

# Central Science Laboratory (CSL) Covid RA Implementation: Standard Operating Procedures

Edition: V2 September 2020

## Regulation of numbers of people in the building

Wherever possible staff and students should be working from home. Technical Staff are being encouraged to prioritise jobs in order to spend as little time in laboratories as possible. Academic staff from all schools are being restricted to only necessary work only.

All Staff will be reminded that if they or anyone who lives in their household displays any symptoms of COVID-19 they should not come to work. Vulnerable or extremely vulnerable individuals should not come into work. Current official COVID-19 Secure notices should 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 and the minimum number of people in the team required to complete the work.

The number of people in each space should not exceed the number designated for that space with social distancing. If the area has higher demands of use than capacity for the room as social distance, a clear rotate 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 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 and a log of induction training will be held with the designated technical staff. Any concerns must be raised to the designated lead technical officer 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 technical lead 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 management support. Technical staff will raise any concerns with the staff or student directly. If this is not rectified, then this will be reported to the designated technical lead and if still not rectify report to the HoTS. Noncompliance with the SOP will result in the permission to work withdrawn.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 of 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. Hand washing will be encouraged when coming in and out of the laboratory areas. 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. Guidance on hand washing will be provided through notices. Bins will be regularly checked and emptied, and sinks cleaned at least daily.

**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.

**Communal areas:** All communal social space within the CSL will be closed for student use. Staff will be expected to leave and return to their school building once teaching activities have been completed. Technical Staff who have office space within other buildings will adhere to their local regulations.

**Laboratories:** Cleaning within the CSL atrium/corridor/non-laboratory areas will be undertaken by the domestic staff. Laboratory spaces are not cleaned by domestic staff. This will be reviewed in light of teaching activities in Aug 2020.

## Social distancing

### **Timing of work**

Where possible arrival and departure times, lunch and break times should be staggered to reduce possible contact. Given the nature of the building most staff will return to school building and adhere to their local regulations

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

There will be one-way enter/exits points to the buildings 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.

CSL technical staff and academic staff are based in the LJ building and are likely to enter through the LJ-CSL link doors. When entering the CSL staff will follow the one way system within the building during teaching hours. Outside of these hours the building is not open to any staff other than technical staff unless specifically authorised.

Students will only be allowed in the building during teaching hours during semester. They will enter the building through the main entrance, proceed directly into the laboratory following the one-way system designated per floor, and exit via the front and rear stairwells and associated fire exit.

### **Movement within the building**

Initially movement individual laboratories will not be restricted as technical staff prepare them for teaching. The atrium space in the CSL and limited number of staff (no research) allows

for sensible social distancing. During teaching times all staff will maintain social distancing and follow one way systems. Outside of semester there will be no public access to the CSL whereby the low number of staff <15 and nature of the technical work will allow one way systems to be suspended

A one-way system has been generated to be used for term time access for students. It comprises of using the main entrance to enter the building and atrium staircase for going up only. Access into teaching spaces will be from the atrium landing or designated doors only. The side stairwells will be used for down only and will lead directly to and exit point at each end of the building. The Loading Bay area will not be used for entrance/exit for students or staff. Only technical/cleaning staff and deliveries will use this exit. Please see associated building plans for more detail on the one-way system.

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 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 to wait in whilst lifts are being used.

Social Atrium Space will be closed. Students will be encouraged to enter the building, proceed directly into the laboratories, and exit immediately when laboratories are complete.

## **Offices**

The CSL contains only two office spaces, these are used by technicians only and will remain in use and single occupancy.

## **Communal areas**

Communal social space in the CSL will be closed.

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

The CSL does not contain Kitchen facilities. Technical Staff are to use the Lenard Jones Building facilities and adhere to their local distancing rules.

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

## **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. Occupancy levels for toilets will be determined for social distancing and facilities will be taken out of use accordingly.

### **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. Disinfection and instructions will be provided to ensure equipment is appropriately cleaned 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. Signage will be on each equipment to explain appropriate cleaning after use. Cleaning products and bins will be available in each area and checked regularly.

Equipment which are frequently touched, such as fridges and freezers, hands or gloves should be cleaned before and after touching. Areas or equipment that are deemed high transmission risk, e.g. cold room will have specific instructions of cleaning before and after use.

### **Deliveries**

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.

### **Contractors**

All contractors who are required to work within the building must do so with prior approval of either David Evans or Dominic Banks. Failure to give prior warning of works to be carried out may result in refusal of entry. Major works should not be scheduled for dates that fall within semester. Emergency works can be carried out as needed without approval.

### **PPE**

In labs all personnel should be wearing a lab coat and a pair of gloves appropriate to the work to be carried out. Gloves and lab coats must be removed prior to leaving the laboratory. Lab coats should be designated to one person to use only and kept within the laboratory. Cleaning should be done by the individual where autoclaving is not required. Gloves should be disposed of before exiting the laboratory. Goggles should be washed on site. Storage areas in the lab for people's PPE will be provided. 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 assessment, such as face mask should be used during closer contact teaching where 2m cannot be maintained.

Face coverings are expected to be worn in all public area of the CSI unless specific exemptions are in place.

### **Teaching and demonstrating at <2m**

In order to provide teaching within the CSL where it <2m distancing cannot be maintained face coverings and protective visors must be worn. These will be provided to all students and staff by the CSL.

### **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.

### **Teaching considerations for labs**

Labs will be assessed for capacity with 2m social distancing. There will be one way in and another way out systems where possible for lab classes. There will need to be marked queuing systems set up for entry into the labs. Locker use should be reduced to the bare minimum/exception and locker access set up at social distancing. Once in the labs practical classes will need to be set up so that all equipment requirements are at the immediate work bench and equipment is not shared unless cleaned between sharing. This will require academics to review and modify practical's to ensure individual uses of a single set of equipment at a bench where possible. Larger shared equipment should be moved to reduce lab movement and allow use whilst social distancing. Movement around the lab should be reduced to minimum. Demonstration of techniques should be done remotely where possible via digital support and social distancing with staff and students should be maintained during the lab class. 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 further protocols will be needed. Personal equipment needs to be brought in by each individual student and reduction in sharing or equipment such as pens etc.

### **Laboratory student capacities at social distance**

Please refer to the CSL Capacity.xls document within the documentation pack.

### **Laboratory Layout**

All laboratories within the CSL have been assessed for social distancing and plans have been produced to show, per lab space, how this will work. Please refer to the relevant document for each lab.

<i>Lab</i>	<i>Document</i>
CSL 0.103	CSL Ground floor.pdf
CSL 0.104	CSL Ground floor.pdf
CSL 1.106	CSL Floor 1 1.106 COVID.pdf
CSL 1.109	CSL Floor 1 1.109 COVID.pdf
LJ1.80	CSL Floor 1 LJ180 COVID.pdf
CSL 2.101	CSL Floor 2 2.101 COVID.pdf
CSL 3.104	CSL Floor 3 3.104 COVID.pdf
LJ0.26	CSL ground floor LJ0.26 COVID.pdf