

**Staff UGMS1 user guide**  
**Building User Guide**  
**Undergraduate Medical School of Medicine**  
**(UGMS) (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 UGMS1**
- 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, or use of vending machines.
- Students will not be allowed to meet staff in offices- there will be a dedicated socially distanced meeting room (GF03/10) for such meetings.
- 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.

## **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.

### **Changing rooms/lockers**

- Changing rooms and lockers will be available as usual.
- There will be a maximum of 3 people in the locker room at one time
- 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:**

- 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:

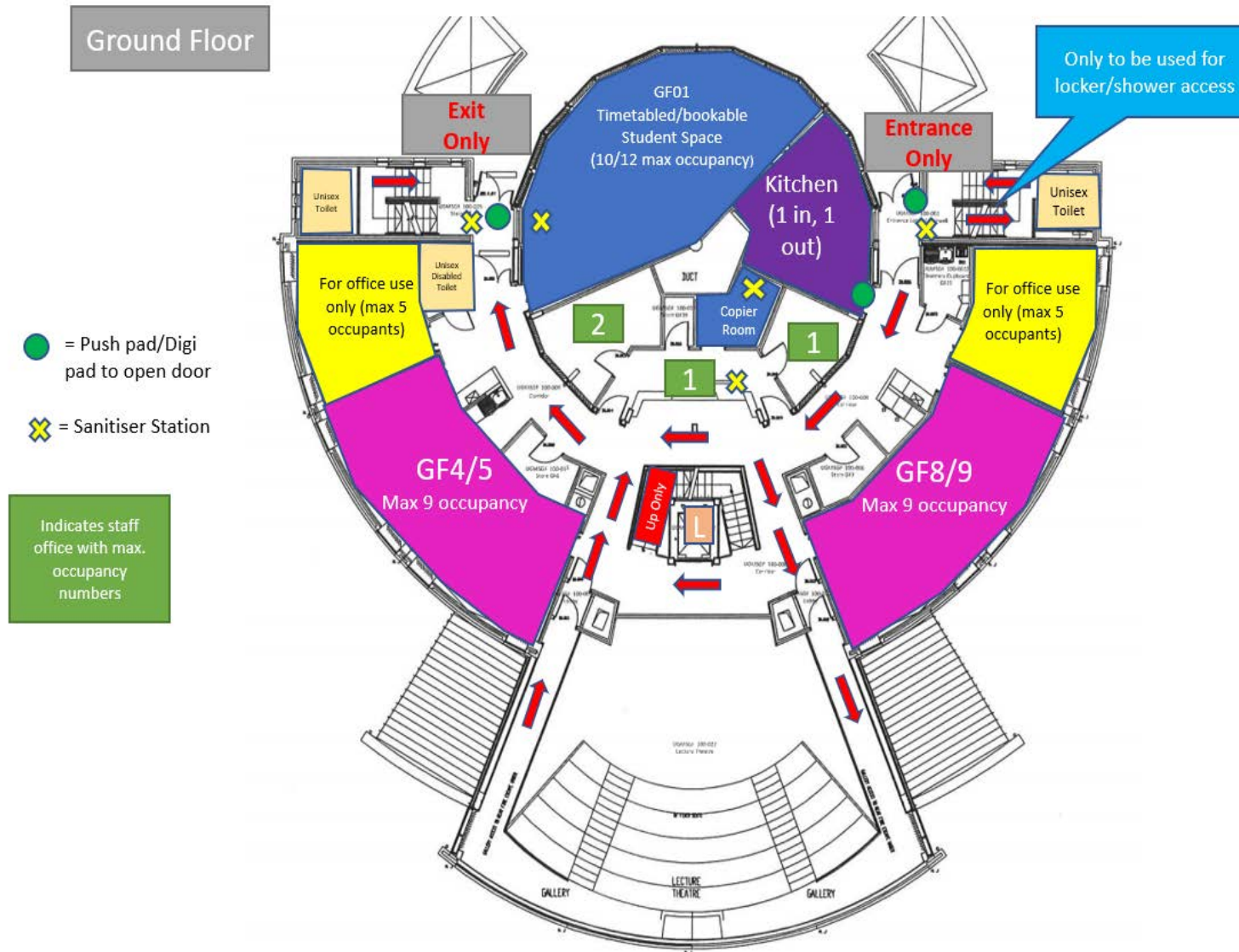
- In the event of a fire alarm, occupants are to leave the building immediately by their nearest exit.
- Occupants should follow the green running man signs; disregarding covid one-way systems where they conflict with the nearest emergency exit route.
- Upon exiting the building, when at Fire evacuation meeting points, social distancing should be resumed as soon as possible.
- First Aid – the usual first aid process applies.

### Teaching room capacity:

#### Room capacity

Room	Capacity (inc 1 tutor at front)	Student Seating capacity
GF3	5	4 Not available for teaching
GF4/5	9	8
GF8/9	9	8
GF10	5	4 Not available for teaching
LGF3	5	4
LGF5	5	4
LGF4 (Lecture Theatre)	22*	21**
LGF3/4/5 (together)	36	35

## Building plans and routes



First Floor

