

**Non resident UGMS1 user guide
Building User Guide
Undergraduate Medical School of Medicine
(UGMS) (Hospital Campus)
RSUH
UHNM**

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;

General information

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

- Circulation routes including staircases and any 'one way' systems in place
- Location of hand sanitiser stations
- Locations of any doors that are opened using a push button
- Location of welfare facilities – toilets and kitchen points.

General rules:

- The building has one entrance and one exit point.
- All users must tap on entry using their Keele card to ensure we have a full building log for any track and trace purposes. For non Keele card users they will be required to sign a register placed in the room they are scheduled to meet in. This register will be retained by the School for track and trace purposes.
- The building has designated foot flow between seminar rooms and offices with dedicated stair well/s and corridors and toilets. These will be indicated using signage.
- **EVERYONE must wear a face covering whilst in UGMS1**
- Sanitiser stations will be available at entrance and exit points to the building, in seminar rooms, student locker rooms and student room
- Users should only be attending the UGMS for their scheduled activities or appointment and then leave.*
- All users to stay 2 metres apart
- All users stay left in corridors and staircases.
- All users to use the designated routes and flow direction as indicated with signage.
- Lifts are for single occupancy use unless PEEP specifies otherwise.
- Room maximum capacity must not be exceeded.
- Desks/chairs 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.

- Users should wipe down desk and chair on entering and exiting the room using the supplied IMS 70% spray and paper towels and/or wipes.
- There will be no facilities for eating, or for use of vending machines.
- *There will be a small number of bookable spaces in GF01 and FF9 for UG students to remain in the building for a specified period between scheduled activities. Students must abide by the rules as posted in the room: Maintaining social distancing, only sitting in designated seats and following the cleaning regime.*

Welfare

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.

Changing rooms/lockers

- Changing rooms and lockers will be available as usual.
- There will be a maximum of 3 people in the locker room at one time
- You must limit the time in the changing room to a maximum 15 minutes
- You must maintain social distancing whilst changing
- You must wipe down their locker with 70% IMS spray and paper towels before usage

Showers:

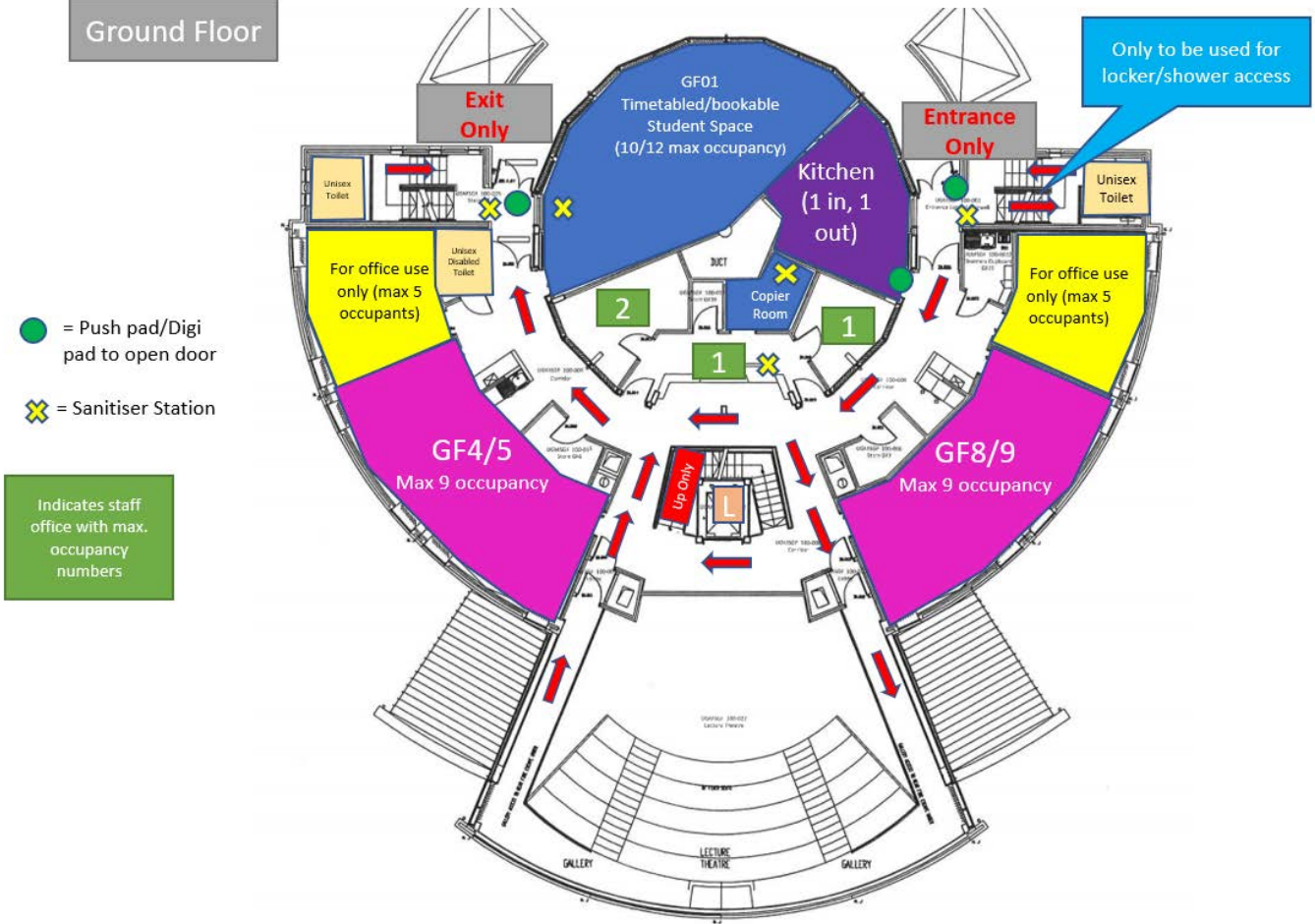
- On entry and exit please clean the shower using the supplied materials (70% IMS spray and paper towels), a guide will be supplied in the shower room

