



# Building Operating Arrangements



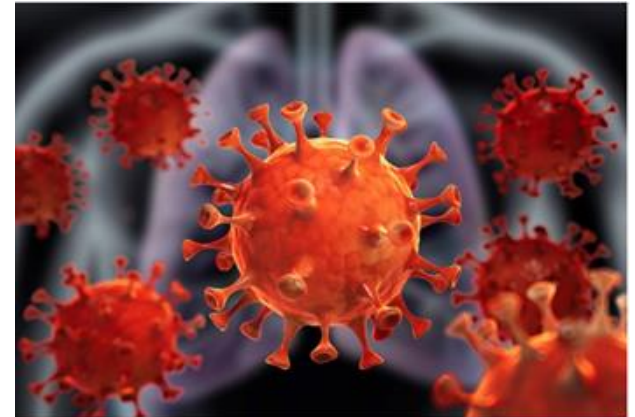
## Returning to TIC

25<sup>th</sup> June 2020

# Covering

Arrangements for social distancing, cleaning and hygiene in relation to COVID-19:

- Personal hygiene, social behaviours and cleaning regimes
- Access and egress from TIC
- Emergency arrangements: fire, first aid & security
- Reception desk
- Lifts and staircases
- Circulation spaces and corridors
- Open plan offices, communal and social spaces
- Meeting rooms, conference rooms & reflection room
- Mail and printer hubs
- Communal kitchens
- Toilets, showers and changing areas
- Laboratories
- TIC stores
- Bike store
- Monitoring, compliance & further information



# Hygiene, Behaviour & Cleaning

- Do not come to TIC if you are displaying symptoms or you have reason to believe you may be infected
- Maintain social distancing at all times (2m, no handshaking etc.)
- Wash hands frequently with soap and water for a minimum of 20 seconds or use hand sanitiser
- Follow personal hygiene etiquette when coughing or sneezing & dispose of tissues immediately afterwards, then wash hands
- Wear face coverings in enclosed public spaces
- Enhanced hygiene and cleaning regimes for high contact points initiated.



# Cleaning by occupants

- Cleaning sprays are available in the kitchen areas
- Frequently clean and disinfect objects and surfaces that are touched regularly.
- Clean work areas and items **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.

**Desk Areas and Meeting Rooms** - Clean desk area before and after use

**Social Areas** - Clean table and chair before and after use

**Kitchens** - Clean sinks, drinking taps, door handles and kettles before and after using and touching

**Labs** - Clean benches and chairs before and after use.



Cleaning  
Station

# Access & Egress





# General access into TIC



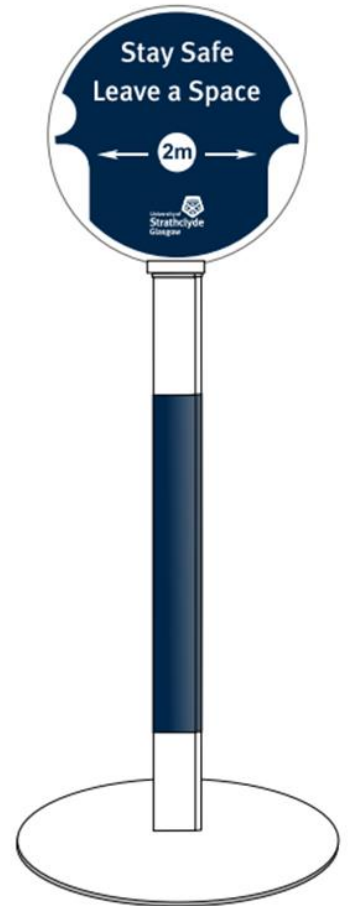
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Entrance  
to TIC

**Normal Building Opening Hours:  
08.00-18.00Hrs (Mon-Fri)**

**Out of Hours 'Red card' Access:  
\*Suspended until further notice\***



**Stay behind the line**

# Occupancy Register

**Advance notification** of who is due in the building, on what days is required from Departmental & Group representatives. This is to ensure an accurate **Building Occupancy List** can be prepared in advance for the start of each new day. Details of expected individuals must be issued to **TIC Reception by 3pm** the day before (or Friday for Monday).

This should be used on **ENTRY** (to record physical presence in the building) and **EXIT** (to record physical exit from the building) by all building occupants working in TIC.

Compliance with this is **extremely** important for:

- General communication purposes for people working in the building
- Monitoring the number & approximate locations of Fire Safety Assistants and First Aiders in the building at any given time of the day
- For use in a building evacuation

All individuals will be given their own black magnetic disc on initial entry to the building. They should be the only ones to touch their own marker disc and can remove it from the board when they exit if they wish.

Please keep the disc safe as you will be expected to re-use it, the next time you enter the building.



# Visitors & Contractors



## Visitors

- Visitors are not considered an essential or critical requirement to TIC at the present time.
- During the phased return, current restrictions for visitors will remain in place until such times that these restrictions are relaxed or removed.
- Staff should not schedule visitors to attend until advised this is possible
- Building tours are not able to be accommodated at the present time.

## Contractors

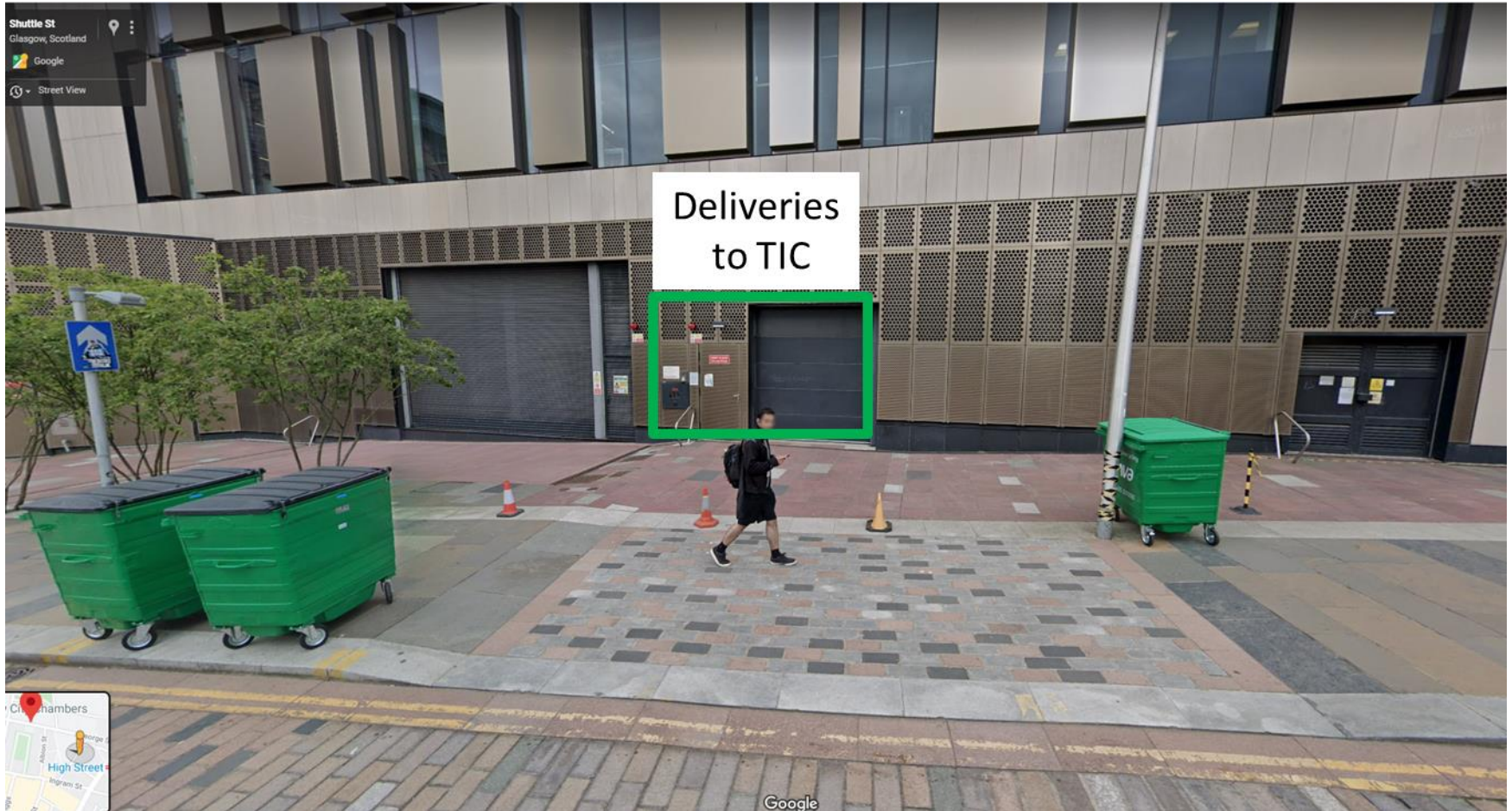
- Contractors are an essential requirement for the safety and maintenance of building plant, equipment and systems.
- Arrangements for contractors to attend TIC must be made in advance, through the usual protocol via TIC Reception and the appropriate procedures and paperwork must be followed for them prior to arrival and when on site.
- All contractors will require to sign in and out via the TIC reception log book and must be inducted to the building arrangements.



