

# **Covid-Secure Building User Guide and Standard Operating Procedures**

## **Faculty of Humanities and Social Sciences**

### **Bungalow 78**

#### **Version 1.0 – September 2020**

#### **Attendance on Campus and Regulation of Numbers of Building Occupants**

Before returning to work on campus all colleagues must follow the advised and required University processes. Please see advice at:

[www.keele.ac.uk/intranet/departmentofoccupationalhealthandsafety/covid-19staffriskassessment/](http://www.keele.ac.uk/intranet/departmentofoccupationalhealthandsafety/covid-19staffriskassessment/)

Occupancy of the building by Keele and North Staffordshire Teacher Education (KNSTE) will be managed by the School of Social, Political and Global Studies, within the Faculty of Humanities and Social Sciences.

All colleagues are required to log on to SafeZone when on campus.

#### **Users and Permitted Access**

Bungalow 78 will be available for use by KNSTE on a limited basis. Permitted teaching and management activities are as detailed in the building Risk Assessment and constitute:

- 1) Essential student-facing work to be undertaken, that requires a physical campus presence
- 2) Essential use of on-campus facilities

#### **Compliance with Building Risk Assessment and Standard Operating Procedures**

All colleagues must read and confirm that they understand and will adhere to the Risk Assessment and Standard Operating procedures. Both documents are available electronically at:

[www.keele.ac.uk/intranet/departmentofoccupationalhealthandsafety/covid-19staffriskassessment/](http://www.keele.ac.uk/intranet/departmentofoccupationalhealthandsafety/covid-19staffriskassessment/)

#### **Building Information**

A building plan will be displayed at the entrance to the building. This will be included and discussed during building user inductions and is available on the intranet at:

[www.keele.ac.uk/coronavirus/campus/a-zbuildinglayoutsanduserguides/](http://www.keele.ac.uk/coronavirus/campus/a-zbuildinglayoutsanduserguides/)

The building plan will include details of circulation routes, including entry and exit points and associated hand sanitiser stations, and welfare facilities.

Within the building colleagues will also be guided by and must follow signage advising of circulation routes, rules for using welfare spaces and social distancing.

## **Personal Responsibility**

All building occupants and users must take personal responsibility for controlling the spread of the virus.

- Do not come to campus 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, inform your line manager and book to have a test through the NHS website
- If you test positive you must notify the University using the form available via this link:  
[www.keele.ac.uk/coronavirus/campus/#what-to-do-if-you-have-coronavirus-symptoms](http://www.keele.ac.uk/coronavirus/campus/#what-to-do-if-you-have-coronavirus-symptoms)

When you are working on campus (without the above symptoms) please remember to:

- Wear a face covering if you travel to and from campus on public transport;
- 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;
- Maintain social distancing wherever possible;
- If you cough, catch it with a tissue, dispose of it safely and wash your hands afterwards.

## **Personal Protective Equipment – Face Coverings**

All building occupants and users will be required to wear a face covering in all indoor public spaces, including:

- All building foyers, thoroughfares, and corridors
- Lecture theatres and teaching rooms
- Library facilities
- Communal areas of all buildings e.g. kitchen facilities
- Multiple-occupancy toilet facilities
- Campus shops
- Faith spaces
- Students' Union Building

**Please note:** Teaching staff will not be required to wear a face covering when delivering in situ teaching (though they may choose to wear a face visor that will be provided) as a minimum of 2m social distancing should be in place. Where maintaining this distancing is not possible, additional mitigations will be implemented, informed by risk assessments.

Face coverings will not be required in the following spaces:

- Offices (including multiple occupancy office areas)
- Areas where the use of face coverings would be impractical (e.g. where staff and/or students eat or drink – however coverings should be worn in these areas if not eating or drinking)

Full details, including advice regarding exemptions, are provided at:

[www.keele.ac.uk/coronavirus/campus/#face-coverings](http://www.keele.ac.uk/coronavirus/campus/#face-coverings)

## **Hygiene/Handwashing**

Handwashing facilities will be available with soap, water and paper towels for hand-drying and regular checks to maintain supply of soap and paper towels will be made. Building occupants and users are encouraged to wash hands regularly throughout the day.

Hand Sanitiser stations will also be provided at the building entrance and will also be regularly checked and maintained.

## **Cleaning**

Public spaces will be cleaned by the domestic team, which will focus on COVID cleanliness and a schedule of the cleaning regime will be displayed in the building. Cleaning of desk/office/lab spaces will be prioritised on the basis of maintaining COVID cleanliness by the domestic team.

KNSTE will be provided with cleaning products in order to maintain COVID cleanliness throughout the day. All building occupants are encouraged to maintain cleanliness in personal work areas and to contribute to the maintenance of cleanliness in communal areas.

## **Welfare – Kitchen and Toilet Facilities**

The kitchen will operate a 'one in, one out' system and appropriate signage will be displayed.

There must be no use of shared crockery, utensils or equipment and communal equipment will be removed as per the Risk Assessment.

Any soft furnishings will be taped off and indicated as not for use.

The toilet will operate on a 'one in, one out' basis. Signage to denote this will be placed on the door. KNSTE teaching sessions will be staggered in order to manage use of the toilet facility.

## **Space Usage**

Movement in and around the building should be minimised and must be for essential purposes only.

Movement from teaching rooms to communal and / or welfare areas will operate on a 'one in, one out' basis in order to avoid queuing.

**Teaching Rooms:** Occupancy levels have been revised, are detailed in the Risk Assessment and must be adhered to in order to support and maintain social distancing. Cleaning products will be available in for colleagues delivering taught sessions in order that cleanliness of equipment can be maintained.

**Meetings:** Wherever possible online platforms (Microsoft Teams, Google Meet) should be used in order to minimise group meetings and to maintain social distancing. In circumstances where it is not possible to conduct a meeting via an online platform the organiser will be responsible for ensuring that the social distancing for the number of attendees can be maintained throughout and that appropriate cleaning of touch points in the room is undertaken by users both before and after use.

## **Fire Evacuation and Emergencies**

In the event of a fire alarm or other emergency building occupants must leave the building immediately by their nearest exit. Social distancing and building circulation routes will not apply in the event of a fire or emergency. Upon exiting the building, when at Fire evacuation meeting points, social distancing should be resumed immediately.