

# Physics: Return to work – Standard operating procedure (SOP)

## Health

Only staff and students who are not showing signs of illness will be permitted to work. If any member of staff or student becomes unwell with a new continuous cough, a high temperature and loss of smell or taste before coming into work or lives with someone that has symptoms they should not attend and inform their line manager/PI/supervisor. If they become ill in work they will be issued with a mask and sent home immediately. Follow the [guidance for households with possible coronavirus infection](#).

All staff and students are required to complete the [Return to Campus Health Self-Assessment](#) form before returning to work.

Shielding protects those who are at an extremely higher risk of severe illness from coronavirus (COVID-19) from coming into contact with the virus. Those identified should not leave their home to come to work.

People who are at a higher risk of severe illness from coronavirus should strictly follow physical distancing measures adopted by the University. Prior to returning to work individuals should discuss their duties and changes to the work environment with their PI/line manager/supervisor, to ensure they understand how they can maintain physical distancing. If there are any work activities where the 2 metre distancing cannot be achieved, then a risk assessment must be carried out.

Advice on extremely and higher risk groups can be found [here](#).

Information on Mental Health & Wellbeing Support can be found [here](#).

## Campus and John Anderson Building Induction

Before returning to work in the John Anderson building:

Read the [COVID-19 Information Leaflet](#) – Staff Returning to University Buildings.

View the John Anderson building return to work [induction slides](#).

Complete the University [Covid-19 Staff Return to Campus Agreement](#) form.

Further information on staying safe on campus is available on the [University's Return and Resume Hub](#).

## Registering to come into the John Anderson Building

We need to maintain a register of building occupants each day, including the labs/rooms that they are accessing. This is important both for monitoring the occupancy levels and to assist in contact tracing should a member of staff or student test positive for covid.

**All individuals must register their presence in the building and individual rooms using the Ulab system <https://www.ulabequipment.com>.**

It is important to do this before arrival, for example during the preceding day, to ensure that there is space available (i.e. that the maximum occupancy limit for the room has not been reached). The number of workspaces allocated to each room on the Ulab system is equal to the maximum occupancy limit. If that is reached, then please negotiate a rota with your colleagues that are also planning to use the room and record that on Ulab booking system.

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## Basic guide to using ULab to register your attendance:

To enable booking rights if you are not already a ULab user:

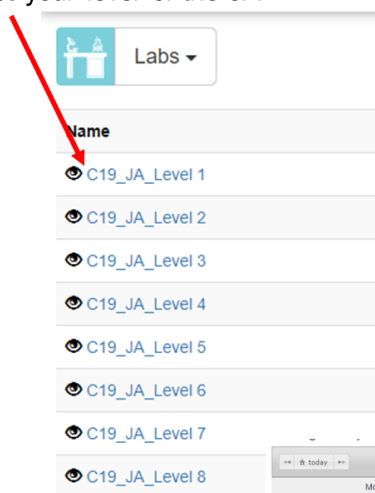
1. Register on the site with your University DS login;
2. Email [safety@phys.strath.ac.uk](mailto:safety@phys.strath.ac.uk) to confirm you are registered. You will then be authorised for the relevant labs.

Once you are an authorised user:

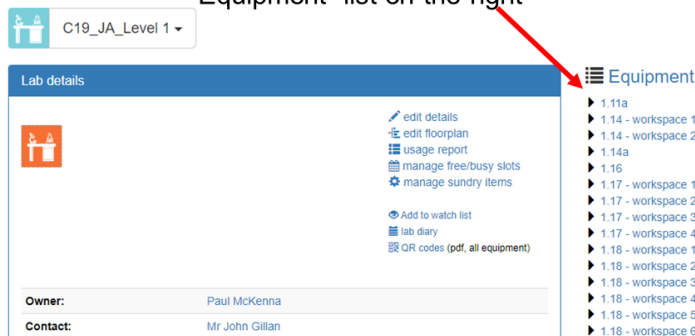
- Click on 'Search' in top right of screen
- Type C19 into the search field and hit [search]
- Scroll down and select the level of the JA that you will be present in (e.g. "C19\_JA\_Level 1")
- All bookable labs are available as 'equipment' on this page. Select the room number from the 'equipment' list on the right side of the screen (e.g. "1.17 – workspace 1")
- Click on the Booking link at the bottom of the screen.
- Select 'add a booking' and drag out the required time period on the date you wish to book.
- Existing bookings can be viewed and modified under the 'Lab diary' function on the C19\_JA\_Level X page.

Screenshots:

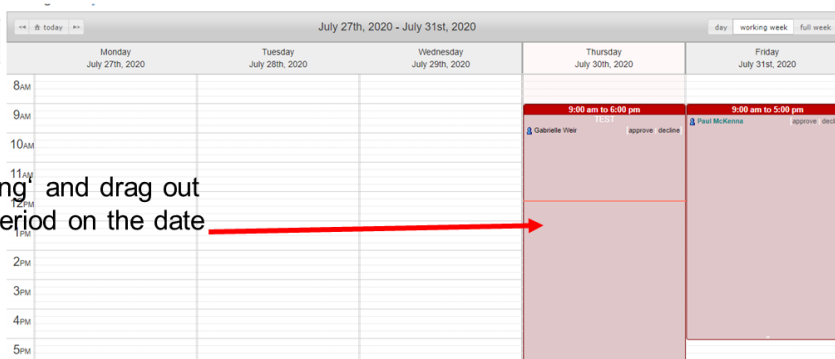
Select your level of the JA



Select room number from 'Equipment' list on the right



Select 'add a booking' and drag out the required time period on the date you wish to book



In the event of difficulty using the Ulab portal, send an email to [safety@phys.strath.ac.uk](mailto:safety@phys.strath.ac.uk) explaining the issue and providing details of your presence in the building.