# Delivery access into TIC



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Access for deliveries & couriers will remain through the Stores on Shuttle Street, which is managed by TIC Stores staff

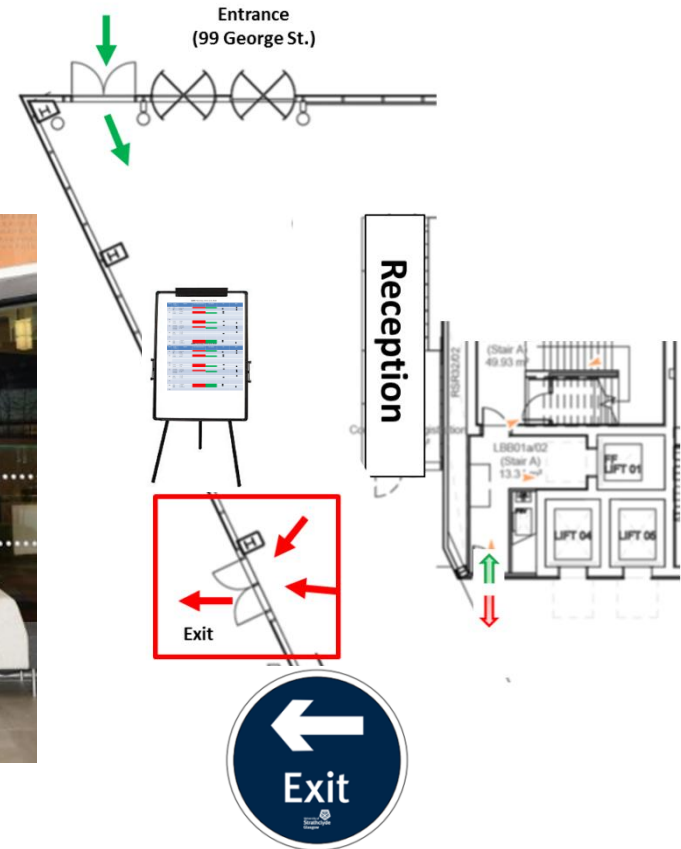
# Egress from TIC



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## Building egress (towards Innovo Building)

Via a new access control swipe system to one of the fire exit doors opposite the TIC Reception desk



## Fire Exits and Evacuations

All fire door exits on Level 2 of the building remain operational as per normal (pre Covid-19) circumstances. Fire exit doors (other than No.22) should only be used for emergency evacuation of the building.





# **Emergency Arrangements**

**(Fire, First Aid & Security)**

**Ext. 2222**

# Who can help?



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INNOVATION CENTRE**

**DATE:** Monday 29th June 2020

Dept./Group	Name	Level	Fire Safety Assistant	First Aider	IN	OUT
ABP	A. Cross	1				
ABP	K. Ronald	1				
Bionano	K. Faulds	6				
CMAC						
CMAC	T. McGlone	8				
CMAC	M. Warzecha	8				
CMAC	K. Smith	8				
CMAC	V. Raval	6				
CMAC	D. Bowering	6				
TICOps	P. Costello	2				
TICOps	K. Gillies	4				
TICOps	E. Tate	4				
TICOps	M. Ross	2				
Fraunhofer	S. Andrews	5				
Fraunhofer	JM Hopkins	5				
Fraunhofer	Etc. Etc.	5				
Fraunhofer						





# Fire

## Procedure for evacuating the building as follows:

### On hearing the fire alarm

- Leave the building immediately by the nearest fire exit. Follow the fire exit signs.
- Building numbers will be significantly reduced, so it should be possible to adhere to social distancing during the evacuation.
- Close doors as you leave and do not use the lifts.



- On exiting the building, and while maintain social distancing go to your normal designated assembly point for your Fire Safety Assistant roll call check
- Group Fire Safety Assistants (FSAs) should then go to the front of the building and mark off their group names as having safely evacuated
- Please follow social distancing etiquette and be patient if there is a queue for this.
- Once FSAs have completed the check-in for their groups, they should return to their group assembly point and await confirmation from security before re-entering the building.

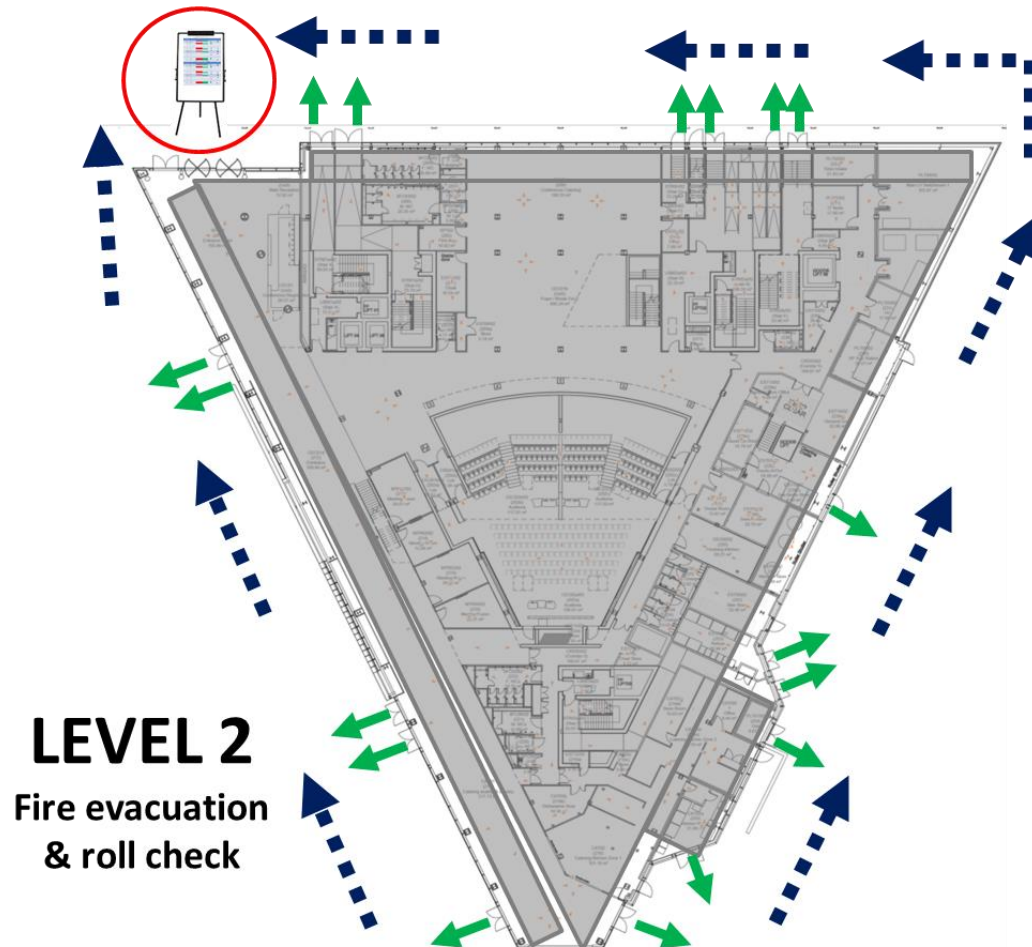
**\*\*\*Refer to visual on the next slide\*\*\***



# Fire evacuation & check-in



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## Fire Safety Assistants

(for area / research groups)

1. Check that all their staff have evacuated the building safely
2. Go to the front of the building where the building list board will be located
3. Confirm on board that group personnel are accounted for

Maintain social distancing requirements during evacuation process & once outside

# First Aid



- Where trained First Aiders are present in the building, these will be displayed on the daily check board at the TIC Entrance and should be known by colleagues
- Security staff are the default First Aiders on campus and can be contacted on **Ext. 2222**
- Existing procedures for summoning First Aid should be followed & where possible First Aid poster notices should be updated with current First Aiders.
- All First Aiders must wear appropriate PPE/RPE when administering First Aid Assistance.

