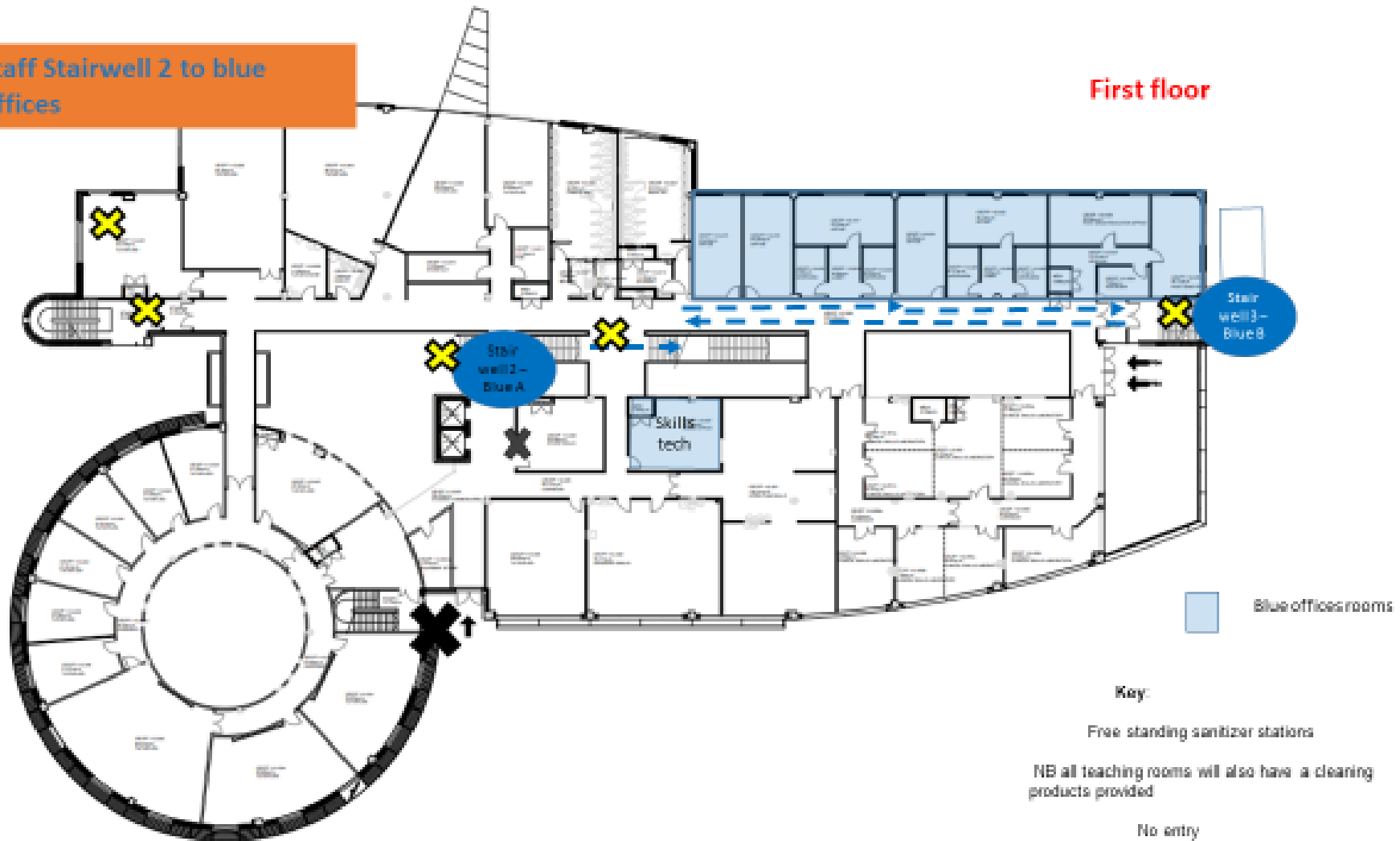


AREA
120 Clinical Education Centre Ground Floor



