

Covid-Secure Building User Guide and Standard Operating Procedures

Faculty of Humanities and Social Sciences

Chancellor's Building

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/

Each building occupant (academic units within the Faculty of Humanities and Social Sciences) will manage on campus presence of colleagues. Requests to work from the building should relate to work which cannot otherwise be completed at home (please see section Users and Permitted Access) and should be submitted to the relevant Head of School and copied to the Senior School Manager, or to the Dean and Faculty Business Manager as appropriate.

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

Users and Permitted Access

Chancellor's Building will be available for use by members of staff based in the building on a limited basis. Colleagues will continue to be supported to work from home wherever possible. Colleagues will be permitted to return to some on-campus working only where this return has been explicitly approved by the Dean, Faculty Business Manager, or relevant Head of School or Senior School Manager as appropriate and where required individual risk assessments have been completed.

The following instances will be given priority when considering a staff return to on-campus working:

- 1) Essential student-facing work to be undertaken, that requires a physical campus presence
- 2) Essential use of on-campus facilities
- 3) Staff unable to work productively from home due to compelling personal circumstances

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/

Building Information

A building plan will be displayed at entrances 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/

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/lifts and social distancing. The lift at CBC Atrium is for essential and single occupancy use only unless a PEEP specifies otherwise and an appropriate individual risk assessment regarding use of the lift has been completed.

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

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

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 building entrances 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.

Each Faculty / School office 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

Kitchens will operate a 'one way' or a 'one in, one out' system depending on the size of kitchen. Signage will be displayed to state which system is in place. You must wear a face covering when in communal kitchens.

There must be no use of shared crockery, utensils or equipment. Proper hand hygiene must be exercised before and after accessing fridges to store or retrieve items. Items must only be placed in fridges in securely sealed and named containers.

You must not use any soft furnishings present in kitchen / welfare areas. Any such furnishing will be taped off and indicated as not for use.

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 and call' before entering multi-occupancy toilet facilities in order to check that the space is vacant before entering. You must wear a face covering when in multi-occupancy toilet facilities.

Space Usage

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

Pool Teaching Rooms: Pool teaching rooms will be allocated during semester by Central Timetabling Unit. Occupancy levels have been revised and staggered timetabling of pool teaching rooms introduced in order to support and maintain social distancing both within pool teaching rooms and surrounding corridors. Cleaning products will be available in pool teaching rooms for colleagues delivering taught sessions in order that cleanliness of equipment can be maintained.

Furnishing in communal areas: Building occupants and users must not make use of any soft furnishings that is present in communal spaces. All such soft furnishings will be taped off to prevent its use.

Faculty/School Offices: Where, in exceptional circumstances and in accordance with the operational planning protocols, School / Faculty professional services colleagues are working from campus rather than at home 'reception' functions will not be available and offices will be closed to callers in person. Colleagues and students should make use of online platforms in order to liaise with professional services colleagues for support.

Meetings / Meeting Rooms: 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 meeting takes place in a room which can sustain social distancing for the number of attendees and that appropriate cleaning of touch points in the room is undertaken by users both before and after use.

Print/Copy/Resource Rooms: Use of resource, print, copy and archive record rooms should be minimized. These rooms will operate on a 'one in, one out' basis.

Multi-Occupancy Offices: Attendance of colleagues usually working in multi-occupancy offices will be managed by each unit in accordance with the University's Operational Plan. This may include the introduction of attendance rotas for colleagues.

Colleagues in multi-occupancy offices should not share equipment such as workstation telephone handsets. If it is not possible to guarantee individual use of telephone handsets these should be forwarded to mobile telephones during working hours in order to avoid multiple users of the equipment.

Study Spaces: School or Faculty Research Office managed shared student study spaces will operate using a booking system to be established and operated by the relevant School or Research office.

Catering Facilities: Catering outlets and facilities will be available but will operate with revised opening hours and with enhanced hygiene and social distancing measures in place. Details are available at: www.keele.ac.uk/coronavirus/campus/#campus-cafes,-restaurants,-and-food-and-drink-provision

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.