WHEN CALLING EXT 2222 (OR 0141 549 2222 FROM AN EXTERNAL PHONE OR MOBILE), YOU WILL BE REQUESTED TO PROVIDE THE FOLLOWING INFORMATION:

- Own name and Department
- Exact location, including the building, floor and room number
- The nature of incident



Procedure for managing a First Aid situation

In NON-URGENT situations:		In URGENT situations where the person:	
<p>For example:</p> <ul style="list-style-type: none"> <li>• Minor injuries and illnesses</li> <li>• Bumps, bruises, scrapes, small cuts</li> </ul>	<p>For example:</p> <ul style="list-style-type: none"> <li>• Is in cardiac arrest</li> <li>• Is experiencing a medical emergency (i.e. stroke, diabetes, epilepsy, asthma)</li> <li>• Has significant trauma (i.e. spinal injury, amputation, significant head injury)</li> <li>• Has completely stopped functioning</li> <li>• Is at imminent risk of harm to them self or others and judgement is impaired</li> <li>• Is violent or threatening violence</li> <li>• Is disorientated and out of touch with reality</li> <li>• Expresses suicidal thoughts</li> </ul>	<p>In office hours:</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• Call a departmental First Aider (details provided locally and in the Departmental CHS Arrangements)</li> <li>• Call Security on Ext 2222 if a departmental First Aider is unable to attend the incident promptly</li> <li>• The First Aider should assess the situation promptly and either:                             <ol style="list-style-type: none"> <li>1) Administer First Aid within their training capacity, or</li> <li>2) Call for First Aid Assistance from Security (Ext 2222) if required.</li> <li>3) If hospital treatment is required Security (Ext 2222) will co-ordinate transportation by taxi to the nearest hospital</li> </ol> </li> </ul>	<p>In office hours:</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• Call Security on Ext 2222 and request an ambulance and assistance</li> <li>• Call a departmental First Aider or Mental Health First Aider (details provided locally and in the Departmental CHS Arrangements)</li> <li>• The First Aider should assess the situation promptly, take charge and administer First Aid within their training capacity until assistance arrives</li> <li>• In the event of a cardiac arrest locate the nearest AED (preferentially discharged) by a trained First Aider, otherwise follow the voice prompts</li> </ul>
<p>Out of office hours:</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• Call Security (Ext 2222)</li> </ul>	<p>Out of office hours:</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• Call Security (Ext 2222)</li> </ul>		

In all situations:

- Where possible make sure you have support and do not leave the injured person alone
- Stay calm
- Engage with the person
- Put your own safety first, and that of others at the scene
- Report the incident as per the First Aid Standard

DATE: Monday 29th June 2020

Dept./Group	Name	Level	Fire Safety Assistant	First Aider	IN	OUT
ABP	A. Cross	1				
ABP	K. Donald	1				
Biosci	K. Paulds	6				
CMAC	T. McGlone	8				
CMAC	M. Wierucha	8				
CMAC	K. Smith	8				
CMAC	V. Rawl	6				
CMAC	D. Bowring	6				
TICOps	P. Costello	2				
TICOps	K. Gillies	4				
TICOps	E. Tate	4				
TICOps	M. Ross	2				
Fraunhofer	S. Andrews	5				
Fraunhofer	J. Hopkins	5				
Fraunhofer	Etc. Etc.	5				
Fraunhofer						



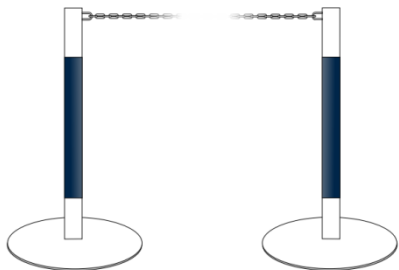
# Reception Desk

## Layout changes

- Entrance foyer is lined out with additional signage
- Queue lines and floor markings with 2m distance markers in place
- Regulated entry and barriers may be used if necessary,
- Clear protective screens erected for face to face interactions at desk
- Sanitising wipes/sprays are available

## Reception staff

- Either one (or two socially distanced ) present during normal building hours
- Will sign in external contractors and visitors
- Access card passes will be issued and returned via in and out boxes
- Where possible, TIC Staff & building occupants should call reception (Ext. **7000**) or email: [TIC-reception@strath.ac.uk](mailto:TIC-reception@strath.ac.uk) rather than physically presenting at the desk



**Reception Opening Hours**  
**08.00-16.30, Mon-Fri**

# Lifts

- People are encouraged to use the stairs where possible, rather than use the lifts
- Lifts should only be used by one person at a time
- Wash hands after pressing lift buttons or use a suitable implement or elbow to press button
- Floor markings will be used to distance those queuing to use the lifts
- The **goods lift** is for the transport of large/heavy/hazardous materials where transport on stairways would not be possible or safe



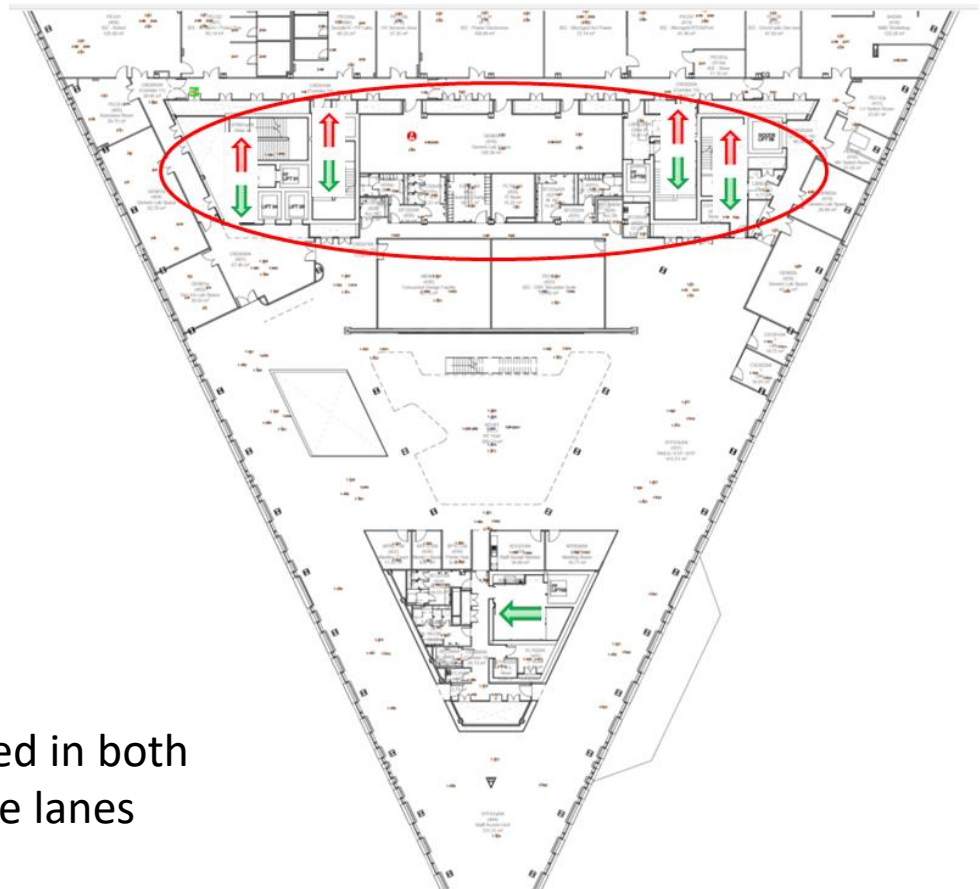
# Staircases



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People should keep to the left in the direction of travel on stairwells and walk in single file at least 2m apart at all times.



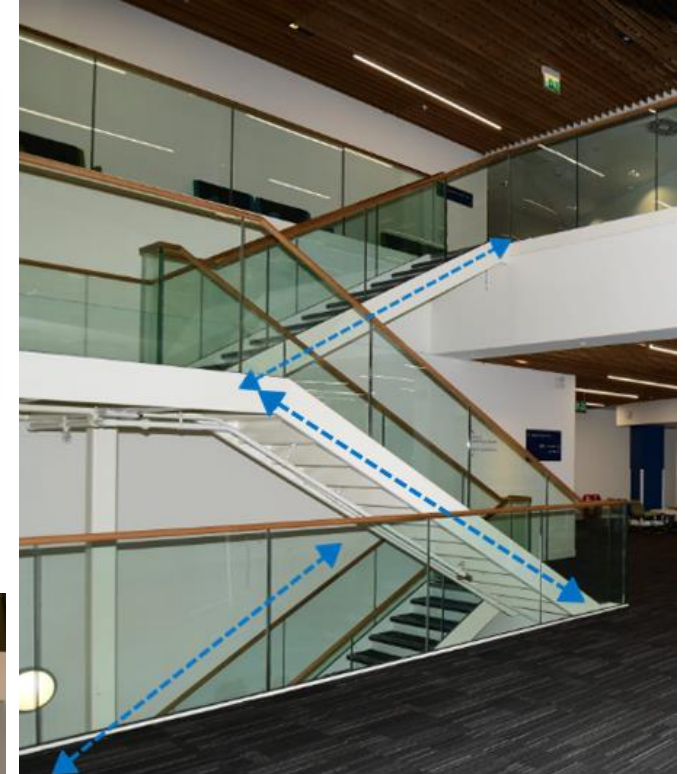
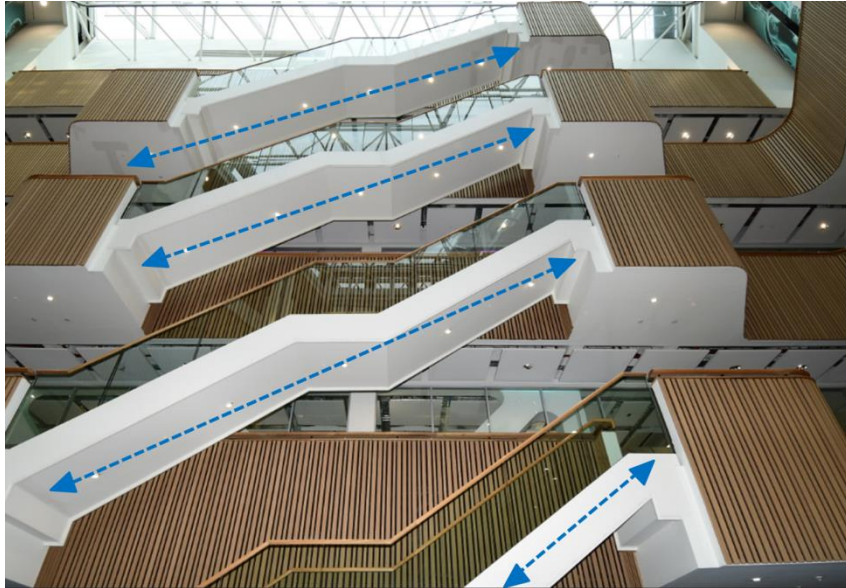
On larger width stairwells, travel is permitted in both directions. Signage and non-slip tape create lanes and indicate appropriate distancing.