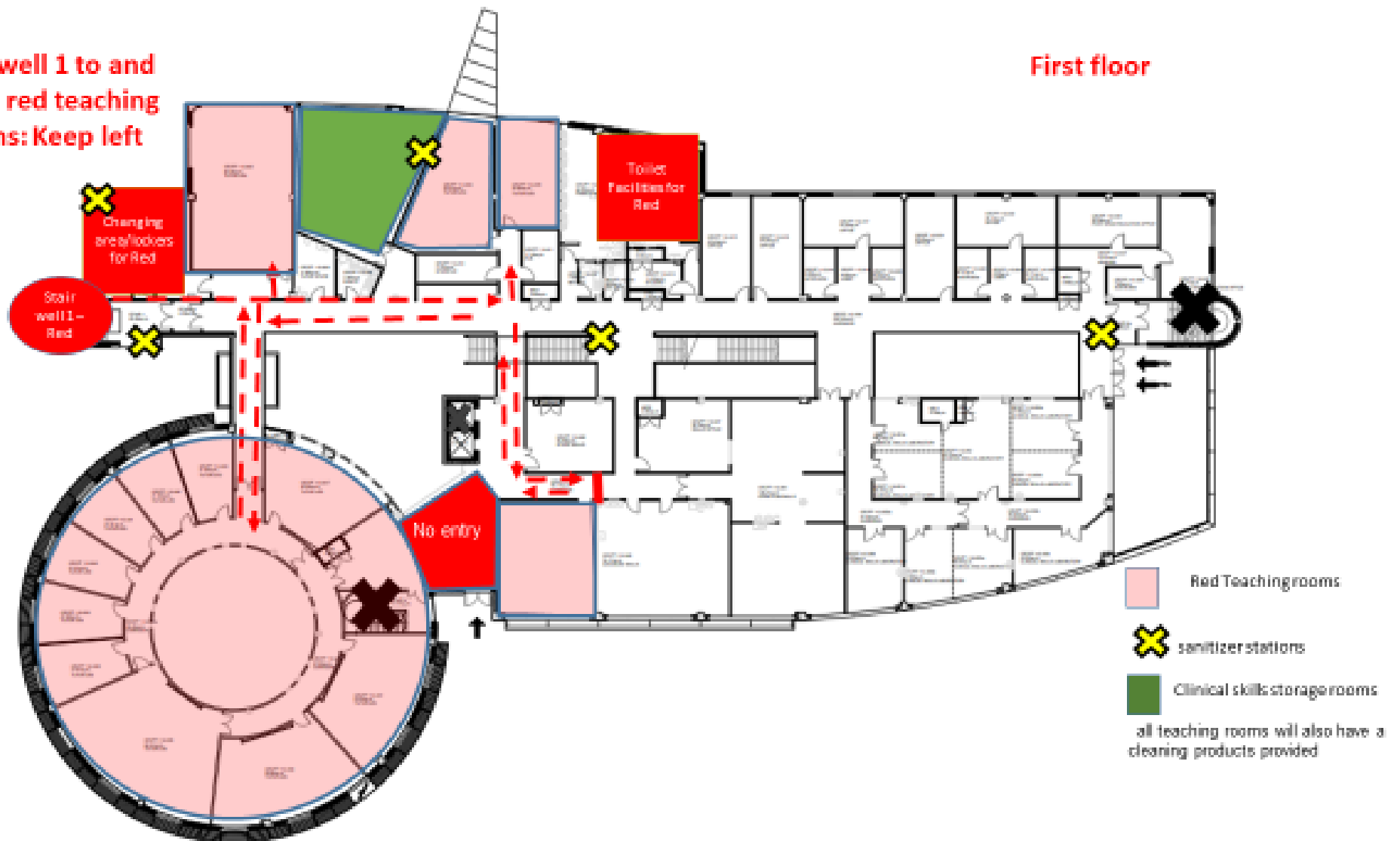
Staff Stairwell 2 to blue offices

First floor



