

## Dorothy Hodgkin Covid 19 Risk Assessment – Implementation: Standard Operating Procedures

Edition: 14th July 2020

**Staff will be authorised to work in DH only if their presence in the building is deemed to be justifiable, essential and necessary – this approval MUST be gained from the HoS prior to entering the building.**

### Regulation of numbers of people in the building

Wherever possible staff and students should be working from home; **only staff with authorisation from the HoS may enter the building.** Staff will be reminded that if they or anyone who lives in their household displays any symptoms of COVID-19 they **must** not come to work. Vulnerable or extremely vulnerable individuals should not come into work. Current official COVID-19 Secure notices will be displayed throughout the building.

Work in the building should only be that which cannot be done from home. When working in the building the shortest time should be used to complete the work i.e. come in and do what you need to and then leave. In addition, there should only be the minimum number of people in the team required to complete the work.

A request to work in the building must be applied for through the Head of School - Jim Grange and an approval should be sought, prior to working in the building.

The request will detail the following:

- Work to be undertaken,
- The reason why the work needs to be undertaken
- The duration, location/s of work.

The number of people in each space should not exceed the number designated for that space which will include social distancing.

If the area has higher demands of use than capacity, a clear rotation system must be put in place by the teams using those facilities.

### Compliance with SOP

Once in the building all persons must adhere to the 'Standard Operating Process' (SOP) for the building. The risk assessment and SOP will be provided to all staff before return, they **MUST** sign to confirm they have read, understood and will comply with the SOP and a log of induction training will be held with the designated technical staff. Any concerns must be raised 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 ASAP to allow us to evolve the guidelines and provide reasonable adjustments to the SOP.

Inductions will be provided to staff returning through technical or PI support (if it is a Research Grant project). Technical staff will be provided with a list of approved researchers and work locations. Regular spot checks will be undertaken by technical staff to ensure adherence with the SOP. Technical staff will raise any concerns with the staff or directly. If this is not rectified, then this will be reported to the designated technical lead and if still not rectified will be reported to the HoS.

If staff working in DH have concerns about the presence of another person who is not known to be authorised to work there, or who is not complying with the SOP, they should contact the relevant technical staff to inform them of their concerns.

## **Non-compliance with the SOP will result in the permission to work withdrawn.**

### **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 concerning symptoms, controlling spread, handwashing and cleaning.

### **Hand washing**

Hand washing facilities with soap and water in place and disposable paper towels for drying hands. Hand washing areas clearly labelled in each area. Staff and students will be encouraged to wash hands more regularly and thoroughly through notices throughout the building and at hand washing points. Gel sanitisers will be available in key areas where washing facilities are not readily available and on entry and exit points. Regular checks of handwashing areas for soap and paper towels will be made in communal areas. Guidance on hand washing will be provided through notices. Bins will be regularly checked and emptied, and sinks cleaned at least daily. Bins in individual offices must not be used.

## **Cleaning**

Cleaning products such as disinfection sprays, wipes and paper towels or hand sanitisers will be available in communal areas within the building. Staff are encouraged to maintain cleanliness of their own areas such as Offices and Labs and also contribute to cleanliness of communal areas before and after use.

**General:** University cleaning staff will clean the building 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 twice a day with supplies of paper towels and soap checked. Kitchens will be cleaned and disinfected daily.

**Offices:** A cleaning rota should be established for each office in use by the users of the office. Office surfaces and frequently touched areas should be cleaned prior to the start of work, again at least one point during the day and at the end of the day.

**Research Labs:** A cleaning rota will be established for each laboratory in use by the lab manager and passed down to users of the lab. Sinks, surfaces, light switches, door handles and frequently touched areas should be cleaned prior to the start of work, again at least one point during the day, and at the end of the day.

**Meeting rooms:** If in use, meeting room surfaces and frequently touched areas such as door handles and light switches should be disinfected by users before and after use.

## **Social distancing**

### **Timing of work**

Where possible, arrival and departure times, lunch and break times should be staggered to reduce possible contact.

### **Access to and egress from the building**

There will be one-way entrance/exits points to the building to help maintain flow and facilitate social distance wherever possible. Each area will be clearly signed as entry or exit and will contain access to hand sanitiser. Posters will highlight use of hand sanitiser on entry and exit

of the building. Signs to reinforce social distance will be present at entrances. Anyone entering the building must sign in and log on to the SafeZone app when on site.

Dorothy Hodgkin staff and students will enter the building via Entrance 'A' and leave by Entrance 'B'.