# Staircases – ‘Give way’



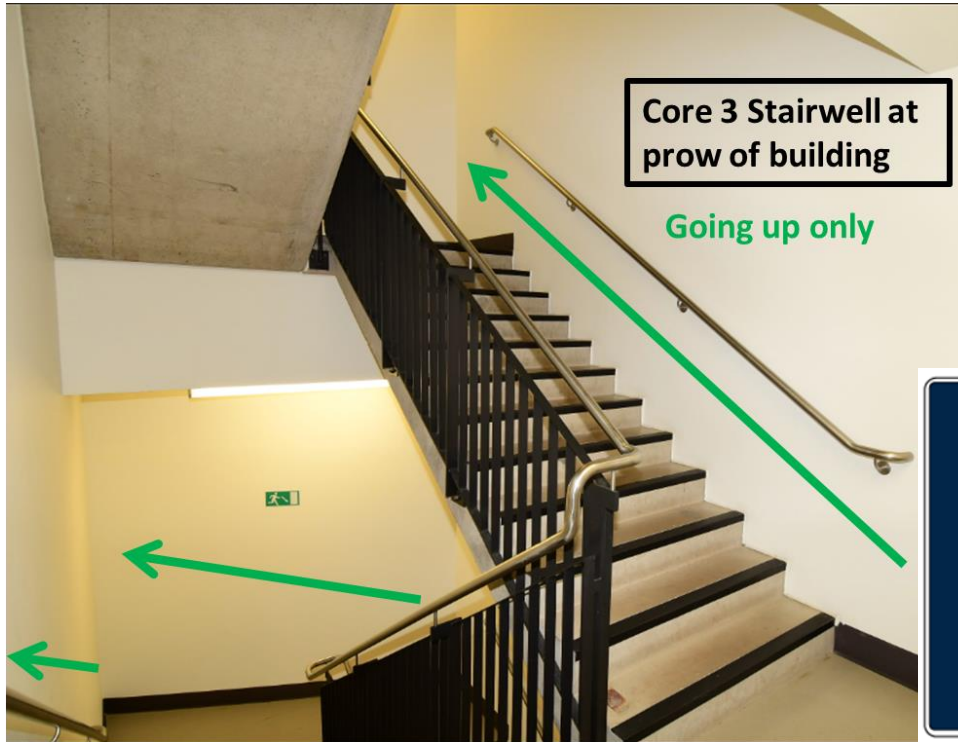
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Atrium stairs, stairs mezzanine stairs connecting levels 1, 2 & 3 can all be used in both directions, as long as ‘give way’ protocols are followed.

# Staircases

The stairwell in Core 3 (towards the prow of the building) is narrow and should only be used to travel up the building.



## Fire Evacuation & Emergencies

- Use nearest fire exit staircase to exit the building
- Maintain safe distance
- Evacuate building as normal

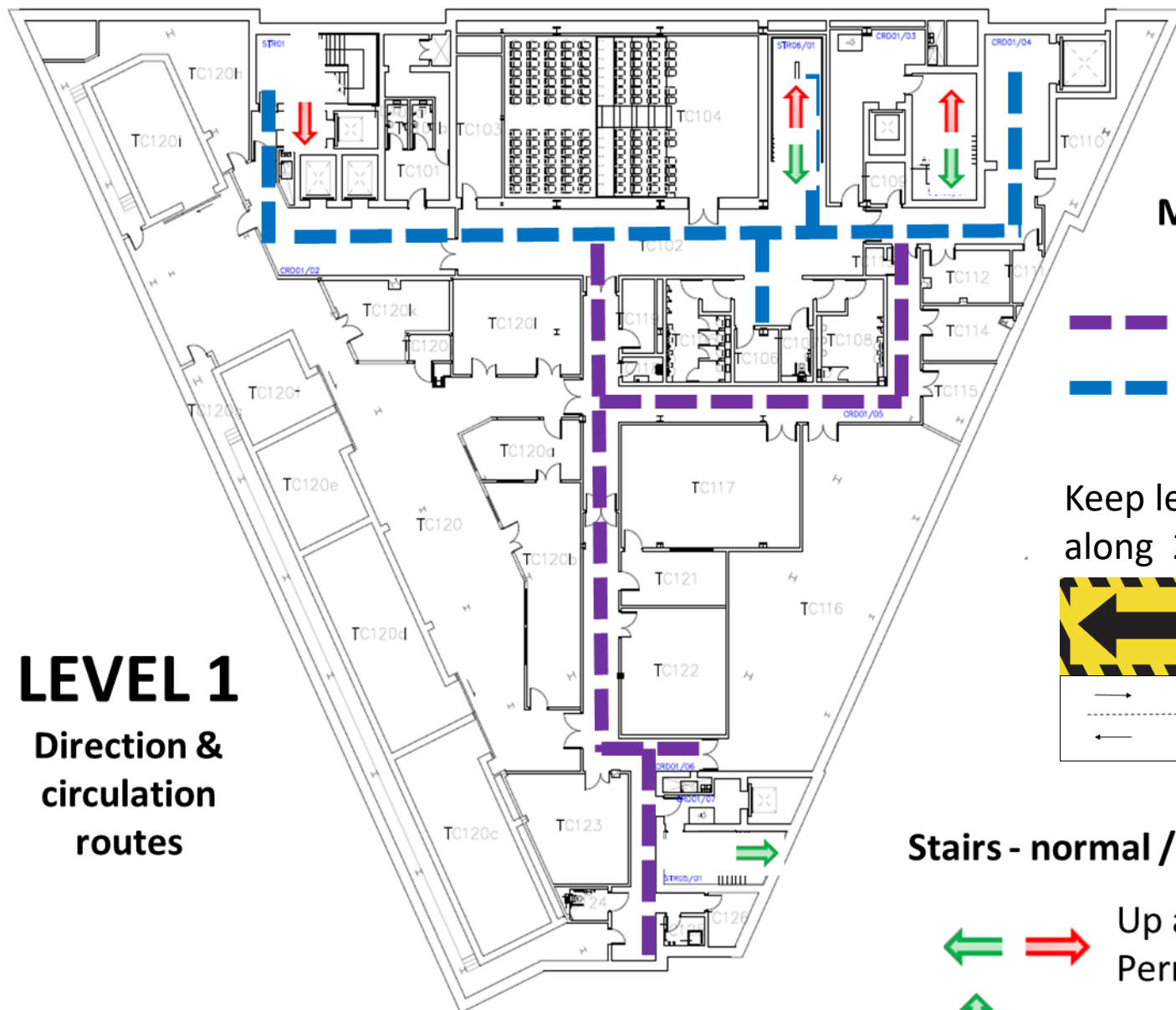


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# Circulation Spaces & Corridors

# LEVEL 1

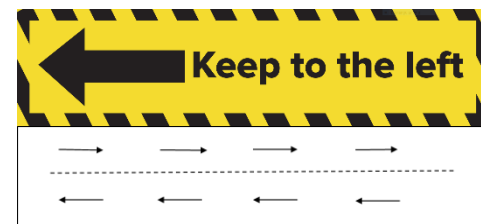
Direction &  
circulation  
routes






**Movement in both  
directions**

-  Laboratories
-  General area

Keep left when walking  
along 2 way corridors



**Stairs - normal / general movement**

-   Up and down directions  
Permitted – 'keep left'
-  Up direction only permitted