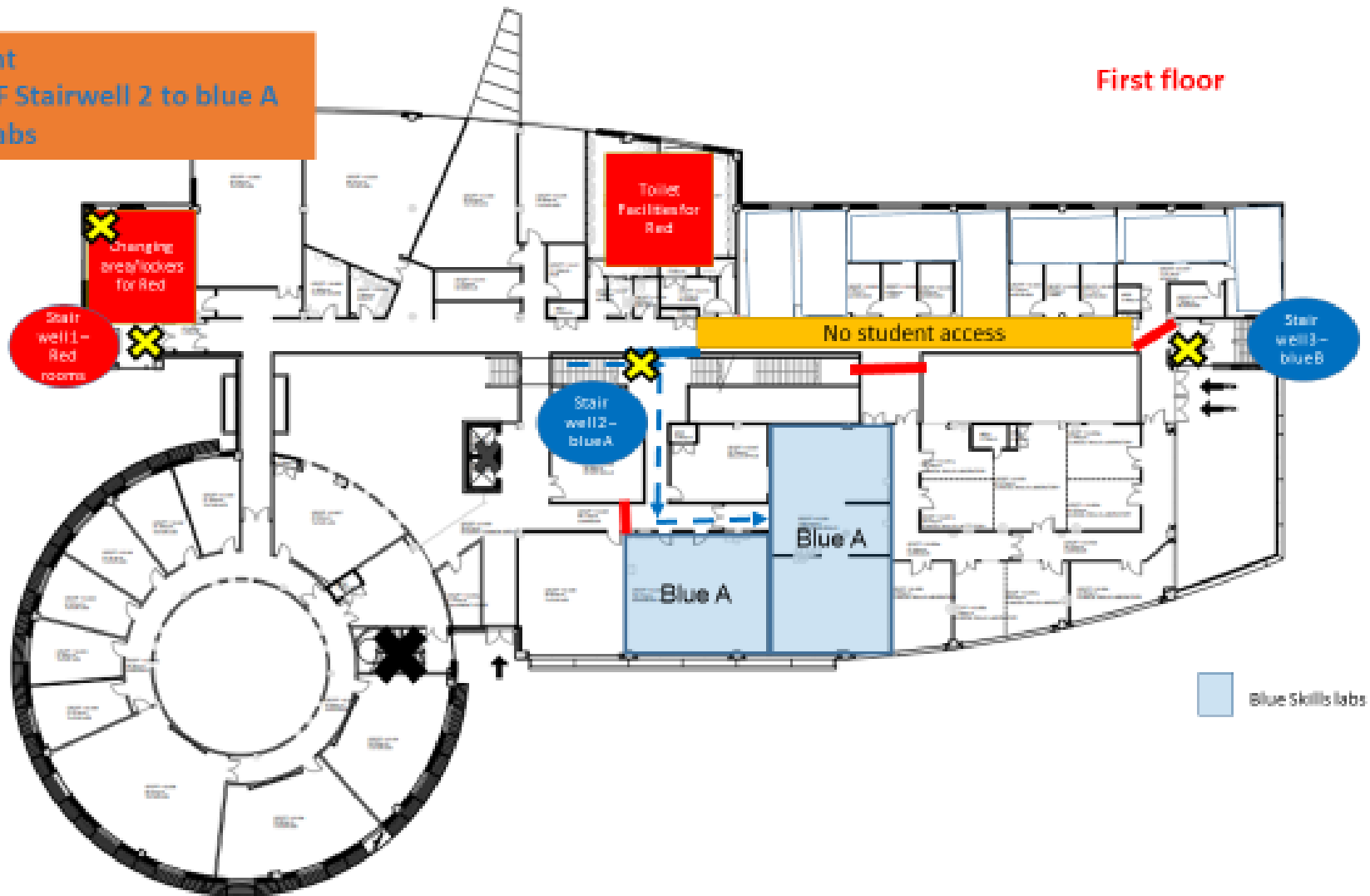
Stairwell 1 to and from red teaching rooms: Keep left