Fire evacuation and Emergencies:

- In the event of a fire alarm, occupants are to leave the building immediately by their nearest exit.
- 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.
- First Aid – the usual first aid process applies.

1) Building plans and routes

Ground Floor



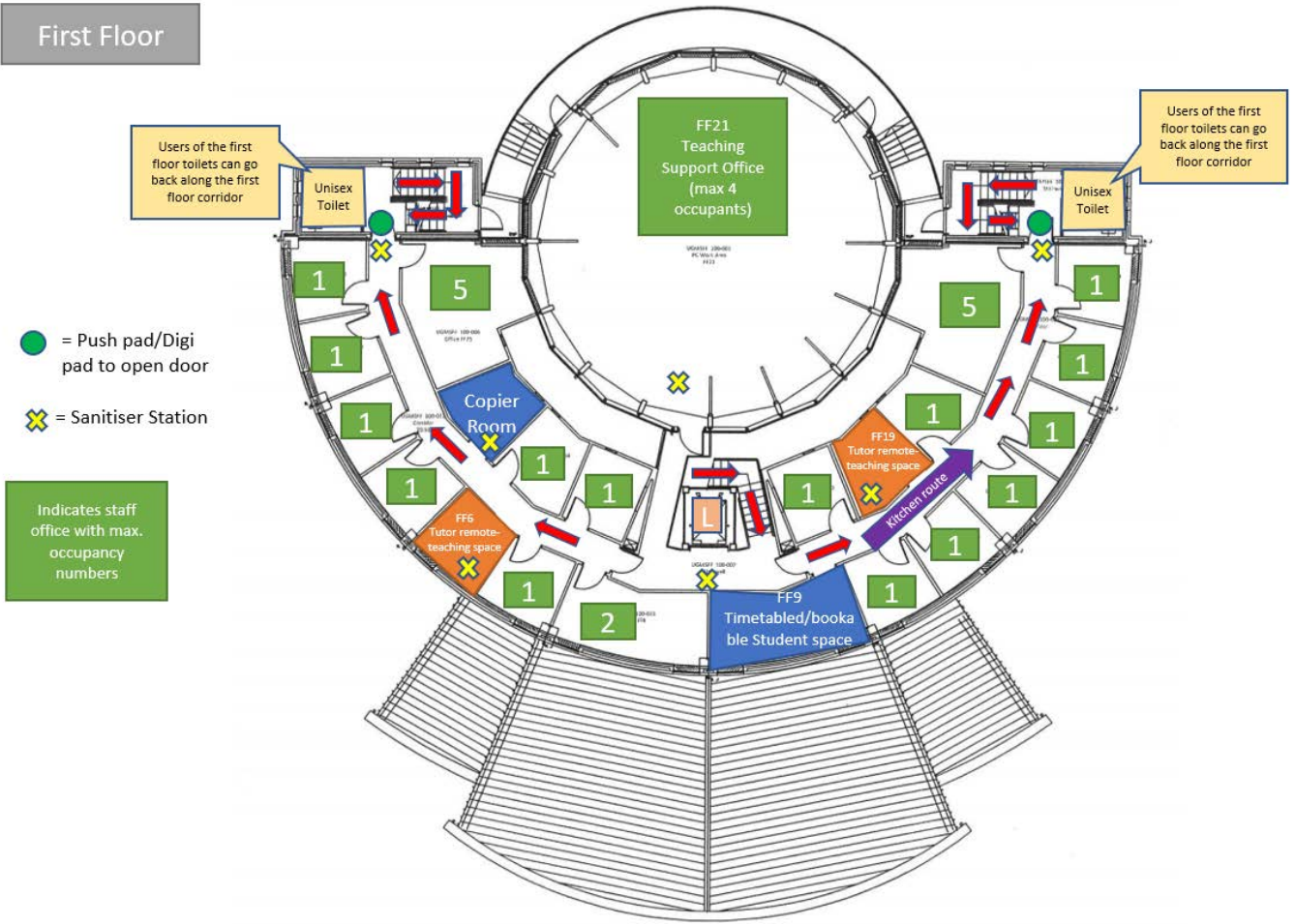
● = Push pad/Digi pad to open door

✕ = Sanitiser Station

Indicates staff office with max. occupancy numbers

Only to be used for locker/shower access

First Floor



Users of the first floor toilets can go back along the first floor corridor

Users of the first floor toilets can go back along the first floor corridor

● = Push pad/Digi pad to open door

✕ = Sanitiser Station

Indicates staff office with max. occupancy numbers

Lower Ground Floor

- = Push pad/Digi pad to open door
- ✕ = Sanitiser Station