# LEVEL 2

Direction & circulation routes

Movement in both directions

- Restricted access
- General area

Keep left when walking along 2 way corridors





# LEVEL 3

Direction & circulation routes



**Movement in both directions**

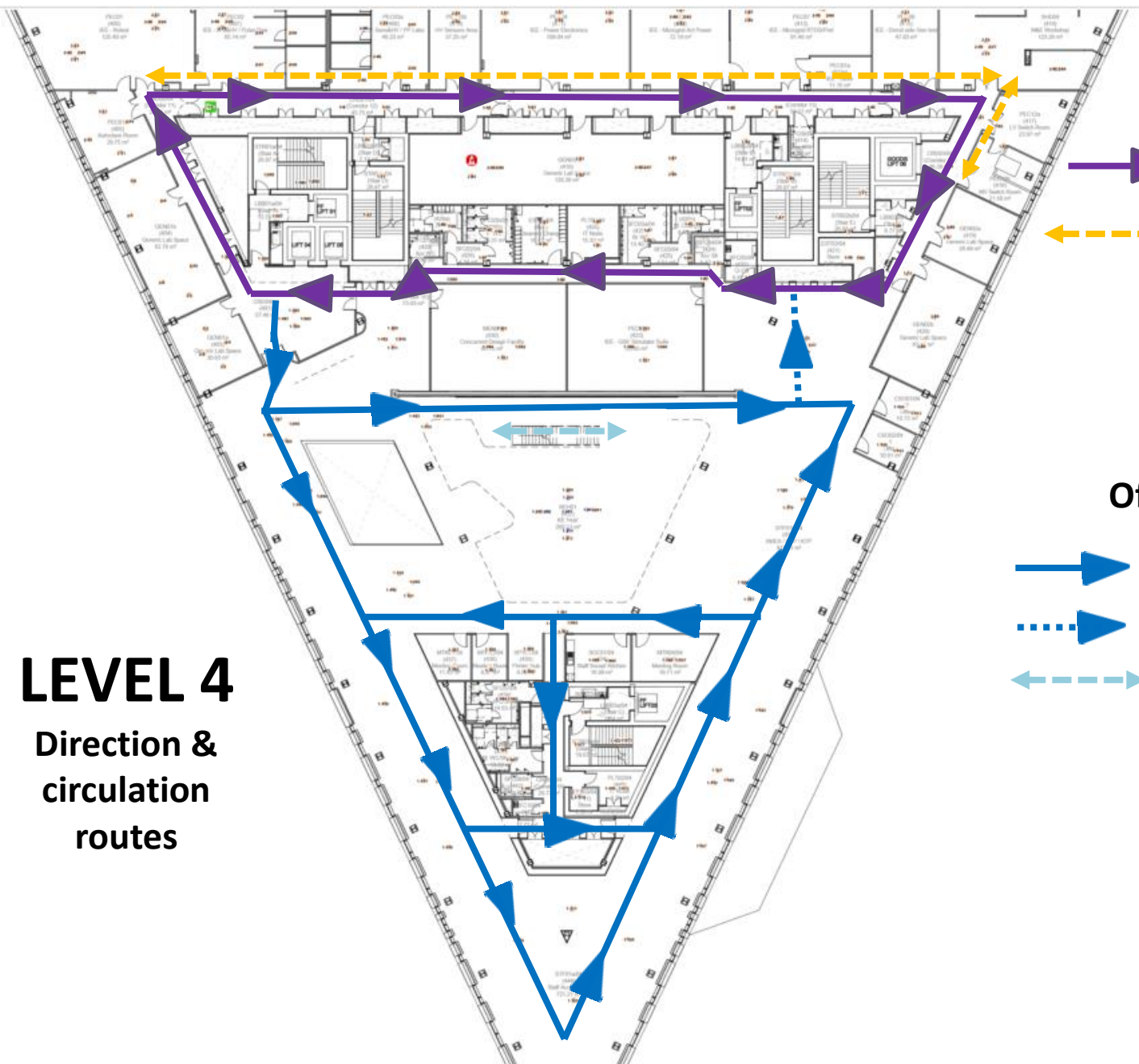
- Restricted access
- General area

Keep left when walking along 2 way corridors





# LEVEL 4




Direction &  
circulation  
routes



## Laboratory Circuit

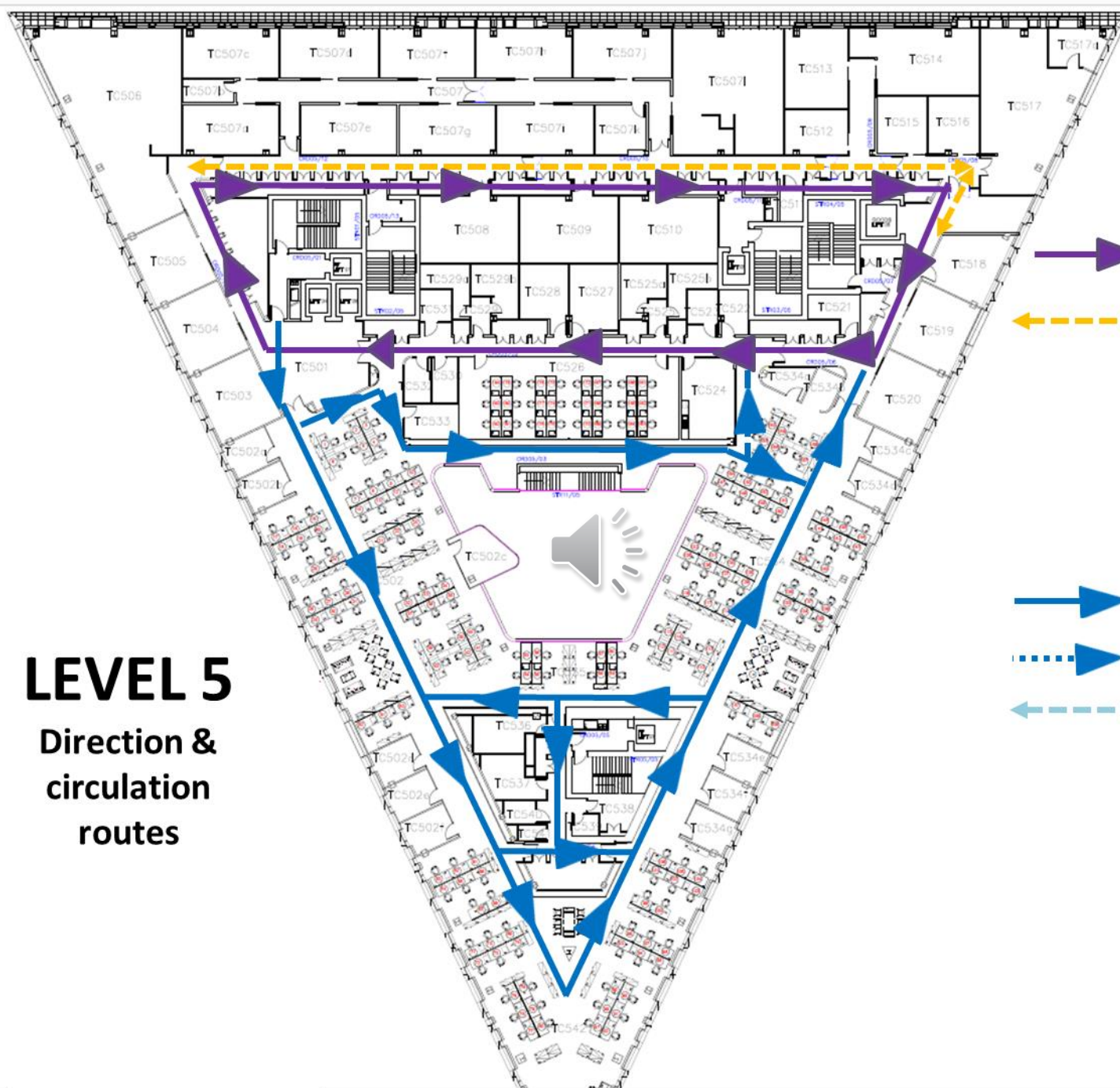
-  Laboratory circuit
-  \* Lab exceptions for goods lift, & autoclave access

