Colin Reeves Building & MacKay Building – 2nd floor Covid Risk Assessment Implementation: Standard Operating Procedures (SOP)

Aim and implementation
The Standard Operating Procedures (SOP) for the Colin Reeves Building and the MacKay Building – 2nd floor aim to provide the rules of operations within these buildings in compliance with the social distancing requirements set by the University in the context of the Coivd-19 pandemic.
The SOP must be adhered to by all staff, students, visitors, contractors and delivery personnel who work, do research, study, deliver their service or use these buildings in any other way.

Symptoms of Covid-19
Staff will be reminded that if they or anyone in their household shows any symptoms they should not come to work.
If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance.
FAQs for staff on COVID-19 on the university website.
Posters, leaflets and other materials around current COVID-19 guidelines and procedures will be displayed around the building especially at key entry and exit, higher use and communal areas.
Staff will be reminded to catch coughs and sneezes in tissues and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.

Working and moving in the School buildings
Staff will be reminded they should be working from home where possible. Vulnerable or extremely vulnerable individuals should not come into work.
Only people with permission to work in the building will be expected to enter the building. Work in the building should only be that which cannot done from home or which is permitted to be done in the office (any such case will be considered on an individual basis).
When working in the building the shortest time should be used to complete the work.
The request to work in the building must be applied for through a formal route and an approval given prior to working in the building. The request will detail the work undertaken, the reason why the work needs to be undertaken, the duration and location(s) of work. The request should be submitted by email to the Head of School or School Manager and the response will be provided by email within 2 days.
Anyone entering the building must sign in/log on to the SafeZone app when on site or contact security where this is not possible.
Staff and students will enter the building through the Main Entrance lobby (joint lobby of Colin Reeves and MacKay buildings, South Door, left side – facing the Colin Reeves lab) or the North Entrance (opposite School Office) or the Colin Reeves entrance opposite the Head of School Office. Mathematics staff and students may also use the MacKay Main Entrance and the lift to enter the building (one person at a time in the lift). Staff and students will exit the building via the Main Entrance lobby (joint lobby of Colin Reeves and MacKay buildings, North Door, right side – facing the Colin Reeves lab) or the Colin Reeves entrance opposite the Head of School Office or the exit from Colin Reeves past the SEND offices (Rooms 41 and 42), or Mathematics staff and students may also use the MacKay Main Entrance (following the stairs downward), staff and students working on the first floor of Colin Reeves will exit through the fire exit next to the Knuth Laboratory **[SUBJECT TO APPROVAL]**.
People using the Turing Lab will enter on the regular entrance door of the lab and will exit through the fire escape door **[SUBJECT TO APPROVAL]**.

Staff and students needing to enter the School Office or the Technical Support Office will need to be abide by the social distance markings on the floor next to the entrance door. Nobody should pass through the social distance markings, who do not work in these offices. Staff who are not working in the School Office should not use the rear School Office door. Appropriate signage will be placed on this door and electronic door access for staff who are not working in the School Office will be disabled.

Printer rooms, kitchens and toilets will have strictly one occupant at any time. The Reading Room may have up 3 occupants at any time, keeping the required 2m social distancing between them – this implies that nobody should sit next to the door. All toilets will be single occupancy and the main entrance door should be locked by the user after they enter.

The building will be floor marked and notices throughout to show social distancing within corridors, meeting rooms, lecture theatres, offices, labs, communal areas, rest rooms etc. Where possible arrival and departure times, lunch and break times should be staggered to reduce possible contact.

There will be one-way or both-way signed enter/exits points and one-way or both-way routes through the building to help maintain social distancing and flow. Maps will be provided and signed to show workers routes.

The stairs between the ground floor and first floor of Colin Reeves Building will be used for upward traffic only.

The stairs in the MacKay Building will be used for downward traffic only.

The following corridors will be used for one-way traffic only:

- Colin Reeves corridor from the Head of School office to the SEND offices (Rooms 41 and 42) will be used for traffic only in this direction;
- Colin Reeves corridor past School Manager's office (Room 24) to Printer Room (Room 5) will be used for traffic in this direction only;
- Colin Reeves first floor corridor from central lobby to Knuth Laboratory will be used for traffic in this direction only;
- MacKay second floor corridor from bridge joining Colin Reeves towards MacKay lift will be used for traffic in this direction only,

In areas that allow two-way access or traffic building users should ensure that they allow 2m between themselves and other users. On two-way corridors people should observe the distancing requirements, by checking first if anybody else is moving on the corridor and wait in a safe area (e.g. their office or safe distance from the entrance of the corridor) until the corridor is empty and available for them to use.