### **Movement within the building**

Movement within the building will be restricted to one way along most corridors with the direction clearly signed and arrows marked on the floor to highlight the direction of travel. Where possible, routes will go in the direction of opening of doors to reduce handle use. In areas that require two-way access, building users should ensure that they allow 2m between themselves and other users.

There will be a one-way system on stairs. They must be seen to be clear before moving on to the stairwell. This can be done verbally by asking 'is anyone on the stairs' before using the stairwell. Where there is a two-way flow, the ascending user has initial priority.

Maps showing the flow of users will be distributed around the building and provided to building users upon the opening of the building; one way signposting will also be provided. 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 where it doesn't constitute a fire risk, corridor doors can be wedged open to prevent contact with handles.

Lifts 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. There will be demarcated holding areas for lift users who are waiting to use the lift.

Work should be restricted to specific rooms where possible and work in fixed teams or partners is preferred. Movement between different areas and labs should be avoided where possible.

### **Offices**

All office social distance occupancy levels will be clearly labelled on the doors. Single occupancy offices can only be used by a single person. There can be no meetings in single person offices. People must move to areas where social distance can adhere to for meetings. 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. Office furniture can be rearranged to facilitate social distancing and back to back or side to side working at 2 metres and where this is not possible.

In case of meetings, staff will be encouraged to use alternate forms of communication other than face to face wherever possible. If face to face meetings need to occur, they should be in areas which allow social distancing. Social distance meeting rooms will ideally be areas where ventilation can be increased and be marked out for social distancing. Door labels will indicate a social distance meeting room.

## **Occupational Health Department**

All office and clinical space within the occupational health department will be in use. The 3 clinic rooms will be utilised to conduct face to face clinical appointments for staff and students that require access to the occupational health service. Personnel accessing the OH department will follow the building one way system and be able to leave the building through the fire exit at the end of our corridor. All appointments will be carefully managed through the OH booking system to minimise queues and reduce waiting times. 2 people (max) will be waiting to enter the OH department at any one time and will be socially distanced outside the department. The current waiting room will be repurposed to become a reception area, to receive patients and manage those waiting in the corridor.

There are 5 members of staff within the occupational health team, each staff member has access to a separate work station or individual office space and can effectively maintain social distancing within the department. Home working will be supported where possible. All office and clinical areas have windows or air conditioning systems to provide adequate ventilation.

**PPE** - All staff will have access to appropriate enhanced level of PPE and be conversant in infection prevention control (IPC) and decontamination policies prior to carrying out immunisations, blood tests and routine clinical work. All staff will be provided with clinical uniform and access to changing facilities to ensure uniform can be changed prior to travel.

The clinic rooms are undergoing refurbishment to fit appropriate clinical flooring. Clinic room equipment has been reviewed and replaced where necessary to improve IPC standards.

**Cleaning** – It is recommended that OH department staff conduct regular cleaning of the clinical area in accordance with IPC guidance. Access to the appropriate cleaning supplies will be required, a separate COSHH cupboard is required for Occupational Health to enable adherence to rigorous cleaning schedules.

## **Kitchens**

These areas will be cleaned more regularly, at minimum at first thing in the morning and at the end of the day. Signage will encourage all staff to clean surfaces after each use. Cleaning products and cloths will be available in these areas and supplies regularly checked.

Staff will be encouraged to bring their own lunch and refreshments as canteens and food available on site will be limited.

Only a single person is allowed in a kitchen at a time and a queue should be formed which adheres to social distancing outside (kitchen doors are to be left open to allow users to see whether anyone is occupying the room). Staff will be encouraged to wash hands before use of any items. Users will be encouraged to use their own personal items of cutlery and crockery and take these home to wash. If this is not possible items should be washed with soap and warm water, dried with a paper towel (not hand towel) and put away immediately. All areas must be kept clear to aid cleaning and reduce risk of transfer of contamination.

## **Toilets**

Toilets will be cleaned more regularly, at minimum at first thing in the morning and at the end of the day. Signage in toilets will encourage good hand washing practices. Soap and paper towels will be available in these areas and supplies and bins regularly checked. Upstairs staff toilets are to be single user only with waiting areas marked. The downstairs male toilets will have one urinal and one cubicle in use. The female toilets will have two cubicles available for use. The disabled and gender-neutral toilet is single use only. Please use a 'knock and call before entering' system.

## **One person rooms and spaces**

For single occupancy rooms this will be a one-in one-out system, however there will also need to be a 15 minute delay period between users in areas where ventilation is restricted.

## **Research laboratories – General**

**Human participants may not be tested in any psychology laboratory at the current time.**

As labs can have various usage and contain different equipment items, staff and users are encouraged to adhere to general lab cleanliness and will also need to consider any extra action that maybe needed.

