

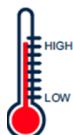
# COVID-19 Information Leaflet - Staff Returning to University Buildings

## Prior to Returning To Work

All staff must complete:

- A Covid-19 Return to Campus Health Self-Assessment.
- A Covid-19 Staff Return to Campus Agreement.
- Fire Safety Awareness online training, where there are insufficient Fire Marshalls.

## Health



Do not return to work if you have:

- A continuous cough;
- High temperature;
- Shortness of breath;
- Loss of taste or sense of smell;

Inform your Line Manager and leave the premises if you start to develop the above symptoms whilst on campus. Follow NHS Scotland Test and Protect procedure.

## Personal Hygiene



Wash your hands frequently under warm running water for 20 seconds, especially:

- On building entry;
- After using the toilet;
- Before and after eating;
- Before and after using kitchen equipment.

If it is not possible to clean your hands, use alcohol hand rub for between 20 to 30 seconds.

Follow good hygiene etiquette when coughing or sneezing. Avoid touching your face, mouth and eyes with your hands.

## Physical Distancing



Maintain physical distancing at all times:

- Keep a 2 metre distance from others;
- Do not gather in groups;
- Be mindful of other people's space when moving around University buildings;
- Adhere to maximum lift, room and area occupancy limits.

## Toilets & Showers

Toilets:

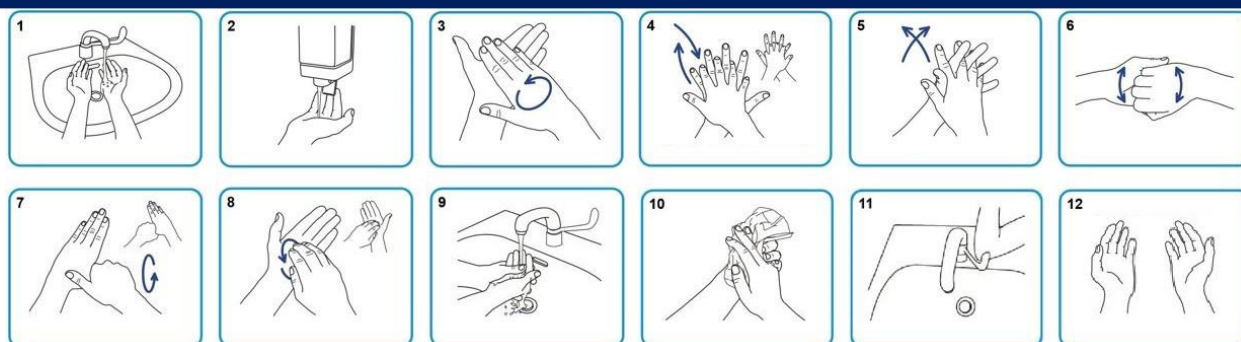


- For smaller toilets, a system of one in and one out will operate.
- For larger toilets, assessments have been made in the number of occupants permitted, while meeting social distancing requirements.
- Close the toilet lid prior to flushing, to reduce the likelihood of water droplets being generated.

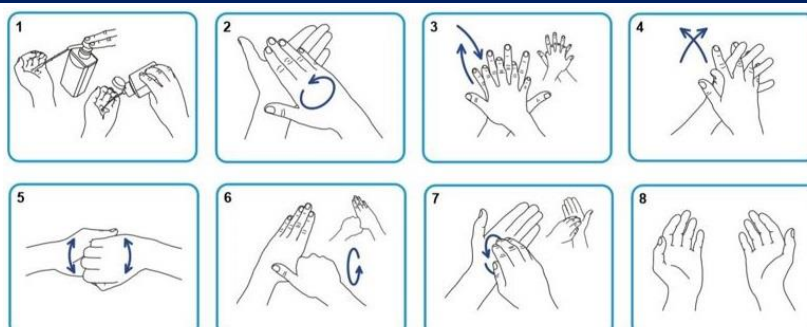
Showers:

- Currently only single shower unit cubicles are available, therefore a system of one in and one out will operate.

## Hand Hygiene – Hand Washing Guidance from NHS Scotland



## Hand Hygiene – Alcohol Hand Rub Guidance from NHS Scotland



## Entry & Exit



- Enter and exit by designated routes.
- Follow sign posted routes.
- Never use a fire exit to enter / exit the building. Fire exits are only to be used in an emergency evacuation.
- Follow any location specific requirements for recording entry and exit to the building.

## Emergency Procedures



- Employees are required to sign in locally in their work area. This enables information to be made available to **Test and Protect** should tracing be required.
- In the event of an emergency call Security Control 0141 548 2222 (Ext. **2222**).
- On hearing the **fire alarm**, evacuate the building by the nearest fire exit and carry out roll call at assembly point. Await instruction before re-entering the building.
- Follow normal first aid procedures, or call Security for assistance.

## Opening Hours and ID



Be aware and follow:

- Building and service operating hours.
- Any new or additional operating or working arrangements.
- Building, Department or location specific arrangements and requirements (if applicable).
- Always wear visible ID when in the building.

## Signage & Markings



- Signage and markings are displayed to aid with physical distancing of 2 metres.
- Observe and comply with signage, queue and lane floor markings, directional travel routes, one-way systems, no entry signage and lift signage identifying permitted usage.
- Be patient and observe physical distancing requirements.

## Car Park

Information is available on SharePoint to enable staff to apply for a car parking space, at:

<https://moss.strath.ac.uk/estates/carparking/Lists/Interim%20Access/>

## Planning for Emergencies



- All HoDs/Directors should ensure they have the necessary arrangements in place to deal with emergencies such as fire and first-aid.
- Regularly review and monitor your arrangements.
- Discourage Visitors and non-essential personnel from attending the campus.

## Cleaning



- There is increased cleaning and monitoring toilets, high frequency touch points such as social area tables/chairs, handles on doors, bannisters in stairwells, lift buttons etc. and waste disposal.
- Regularly clean and disinfect objects and surfaces that you touch.
- Clean work areas and items such as computers, keyboards, monitors and desks before and after use.
- Notify Estates Services of any concerns in relation to cleaning of areas you are working in.

## Communal Kitchen Areas



- Prepared food and drinks should be brought in, where possible.
- Food, drinks, drinks vessels / plates / cutlery etc. must not be shared.
- Wash drinks vessels / plates / cutlery using soap and warm water and dry with a paper towel and put away immediately.
- Food and drinks must not be made for colleagues.
- Maintain physical distancing - do not wait for kettles or the microwave.

## Face Coverings



- Face coverings are encouraged on campus. For the 2020/21 academic year they will be provided to all staff and students free of charge. They should be worn in relation to mandatory requirements such as on public transport and in shops.

## Travel Plan

A travel plan document is hosted on Sustainable Strathclyde. This can be accessed at:

<https://strathcloud.sharefile.eu/d-s2a6477a43f04d7c8>