## Office Circuits

-  Office area circuit
-  Connections
-  Both directions with give way

# LEVEL 5

Direction & circulation routes



## Laboratory Circuit

→ Laboratory circuit

→ \* Lab exceptions for goods lift access

## Office Circuits

→ Office area circuit

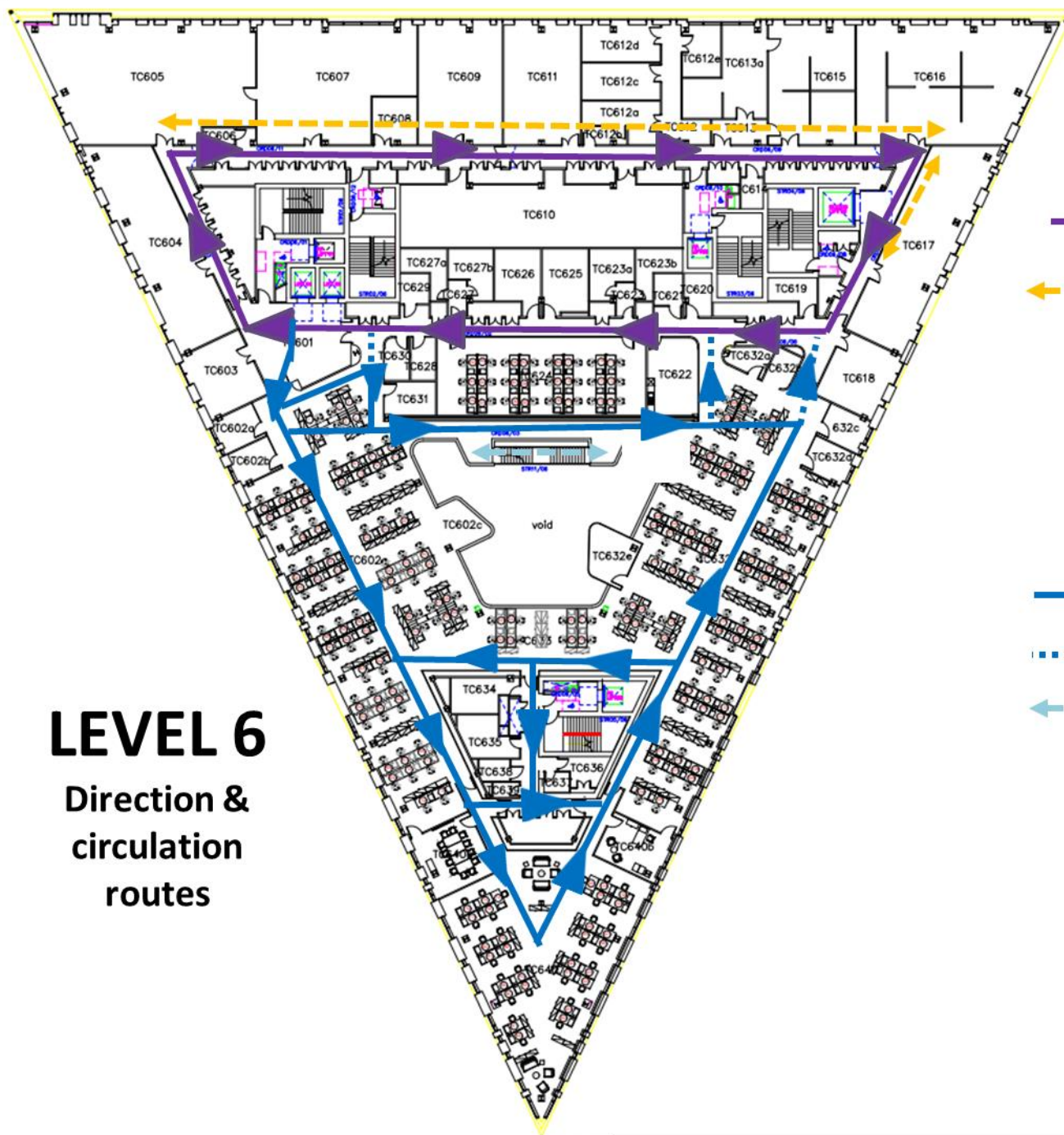
→ Connections

→ Both directions with give way



# LEVEL 6

Direction &  
circulation  
routes



## Laboratory Circuit



Laboratory circuit



\* Lab exceptions  
for goods lift,  
& autoclave access

## Office Circuits



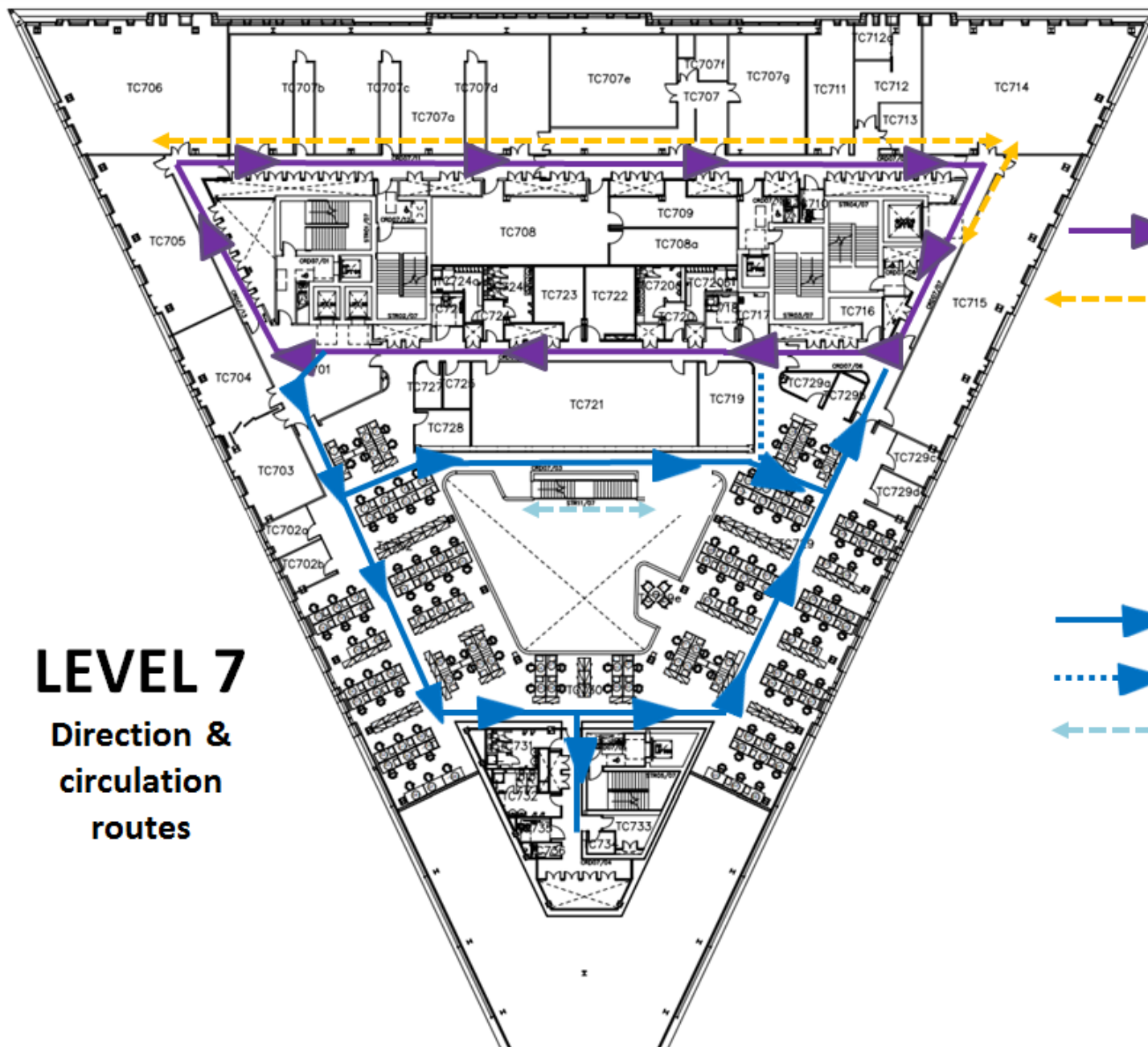
Office area circuit



Connections





Both directions  
with give way






## LEVEL 7

Direction &  
circulation  
routes

### Laboratory Circuit

-  Laboratory circuit
-  \* Lab exceptions for goods lift, & autoclave access

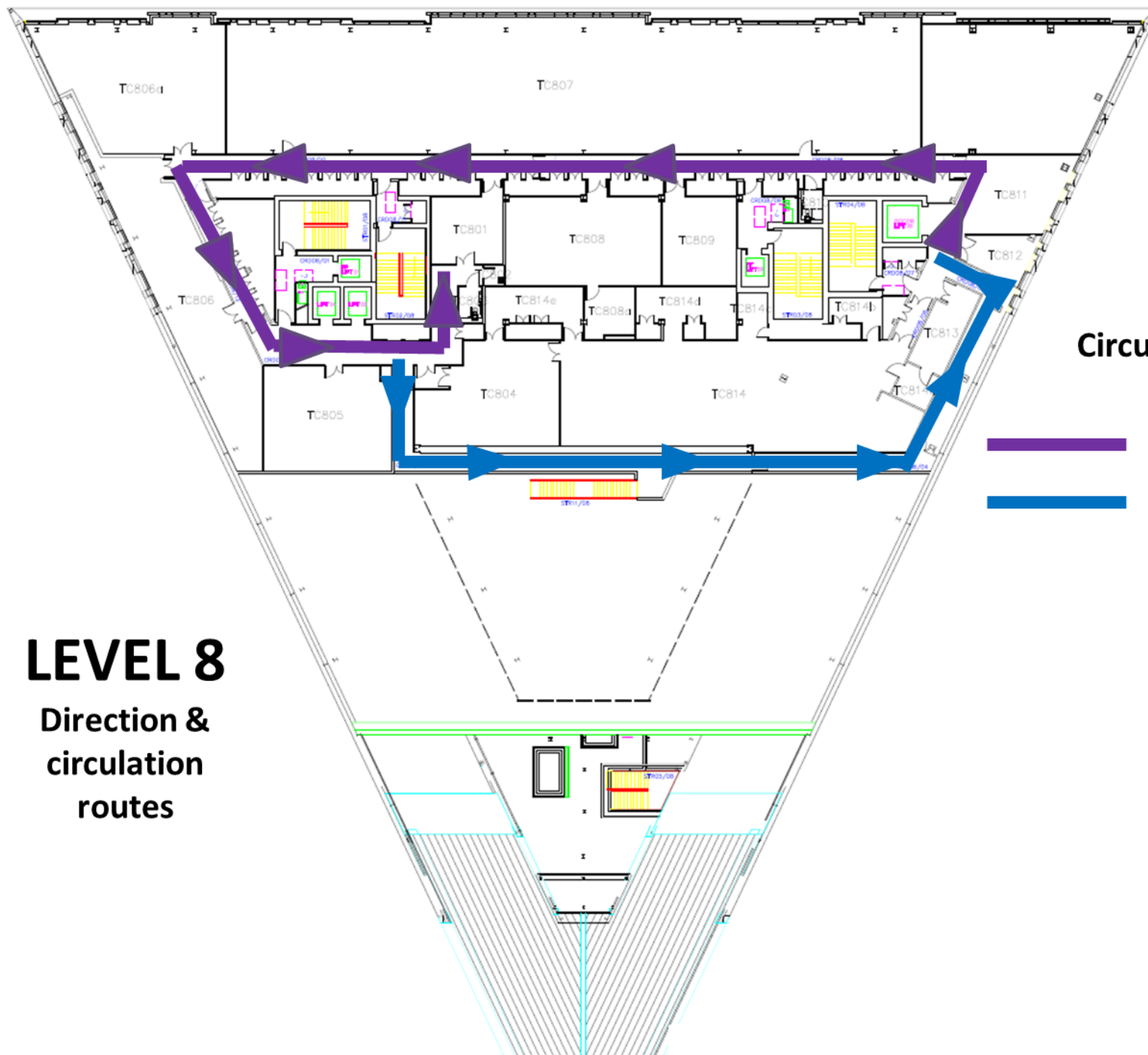
### Office Circuits

-  Office area circuit
-  Connections
-  Both directions with give way



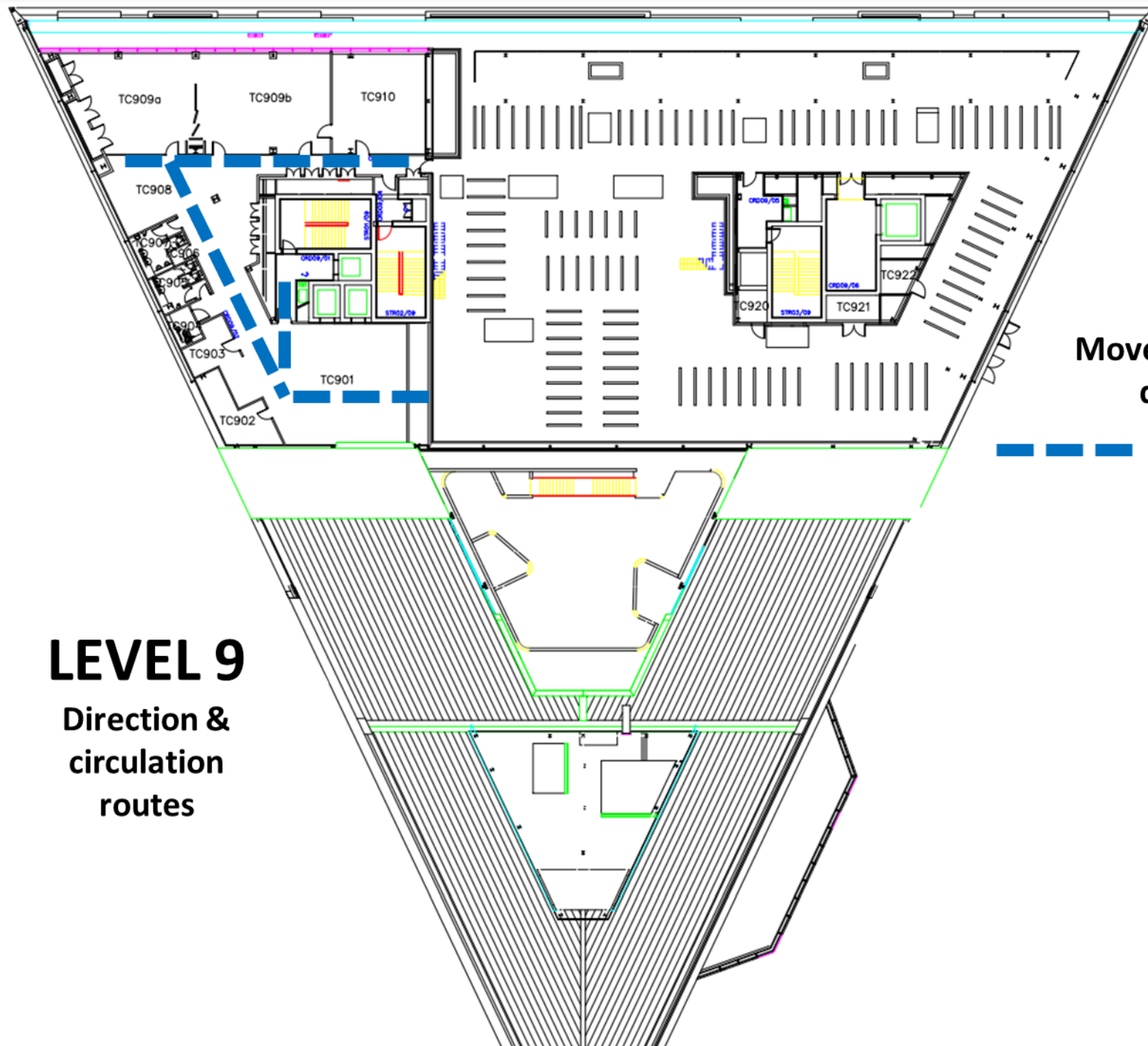
# LEVEL 8

Direction &  
circulation  
routes



**Circulation Route**

-  Laboratories
-  General area



**Movement in both  
directions**

**General area**

## LEVEL 9

**Direction &  
circulation  
routes**



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# **Open Plan Offices, Communal & Social Spaces**

# Desk layouts

- Departments/groups and 3<sup>rd</sup> parties are responsible for setting out the social distancing arrangements required for their allocated desk areas in TIC
- Workstation arrangements will depend on a number of factors (e.g. location to traffic circulation routes, workstation layout, numbers of available workstations required for staff, availability of screens etc).
- Where possible, individuals should be 2m away from each other