Maps showing the flow of users will be distributed around the building and provided to building users upon the opening of the building. Building users should not use corridors as an area to conduct a conversation and should move to an appropriate area where they can maintain social distancing. Where possible, and it doesn't constitute a fire risk, corridors doors can be wedged open to prevent contact with handles.

Lifts going down can only be used by persons who are restricted in mobility or disabled or having to transport items that are large, heavy or hazardous to transport via stairs.

Floor markings and signs will show queuing systems for use, where this is needed.

Fit convex workplace mirrors in the corridors to provide around the corner vision.

Fit doorgards to doors to keep these open, where this is necessary – should be checked the compliance with fire safety as well.

Training which requires closer contact will have time restrictions, room restrictions and further PPE requirements.

Social distancing should be adhered to in all areas throughout the building and outside of the buildings as well.

Social distancing in rooms and labs
Reduce the maximum number of persons in any work area (room or lab) to comply with the 2-metre (6.5 foot) social distancing gap.

The number of people in each area should not exceed the number designated for that space.

If the area has higher demands of use than capacity for the room consistent with social distancing, a clear rota system must be put in place.

Space capacity will be labelled for each room, Capacity will be monitored and adhered to.

Work will be limited to specific areas with small working teams.

Face to face meetings will be replaced wherever possible and social distance spaces provided for essential meetings only.

Equipment and furniture will be moved to allow easy access to users and reduce movement within lab spaces.

There should be no face-to-face working at any time. Areas which cannot comply with the 2m distance through spacing will have barriers set up.

Single occupancy offices can only be used by a single person. There can be no meetings in single person offices. For the purpose of meetings people should use electronic meetings if possible and only if absolutely necessary they should meet in person. In such cases, people must move to areas where social distancing can be adhered to.

In multi-occupancy offices the maximum number within an office with social distancing must be adhered to. To ensure this, people in the office will need to either set up a rota of office use or relocate to temporary alternative spaces provided in the building.

Labs will have hand sanitizer facilities at doors.

Where possible windows should be used to increase ventilation.

Waste will be disposed of regularly and appropriately, daily at minimum.

Where possible equipment use should be dedicated to one person use.

Students should hand-in to or collect work, documents or supporting materials (e.g. supporting materials for modules) from the School Office. All such work, documents and materials should be passed on electronically, preferably through the KLE. If any such materials must be provided on paper for any valid reason (e.g. disability), these will be sent out by post.

To ensure that the Standard Operating Procedures are being followed regular checks will be carried out by technical and designated staff and reported to line managers where necessary.

Any concerns must be raised to the designated lead technical officer as soon as possible.

Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.

A system of feedback from all staff working, including technical, researchers and support staff to highlight concerns and modify risk assessment or SOP with feedback.

Within-School communications will be used regularly to reassure and support employees in a fast changing situation.

Use of Personal Protective Equipment (PPE) during teaching

Face mask and gloves should be used during closer contact training (e.g. computer lab practicals, example classes) to reduce risk of COVID-19 transmission.

If proximity is required this should be reduced to 5 minutes in single occupancy rooms and 15 minutes max in multiple occupancy rooms.

Gloves should be disposed of before exiting the room. Facemasks should be disposed of or washed after exiting the room (depending on the nature of the facemask).

Technical staff to order PPE and to provide disposable gloves and face masks to staff attending computer labs and seminar rooms.

Safe use of vehicles

Persons should not share vehicles or taxis, where suitable distancing cannot be achieved.

Cleaning

There will be frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles and light switches using appropriate cleaning products and methods.

Cleaning products such as disinfection sprays, wipes and paper towels or hand sanitisers will be accessible in all areas.

All staff will clean their work area in the office where they work using the disposable cleaning wipes and sanitisers provided.

Surfaces and frequently touched areas should be cleaned prior to the start of work and again at the end of the day.

Meeting room surfaces and frequently touched areas should be disinfected before and after use.

University cleaning staff will do a building clean once a day in the morning in which surfaces such as door handles, handles and light switches along corridors and communal areas will be disinfected. Rest rooms will be cleaned four times a day with supplies of paper towels and soap checked.

Kitchen areas will be cleaned and disinfected daily. Kitchens will be cleaned after each use by the user and users encouraged to bring own cutlery and crockery.