First floor



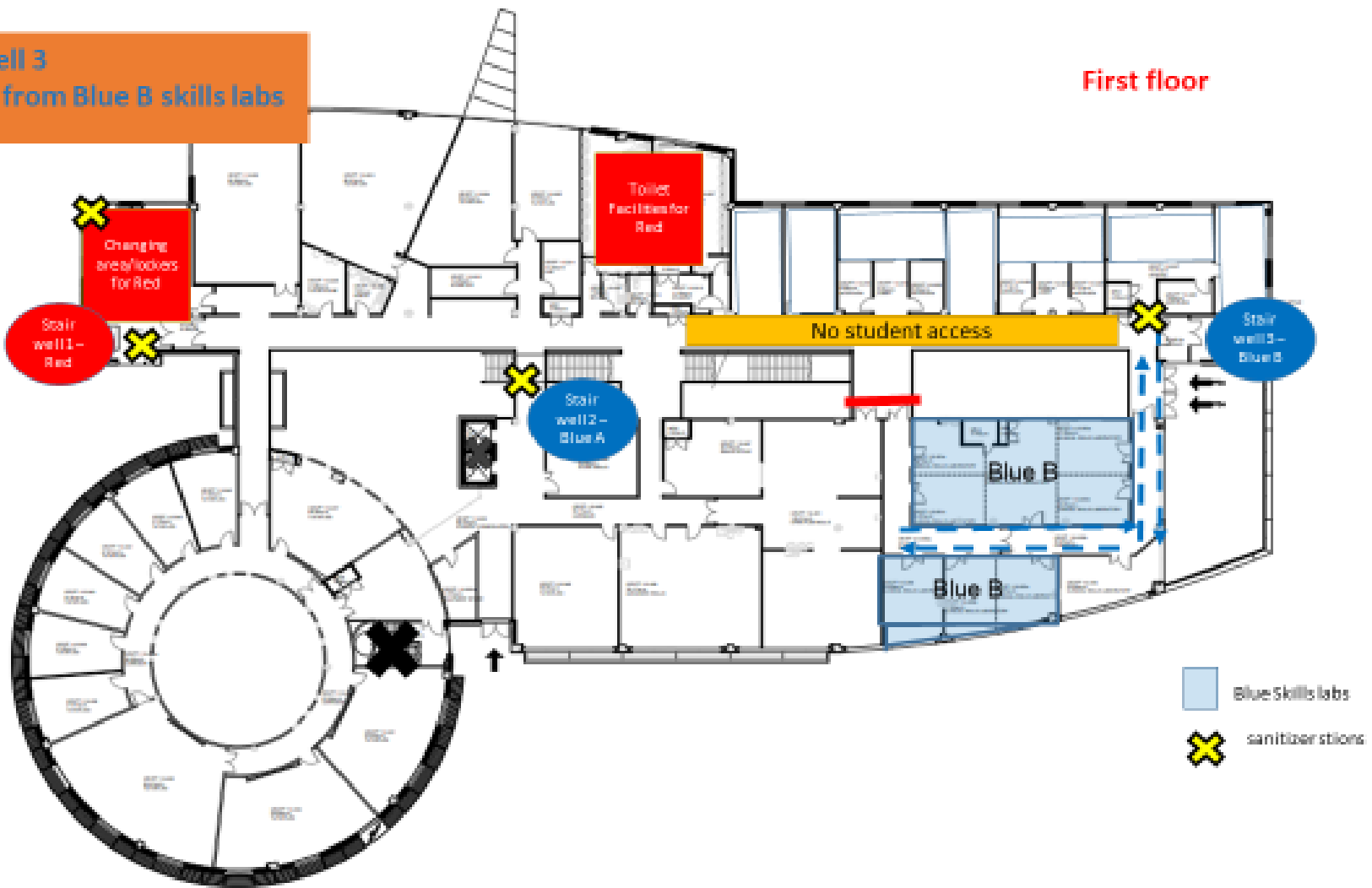
Student
Blue FF Stairwell 2 to blue A
skills labs

First floor



**Stairwell 3
to and from Blue B skills labs**

First floor



Staff
Access and egress
Second floor -
Staff to keep to
the left at all times

Second Floor