- Face to face and side to side arrangements should be avoided (unless suitable barriers or screens are in place)
- Clear desk policy should be adopted and desks should be cleaned before and after use

## Some examples layouts for TIC workstations





# Level 4 – KE Hub Area



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- Excess furniture has been relocated or put into storage
- Some furniture has been taped off and should not be used
- Blue pods are for single person use only
- Similar arrangements have been adopted for other 'break out' and social seating areas
- Where face-to-face contact is essential, this should be kept to **15 minutes or less** wherever possible
- As much as possible, keep teams of workers together, and keep teams as small as possible (small bubbles).



**Note:** Exhibition space on Level 2 may be temporarily repurposed as a break-out area to accommodate socially distanced seating if this is achievable and beneficial.

# Meeting Rooms

- Only have face to face meetings if absolutely necessary. Take full advantage of technology wherever and whenever possible
- Limit the pool of people you meet in face to face meetings as much as is possible
- All TIC meeting rooms will have a capacity of 2 for a maximum of 15 minutes and 1 for any period exceeding 15 minutes

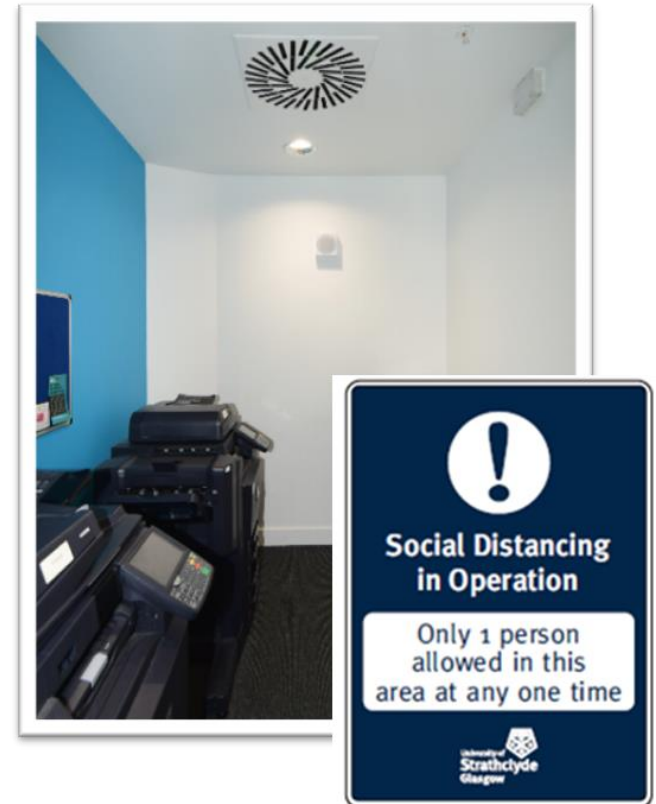


## Reflection Room

- A maximum capacity of 2 at any time and for no more than 15 minutes

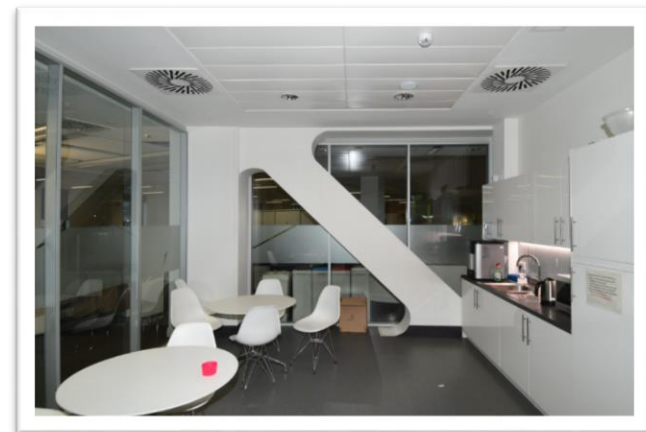
# Mail & Printer Hubs

- The University is operating a reduced delivery and collection service for general mail in line with staff resources and building occupancy levels.
- Please contact TIC Reception staff for detail of the current service provision.
- Print hubs have queue dots installed
- Where possible 2nd printers may be moved to another location