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## Travelling to Work

Staff are encouraged to use their own transport where possible or walk to work if within a short walking distance. Cars should not be shared unless from the same household. University car parking advice can be found [here](#).

Only use public transport if you have to. When travelling by public transport, rush hours and busy times should be avoided. Face coverings are mandatory for people while travelling to and from work on public transport. Face coverings are encouraged on the University campus but are not mandatory in University labs unless required due to the nature of the work being undertaken.

Government advice on face coverings can be found [here](#).

Carry and use an alcohol-based hand sanitiser while on public transport and do not touch your face.

## Entering and Exiting the John Anderson Building

Enter via the Level 5 main door using access card.

Do not let anyone tailgate behind you.

Physical distancing must be adhered to. Please stay at least 2 metres apart from other people at all times, including when entering the building, going through doors and when using the card access readers.

Remove any gloves after entering the building to help prevent bringing in potential contamination from outside.

Wash your hands as soon as possible afterwards.

Only one person will be allowed in each lift at a time. If waiting for a lift please follow physical distancing guidelines.

Please use stairs where possible, keeping to the left side and following a 'give way' protocol where possible (i.e. wait on the floor between stair cases to give way to individuals approaching).

Exit by the allocated Level 5 main door.

## Physical Distancing

Physical distancing applies to all areas in the John Anderson building. Stay at least 2 metres from other people.

Signs and black and yellow tape will aid with physical distancing around buildings.

Adhere to one way systems and all signage in place.

Keep to the left when walking along corridors and up and down stairs.

Do not gather in groups and be mindful of other's space when moving around.

Only 1 person must enter into the following areas; lifts, toilets, the photocopier / mail room, kitchen hubs.

Adhere to the maximum number people allowed in each lab or office.

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Social areas will be restricted to 1 person at each table with a distance of 2 metres apart.

Keep activity times involved as short as possible.

Use back-to-back or side-to-side working (rather than face-to-face) whenever possible.

Use Zoom and Skype for meetings and training (share screens).

Communicate using email and the telephone.

### Working in the Lab

Adhere to the maximum number of people allowed in each lab.

Follow floor signage and tape for physical distancing.

Communal areas will be 'one in and one out'.

There will be no face to face working.

#### PPE:

Wear clear vinyl gloves when touching shared equipment.

Clean shared equipment before and after use

When using communal PPE (e.g. laser safety eyewear) and clean with 70% IPA before and after use.

When standing at fume cupboards use a face mask (surgical type IIR).

Remove all PPE when leaving the lab to avoid spreading any potential contaminants (such as chemicals) to general areas of the building.

### Hygiene

Everyone must practice good hand hygiene at all times by washing their hands regularly with soap and water for 20 seconds, followed by thorough drying with disposable paper towels (where available). Guidance available [here](#).

Avoid direct hand contact with eyes, nose and mouth. Maintain good hand hygiene and wash hands for example: after coughing and sneezing, opening doors, before and after eating or handling food, going to the toilet and after removing PPE.

### Cleaning

Frequently clean and disinfect objects and surfaces that are touched regularly particularly in areas of high use such as tables, lab benches, desks, door handles and access buttons, water dispensers, taps, pens, computer key boards and phones. These should be cleaned before and after use by using disinfectant spray leaving for a few minutes then wiping with blue paper towel or using disinfectant wipes.

When spraying liquid disinfectant avoid spraying near face and directly onto electrical equipment.

Avoid direct hand contact with eyes, nose and mouth during cleaning.

Maintain good hand hygiene and wash hands after cleaning.

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## Emergency

In the event of an emergency, follow normal fire evacuation and first aid procedures as detailed in the Department of Physics regulations. Do not follow the one way system. Leave the building immediately by the nearest exit.

In an emergency (e.g. fire evacuation) physical distancing should not be adhered to whilst evacuating the building, but should be followed when safely out of the building. Do not re-enter the building until you are told to so by security staff.

Staff providing first aid must wear a surgical type IIR mask, nitrile gloves, and pay particular attention to good hygiene measures immediately afterwards, including washing hands.

## Fire Safety Awareness

Please ensure you have completed the online Fire Safety Awareness course. This is on Myplace. To find it:

- Sign in to [classes.myplace.strath.ac.uk](https://classes.myplace.strath.ac.uk)
- Click "Find a Class" at top and search for "fire safety awareness"
- Review the online slides and complete the quiz.

## Reporting Non Compliance

Report non-compliance of physical distancing and hygiene to the Physics Departmental Safety Convenor or Deputy Departmental Safety Convenor: [safety@phys.strath.ac.uk](mailto:safety@phys.strath.ac.uk)

## Declaration

Please now view the *Induction for staff and students returning to work in the John Anderson building* slides and send an email to [safety@phys.strath.ac.uk](mailto:safety@phys.strath.ac.uk) to confirm that you have viewed and understood the information in the induction presentation and this SOP document outlining the new working arrangements in the John Anderson building.

Please remember to complete the University's COVID-19 Staff Return to Campus Checklist and Agreement and the Return to Campus Health Self-Assessment.

Further information on Department of Physics Occupational Health and Safety Arrangement is available [here](#).

Updated 30 July 2020