

## STAFF USER GUIDE FOR MacKay BUILDING

The Hornbeam Reception will be closed. Any queries you have in relation to the building and information set out below please contact:

Julie Willis – Deputy School Manager [j.willis@keele.ac.uk](mailto:j.willis@ Keele.ac.uk)

Nick Wood – School Health and Safety Officer [n.a.wood@keele.ac.uk](mailto:n.a.wood@keele.ac.uk)

**NOTE: Your allocated ENTRY MAIN ENTRANCE of the MacKay Building. You will need to use the one-way system that is in place to get to your office. Your allocated Exit is on the same floor as your office following the one way system. First Floor Exit Colin Reeves, Ground Floor exit Lecture Theatre 1**

### 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;

**Please note:** A mask is required when entering communal areas in the Hornbeam Building. The risk assessment is based on 2 metre social distancing being observed at all times. Be mindful of the movement of students when they are being escorted to and from Lectures within your vicinity before entering/leaving your office.

### General information

Completed building plans will be displayed at entrances to the building showing:

- Circulation routes including staircases and the 'one way' system in place
- Location of hand sanitiser stations
- Location of welfare facilities – toilets and kitchen points
- Location of Entrance/Exits for students

### General rules:

#### Please ensure:

- You are only entering the building for either a scheduled teaching activity, or for a booked office session.
- You only have access to the building during opening hours (which will be restricted to the hours of 8am - 6pm) unless otherwise authorised by the HoS
- You have completed the return to building induction and personal risk assessments.
- You have booked your desk or an alternative hot-desk through the booking system.
- You only use the designated entrance and the designated exit.
- You log onto Safe Zone when on campus.

- You use sanitiser on entry and exit as a minimum. Sanitiser stations will be available at entrance and exit points to the building and on each floor (indicated on the plans of the building)
- You stay 2 metres apart from other users in the building
- You keep to the one-way system using the designated route and flow direction as indicated with signage.
- You wipe down your desk and chair on entering and exiting the room using the supplied IMS 70% spray and paper towels and/or wipes.

**Please note:**

- There is no communal space may be utilised for social groups or meetings.
- The Lift is limited to a single occupancy travelling up to the floor. It cannot be used to Exit the building, unless personal emergency evacuation plans (PEEP) specifies otherwise.
- There is a maximum COVID calculated room capacity that must not be exceeded.
- Desks/chairs in some rooms that are 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.
- There will be no communal facilities for eating.
- A maximum of 60% of users are allowed to be in the building at any one time
- Staff cannot enter building ad hoc i.e. only for a scheduled teaching activity or for a booked session

**Welfare**

**Please ensure:**

- You are aware of building protocols

**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.
- Socially distanced toilets/sinks will be indicated, (other toilets locked or with a sign indicating they are out of use and sinks taped off.) Hand dryers remain in use.

**Showers:**

- The shower will not be available for usage.

**Kitchens**

- Kitchens will also operate a 'one in, one out' system.
- 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.
- Please bring your own crockery and utensils
- Access to the cupboards will be closed to prevent anyone using shared crockery and utensils.
- 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.
- Doors to kept open (where possible and without breaching fire regulations) in order to help maintain the flow of air

## **Office spaces:**

- Only sit at your **booked** desk
- 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

## **PSS:**

- Only PSS that need specific access to software and data from their main computer or are required to be in the building will be allowed to return to the MacKay Building. This will be managed on an ad hoc basis. All other PSS will continue working remotely from home.

## **Teaching spaces:**

### **Lecture Theatres/Seminar/Meeting Rooms:**

- Capacity and rules for room usage will be indicated on the door and managed through central timetabling.

## **Fire evacuation and Emergencies:**

- First Aid – Users to follow normal first aid procedures as per signage around the building. Due to restrictions on staffing numbers there may be times when a first aider is not present within the building when called for. In this case the usual procedure of calling 999 for emergency assistance would apply, for minor first aid contacts Security.
- Fire Alarm – the usual fire procedure applies, evacuate the building via nearest fire route (ignore COVID signage), wait at designated fire reporting point and await instructions. 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.
- Fire Marshalls will be provided by University Security services

## **Cleaning/Maintenance**

- Public spaces will be cleaned by the domestic team, which will focus on COVID cleanliness.