People using printer rooms, kitchens, toilets or the Reading Room should wipe the surfaces that they need to use before they use these and after they used these before they leave the room, using the disposable disinfectant wipes provided. In particular, in toilets it is expected that toilet seats, handles and taps are wiped before and after use with the disposable disinfectant wipes. Disposable paper toilet seat covers will be provided as well.

Each teaching room and meeting room will be inspected by a dedicated technician who will ensure that the room is appropriately stocked with hand washing consumables, all signage and taped areas are clear, and repairs are made before users enter.

All teaching rooms and meeting rooms must be cleaned after each instance of use. There should be a cleaning period scheduled after each scheduled activity.

Signage will be on each equipment to explain appropriate cleaning after use.

When using equipment which are frequently touched, such as fridge, microwave, hands or gloves should be cleaned before and after touching.

Posters, leaflets and other materials around current COVID-19 guidelines on hand washing, hand sanitiser and cleaning procedures will be displayed around the building at sinks restrooms and communal areas

To ensure that the Standard Operating Procedures are being followed regular checks will be carried out by technical staff and reported to the School Manager or Head of School or designated nominees where necessary.

Hand washing

Hand washing facilities with soap and water in place.

Hand washing areas clearly labelled in each area. Additional hand washing points may be installed near entrances.

Stringent hand washing taking place. Drying of hands with disposable paper towels. Any electronic hand-driers must be deactivated or removed and replaced with disposable paper towels.

Staff encouraged to wash hands more regularly and thoroughly though notices throughout the building and at hand washing points.

Hand sanitisers in offices, meeting rooms, teaching rooms and areas where washing facilities not readily available.

Regular checks of hand washing areas for soap and paper towels. Guidance on hand washing will be provided through notices.

Bins will be regularly checked and emptied, and sinks cleaned at least four times daily.

Supporting mental health

The School will promote mental health & wellbeing awareness to staff and students during the Coronavirus outbreak and will offer whatever support they can to help.

If mental health needs of staff are such that they benefit from working from their office at least for some days of the week, this will be considered on an individual basis by the Head of School and the School Manager and this may result in permitting the member of staff to work from their office on designated periods on specific days of the week.

Communication of mental health information to both staff and students and regular one-to-one online meetings for all staff.

Information and posters

Posters and leaflets will be displayed throughout the building at key points such as entry and exit, each floor, toilets and communal areas to illustrate current government guidelines on control in spread. Including advice of symptoms, controlling spread, handwashing and cleaning.

Teaching considerations for rooms and labs

Teaching rooms and labs will be assessed for capacity with 2m social distancing.

Entrance and exit will happen through the same door. Entrance and exit will be scheduled such that social distancing can be maintained as much as possible.

Only computers marked for safe use should be used in computer labs. All computers not available for use will have their keyboard, mouse and the related chair removed and the computer will be marked as 'DO NOT USE'.

Movement around the lab or room should be reduced to minimum.

The number of demonstrators in a lab should be reduced to a minimum and training is needed to ensure social distancing during demonstrating.

If close proximity training is required, then the above noted rules for close proximity training apply.

Personal equipment needs to be brought in by each individual student and sharing or equipment such as pens etc. should be avoided.

Research laboratories (Turing Lab and VR Lab)

All areas and surfaces must be kept clear wherever possible to aid cleaning and reduce risk of transfer of contamination.

Labs must be clear of bench clutter and as many items as possible stored to allow a thorough clean of the lab and surfaces.

Computers that are not associated with equipment should not be used within the lab.

Equipment should be restarted and tested and where required serviced or calibrated before use.

Equipment may need to be moved to allow easy access to users and reduce movement within the lab space.

Cleaning must have been undertaken and cleaning and washing supplies must be available in labs.

There should be **no face-to-face** working at any time. Areas which cannot comply with the 2m distance through spacing will have barrier markers.

If the area has higher demands of use than capacity for the room as social distance, a rota system must be put in place for the teams using those facilities. Small fixed working teams should be established where possible.

Prior to use in the morning each laboratory will be inspected by a dedicated technician who will ensure that the lab is appropriately stocked with hand washing consumables, there are no obvious transmission hazards, all signage and taped areas are clear, and repairs are made before users enter.

Signage will be posted on each research lab door to highlight if the lab has been checked and is safe to work in. It will be the user responsibility to ensure a cleaning rota is adhered to in the lab. Disinfection and towels will be available in all labs.

