

Science Learning Centre Covid RA Implementation: Standard Operating Procedures

Edition: August 2020

Regulation of numbers of people in the building

Wherever possible staff and students should be working from home. 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 with the minimum number of people from the team to be in the shared office at any one time. The request to work in the building must be applied for through a formal route and an approval given prior to working in the building. The request will detail the work undertaken, the reason why the work needs to be undertaken, the duration, location/s of work and also provide details of a local SOP to comply with the school SOP.

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. Anyone entering the building must have signed into the room occupation spreadsheet found in the FY Teams General Channel stating which room they are working in and log on to the SafeZone app when on site.

There should be no working in the building out of hours (hours to be confirmed with Security/Estates) and staff will need to use their keys to gain access to the building. All keys should give access to the main doors and staff member's office.

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. Any concerns must be raised to the Head of Section 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 Section Head ASAP to allow us to evolve the guidelines and provide reasonable adjustments to the SOP.

Inductions will be provided to staff returning through Head of Section support. Regular spot checks will be undertaken by **designated staff?** staff to ensure adherence with the SOP. If this is not rectified, then this will be reported to the designated Head of Section and if still not rectified report to the Director of Foundation Year. 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. 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: 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. Kitchen and eating areas will be cleaned and disinfected daily.

Offices: Keypads can be used to gain entry into the offices. However, staff must sanitise their hands before using the keypad and again once they are in their office before going to their desks. A cleaning rota will 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.

Meeting rooms: Meeting room surfaces and frequently touched areas such as door handles and light switches should be disinfected 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 no access for students to the SLC.

No one is to use the bridge leading to the Dorothy Hodgkin Building unless in an emergency.

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.

For the Science Learning Centre, staff will enter the building through the Foundation Year entrance (under the bridge to Dorothy Hodgkin Building). Staff will exit the building via Main Entrance next to the Faculty Office.

Movement within the building

Movement within the building will be restricted to one way along the 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. Due to the width of the corridors there will not be any two way access through the building. Where possible doors within the corridors will be propped open during the day to reduce handling of the doors and to make access and flow easier. A designated member of staff will be responsible for making sure all the doors are closed before leaving the building at the end of the day.

To have a one-way system on stairs, building users are requested to use the stairs at the Faculty Office end of the building to ascend to the first floor and use the stairs at the other end of the building (at the Foundation Year entrance end) to travel down. This information will be placed near the stairwells. When climbing or descending the stairs a distance of 2m must be maintained and each flight of stairs must be seen to be clear before moving on to them.

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 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. Due to the size of the lift usage will be limited to one person only at a time. There will be demarcated holding areas within the Science Learning Centre for lift users who are waiting to use the lift. Holding areas for PEEP should be kept clear during emergencies.

Work should be restricted to specific rooms where possible and movement between different areas should be avoided where possible.

Offices

All office social distance occupancy levels will be 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 set up a rota of office use. Office furniture can be rearranged to facilitate social distancing and back to back or side to side working and where this is not possible barriers/screens can be requested.

A cleaning rota should be established for each office in use. Office surfaces and frequently touched areas such as handles should be cleaned prior to the start of work and again at least one point during the day. Frequently used areas should be cleaned more frequently.

In case of meetings staff will be encouraged to use alternate forms of communication 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. Outside meetings will be preferred over inside meetings and outside seating at social distance will be provided in a few locations close to the building.

Communal areas

Communal 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 as canteens and food available on site will be limited.

Kitchen

Staff should not make drinks in their offices but use the kitchen on the first floor. Use of the sink, kettle, fridge and microwave areas will be marked and signed to ensure social distance during use. Staff will be encouraged to wash hands before use of any items. Floor markings and signs will show queuing systems for use.

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. Only one person will be allowed in the kitchen at any one time. Staff will need to check through the door window before entering the kitchen. Staff will not be able to eat their food in the kitchen. There should be no queuing outside the kitchen as this will restrict movement through the corridors. Staff using the kitchen will be encouraged to clean all surfaces and handles before leaving the kitchen.

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. For single occupancy toilets waiting areas will be marked out at 2m distance to allow previous occupant to exit with 2m distance. For multi-occupancy facilities this will need to change to a 'one in one out' system with only one person being in at a time. There will be signs to highlight this on the doors and either a 'knock and call before entering' system or vacant/engaged sign on doors with people told to use this on entry and exit.

Photocopying Room (on first floor)

Only one person will be allowed in the photocopying room at any one time. Staff will need to check through the door window before entering the room. Signage will encourage all staff to clean surfaces after each use.

Deliveries

Frequency of deliveries will be reduced by ordering larger quantities less often. 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.

Contractors

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

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.

Bungalow 77

Bungalow 77 will only be used for storage of archives and furniture and will not be used for teaching or meetings.