All areas and surfaces must be kept clear wherever possible to aid cleaning and reduce risk of transfer of contamination. Prior to any return of lab use, the labs must be clear of bench clutter and as many items as possible stored to allow the lab and surfaces to be cleaned. Computers that are not associated with equipment should not be used within the lab or office spaces to reduce potential contamination areas. 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.

Research labs have been evaluated to allow the best use of the area whilst maintaining social distancing between users.

There should be **no** face -to -face working at any time. 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.

## **Equipment use and cleaning**

Where possible, equipment use should be dedicated to one person use. Where this is not possible a booking system will need to be put in place and equipment cleaned appropriately between use. Where direct cleaning is not possible for a piece of equipment, protective cover of machines must be implemented to allow either protection or alternative cleaning. Cleaning products and bins will be available.

Items of equipment which are frequently touched, such as fridges and freezers, hands or gloves should be cleaned before and after touching.

## **Contractors**

Contractors will be briefed on the SOP in the building prior to arrival, or on arrival if this is not possible where practicable. Visitors and contractors will use the same entry and exit routes as staff.

## **PPE**

If used, PPE (Personal Protection Equipment) must be removed and stored safely prior to leaving the laboratory. Lab coats should be designated to one person to use only and kept within the laboratory. Gloves should be disposed of before exiting the laboratory. If additional PPE is required for the planned work, a work specific risk assessment must be carried out and implemented as appropriate. Additional PPE to reduce COVID -19 risk, such as a face mask should be used during closer contact.

## **Training and demonstrating (when social distancing can't be maintained)**

The protocol to be undertaken must be discussed prior to the training for example by a remote meeting. All personnel involved in training should wear appropriate PPE and in addition wear face masks to reduce risk of COVID-19 transmission. Small rooms should be avoided for close proximity training/supervision. If proximity is required, this should be reduced to 5 minutes in single occupancy rooms and 15 minutes max in multiple occupancy rooms. Talking should be kept to a minimum during the procedure, essential corrections only. Observations should be no more than 15 minutes in a single period. The procedure should be split into 15 minute sections if more time is required. Longer post-training face to face supervisory meetings can be conducted in areas where social distancing can be adhered to.

## **Mental Health**

Mental health awareness and support links will be advertised through posters in communal areas entrance and exit points and toilets.

## **Emergency situation**

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

## **Room capacities at social distance : Dorothy Hodgkin**

<b>Ground Floor</b>	<b>No.</b>	<b>Room specific considerations</b>
DH 0.39	0	<b>Out of Use</b>
DH0.21 – Lecture Theatre		<b>25% - Pool room</b>
DH0.31 – Lab1	16	<b>25% 2m+ centres between users</b>
DH0.44 – Lab2	16	<b>25% 2m+ centres between users</b>
DH0.40	3	Not in meeting style

DH0.14 to 0.15B (Occupational Health Department)		In use
<b>First floor</b>	No.	Room specific considerations
DH1.30	2	Possible Communal room
DH1.30a – Seminar Room	7	2m distancing, 1 per table
DH1.61 to DH1.65	1	Single user only
DH1.44 and DH1.45	1	Single user only – No window
DH1.47	1	Single user only – No window
DH1.46	1	Single user only – No window
DH1.48	1	Single user only – No window
DH1.49	1	Single user only – No window
DH1.50	1	Single user only – No window
DH1.56	3	Max 3 users
DH1.58	3	Max 3 users
DH1.60	3	Max 3 users

<b>Research Labs</b>	<b>Manager</b>	<b>No.</b>	<b>Room specific considerations</b>
DH1.52	Sam Andrews	2	2 people max, distanced 2m apart
DH1.83a	Nicky Edelstyn	2	2 people max, distanced 2m apart
DH1.83b	A Rutherford	1	Single use only
DH1.83c	A Rutherford	2	2 people max, distanced 2m apart
DH1.83d	Not used	2	2 people max, distanced 2m apart

DH1.83e	Jim Grange	2	2 people max, distanced 2m apart
DH1.83f	Sarah Laurence	1	Single use only
DH1.83g	Richard Stephens	1	Single use only
DH1.83h	Sara Spotorno	2	1 subject, 1 researcher, distanced 2m apart
DH0.60	Joe Brooks	3	1 subject, 2 researchers, distanced 2m apart
DH0.62	Helen Williams	1	Single use only
DH0.59	Chris Stiff	2	2 people max, distanced 2m apart

These research labs should have the consideration of short occupancy as they have no windows.