Labs will have a designated entrance and exit and will have hand sanitizers at the entrance and exit. Where possible windows should be used to increase ventilation. Waste needs to be disposed of regularly and appropriately, daily at minimum.

Deliveries

Communicate with companies we get deliveries from and contacts to inform them of the building safety procedures and rules.

Frequency of deliveries will be reduced by ordering larger quantities less often. Where possible and safe, single workers unload deliveries and where not possible a fixed team of technical staff will be used for deliveries. Social distancing and reduction of contact should be maintained when receiving deliveries. Drop off and collection points and processes should be clearly signed to delivery drivers to ensure social distancing during deliveries. Deliveries will then be delivered directly to the labs by technical staff. Non-technical staff should avoid visiting delivery areas to reduce contact risk.

Parcels and signed-for letters delivered to the School will be left in the Printer & Post Room, from where staff can pick these up. It is recommended that deliveries of personal nature should be directed to personal addresses, as much as this is possible.

Large parcels (e.g. computers, furniture) will be delivered through the goods delivery entrance following prior arrangement or alternatively will be left in a designated delivery area in the lobby in the front of the School Office.

Contractors

Contractors will be briefed on the SOP in the building prior to arrival, or on arrival if this is not possible. Visitors and contractors will use the same entry and exit routes as staff. Contract workers will coordinate with the technical staff and/or relevant laboratory teams to ensure compliance of the SOP during the contracted work or visit.

Emergency situation

In an emergency, for example, an accident or fire people do not have to stay 2 m apart if it would be unsafe. Health and Safety of the work specific risk assessment and fire safety protocols should be followed at all times.

Compliance with SOP

Once in the building all persons must adhere to the SOP of the building. The risk assessment and SOP will be provided to all staff before return, they must sign that they have read and will comply with the SOP. There will be an induction meeting with the Head of School or School Manager or School Technical Manager about the application and compliance with the SOP. Any concerns must be raised to the Head of School or School Manager or School Technical Manager or their designated nominees as soon as possible. If there are procedures outlined here that may inadvertently cause any issues for any staff with disabilities or protected characteristics, please raise this to the Head of School or School Manager or School Technical Manager to allow the School to adapt the guidelines and provide reasonable adjustments to the SOP.

Regular checks will be undertaken by technical staff to ensure adherence with the SOP. Technical staff will raise any concerns with the staff or student directly. If this is not rectified, then this will be reported to the Head of School or School Manager or School Technical Manager who will take further action.

Computer laboratories and normally multiple occupancy room capacities considering the required social distancing

Colin Reeves & MacKay 2nd floor

Colin Reeves Ground floor	Number of people	Room specific considerations
Boole Laboratory (Room 14)	5	Use only computers marked as available for use.
Babbage Laboratory (Room 12)	5	Use only computers marked as available for use.
Reeves Laboratory (Room 10)	10	Use only computers marked as available for use.
School Office (Room 25)	3	
PhD Room – Room 26	1	
Room 4	1	
Student Printer Room (Room 5)	1	
Seminar Room (Room 6)	2	
Project Laboratory (Room 7)	2	
Post & Printers Room (Room 30)	1	
PhD Room – Room 42	1	
FY Room – Room 33	1	
FY Room – Room 37	1	
Room 34	1	
VR Lab (Room 2)	1	
Kitchen (Room 29)	1	

Colin Reeves 1st floor	Number of people	Room specific considerations
Knuth Laboratory (Room 113)	6	Use only computers marked as available for use.
Karen Jones Seminar Room (Room 114)	6	
Grace Hopper Seminar Room (Room 115)	3	
PhD Room – Room 116	2	
Kitchen – Room 124	1	
Computing Support Office (Room 101)	2	
Printer Room – Room 127	1	
PhD Room – Room 107	2	
MacKay Building 2nd floor	Number of people	Room specific considerations
UG Computer Laboratory / Visitor Room (Room 2.01)	6	Use only computers marked as available for use.
Maryam Mirzakhani Study Room (Room 2.42)	6	Use only computers marked as available for use.
Visitor Room – Room 2.05	1	Use only computers marked as available for use.
Printers Room – Room 2.39	1	
PhD Room – Room 2.37	1	
PhD Room – Room 2.40	1	
Storage Room – Room 2.38	1	
Reading Room – Room 2.11	3	

Kitchen – MacKay	1	
Room 2.31	1	
PhD Room – Room 2.14	1	
PhD Room – Room 2.25	1	
Emmy Noether Seminar Room – Room 2.22	6	