# Communal Kitchens

- Strictly **one person** at a time allowed in kitchens with 2m queue dots in place at entrances
- Wash hands before touching items and surfaces and clean surfaces and items e.g. kettle handle, work surface before use
- Bring in and use your own cutlery and crockery or wash and dry communal items before use
- Do not leave personal items in or out in the kitchen areas
- Take items home or store in personal locker or desk when not in use.
- Stagger breaks and meal times where possible
- Clean area after use



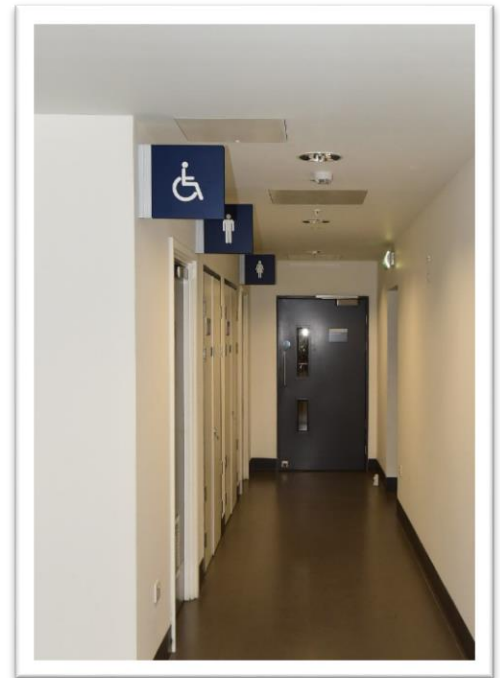


# Toilets, Showers etc.



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- Use accessible toilets & shower facilities wherever possible to minimise inadvertent close contact
- Larger toilet and shower facilities are a “one in-one out” system.
- Knock door and wait for a response if you are unsure if anyone is in. Signage on the doors will indicate this
- Queue dots 2m from the entrance will be provided at those toilets where corridors are sufficiently wide to permit
- If there are no queue dots and the facility is occupied, move on to next facility
- Remember to follow the one-way system on the way to and from the facilities
- Good hand washing signage acts as a reminder to all users
- Please leave the facilities in a respectable condition



# Laboratories

- University Departments and 3rd Party Organisations are responsible for determining and setting out their own detailed guidance for activities that can be safely undertaken in their laboratories.
- Available lab space, equipment use and access requirements need to be taken into account in relation to social distancing, hygiene, maintenance and cleaning requirements.
- Any requirement for the use of PPE should be determined through the normal risk assessment process.
- Considerations should be given to priority activities, rotas, shifts, booking of equipment, use of PPE, signage, occupancy working numbers, lone working procedures, one way route systems, use of barriers, floor markings , and communication methods between workers.
- A common sense approach must also be in place when working in laboratory areas.

# TIC Stores (08.00-16.30)



- Stock ordered from stores should be requested by phone or email rather than personal visit.
- Stores will deliver wherever possible to minimise concentrations of staff accessing the stores area. Delivery will be to end of desk village or lab door and socially distanced at all times.
- All inbound parcel deliveries will be arranged with the recipient by phone or email.
- Outbound goods to be collected by stores team where possible or left on racking in stores corridor with appropriate paperwork attached.
- All outbound parcel movements should be requested by phone or email rather than personal visit.
- Deliveries to be received at back door with “reception” table to be set up to distance from delivery staff. Signage at back door to encourage use of the buzzer.
- PPE such as disposable gloves to be worn when handling deliveries in any direction.

# PPE & Non-PPE

## Personal Protective Equipment (PPE)

### Gloves

- Disposable nitrile gloves should not be worn routinely around the general parts of the building UNLESS they are required as PPE for a specific task e.g. cleaning staff carrying out cleaning duties or TIC Ops staff delivering parcels.



### Face Masks (RPE – Respiratory Protective Equipment)

- If you do not normally wear a face mask, or any other PPE for work, then you do not need to because of coronavirus.
- Face masks (RPE) should only be worn in laboratories and when carrying out activities for which face masks have been assessed as a requirement.
- RPE must be suitable for the task e.g. FFP2 or FFP3 are normal lab grade masks.

N95 (95%) = FFP2 / P2 (94%)



N99 (99%) = FFP3 (99%)

N100 (99.97%) = P3 (99.95%)



### Face Coverings

- Face coverings such as shop bought or home made face coverings, are **not PPE** and they are not required to be worn once inside the building.
- Face coverings should not be worn in laboratories



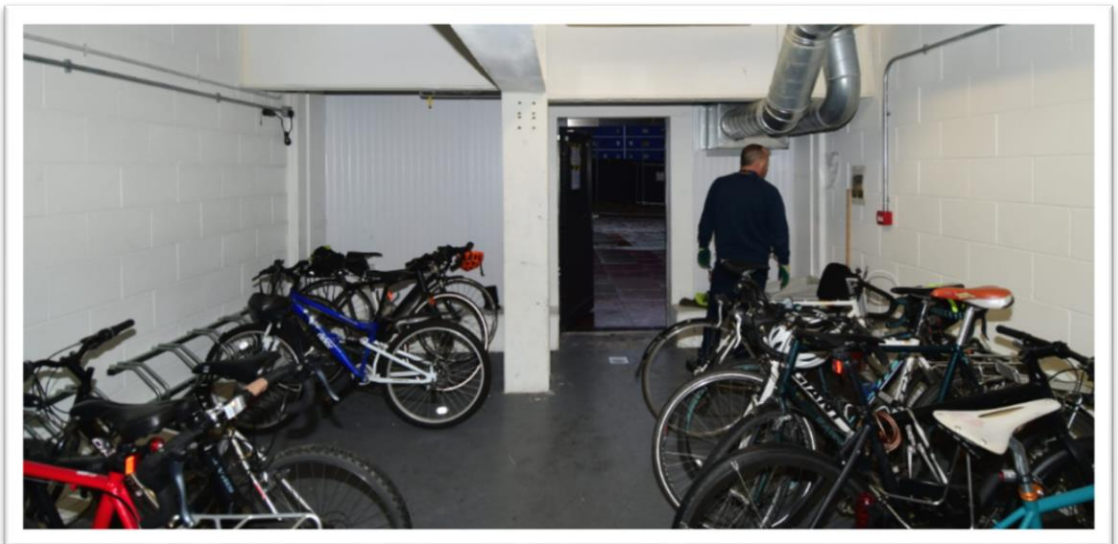
### Labcoat Laundry Service

- Currently every fortnight but will be increased to weekly if required and feasible.



# Bike Store

- Access is restricted to registered and authorised users.
- Registration and approval is via TIC Reception, who will check and advise if there are spaces available for your use.
- Access is restricted to one person at a time on a one-in-one-out basis.
- For entry, authorised users should knock door and ask if anyone is inside before entering. If store is occupied, they should wait until the space becomes free.
- If bike store cannot be used, users should use the nearby bike racks to store their cycle.



# Monitoring & Compliance



The consequences of illness from this new novel virus, can be very serious for some individuals and there is a moral and legal requirement for everyone to help to contain its transmission.

By monitoring compliance, we can:

- Evaluate how effective the safety measures and arrangements are working;
- How well these measures are being complied with;
- What needs to be changed, enhanced or enforced more actively;
- What (if any) new risks are arising;
- Use feedback from others for review and improve our arrangements; and
- Report back to relevant parties and management on our progress

Compliance monitoring will be carried out by the completion of various daily and weekly inspections, checklists and reviews.

# Declaration

## For further information contact:

### TIC Specific

- Inside TIC communications
- Front entrance & other noticeboards
- Signage displayed around the building
- [TIC-Reception@strath.ac.uk](mailto:TIC-Reception@strath.ac.uk)
- [TIC-Safety@strath.ac.uk](mailto:TIC-Safety@strath.ac.uk)
- TIC H&S Arrangements Document
- TIC SharePoint site

### Dept./Group/3<sup>rd</sup> Party

- Line Managers & Group Leaders
- Area Safety Representatives

### University

- Corporate communications
- Website & webpages

Please now complete the declaration and send to

**TIC Reception:**

[TIC-Reception@strath.ac.uk](mailto:TIC-Reception@strath.ac.uk)

to confirm that you have watched and understood the information in this presentation about TIC's new working arrangements for COVID-19



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