

COVID-19



NEW WORKING ARRANGEMENTS

25 JUNE 2020, VERSION 1

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1. Introduction to new working arrangements

This document complements the Returning to TIC New Working Arrangements Induction video, which gives information on the new working arrangements for the Technology and Innovation Centre. It explains what changes and control measures have been installed and implemented in the building due to COVID-19. These arrangements follow current Government, University and Sector guidance where applicable and will be reviewed in line with relevant future changes.

These arrangements apply to everyone entering and / or working in TIC. In addition, this document sets out our expectations from colleagues in terms of their behaviours, and their assistance in adhering with these new arrangements for everyone's safety.

This document should be read in conjunction with any other relevant University, departmental or group specific training or associated requirements. Please note this document does not cover laboratory or group specific arrangements, which remain the responsibility of individual Departments, groups and 3rd parties to similarly implement and manage.

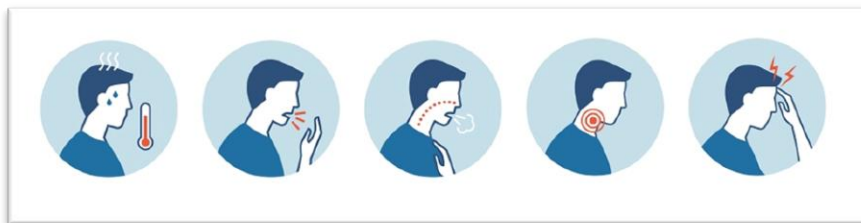
This document provides details for key topic areas in relation to overall general building facilities and operations.

It should also be remembered that in addition to these new measures for COVID-19, all other current University health and safety policies and guidance is still applicable and must still be followed during this time.

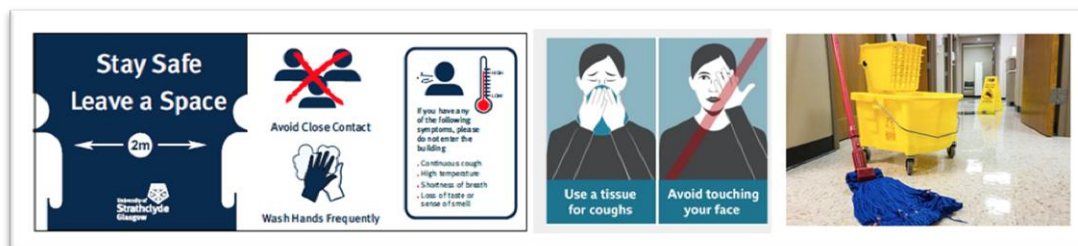
2. Personal hygiene, social behaviour and cleaning regimes

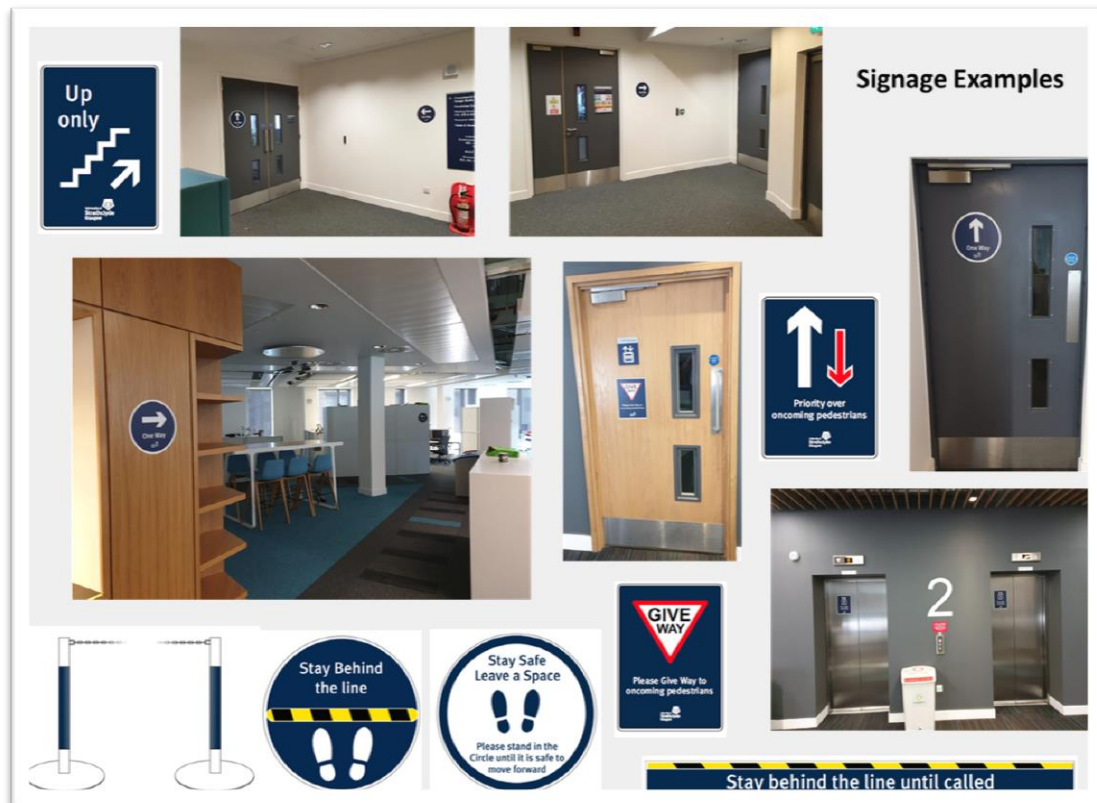
The key protection measures for minimising the spread of COVID-19 in TIC are as follows:

- Do not come to TIC if you are displaying symptoms or you have reason to believe you may be infected with COVID-19. Follow NHS guidance and contact you Manager.



- Maintain social distancing at all times. Keep a 2m distance from others, follow TIC signage markers, one-way systems, do not greet people by handshaking etc.





- Wash hands frequently with soap and water and for a minimum of **20 seconds** or use sanitiser from the various sanitiser stations if soap and water is not available or feasible.
- Avoid touching your face and mouth with your hands.
- Follow personal hygiene etiquette when coughing or sneezing. Dispose of tissues immediately afterwards and then wash your hands.
- Wear face coverings in enclosed public spaces where social distancing may not be possible. Please note, sufficient social distancing measures should be in place in TIC that if followed by everyone, there should be no need for face coverings to be worn within the building.
- Estates Services have reviewed the hygiene and cleaning regimes for the building. Where possible, and subject to cleaning staff resources, there will be an increase in the cleaning frequency of communal contact points such as door handles and lift buttons and the emptying of bins. This will happen during the core opening hours of the building. There is also an additional responsibility on everyone to assist with this where possible by participating in the regular cleaning of your own work areas and shared areas before and after use.

2.1 OCCUPANT CLEANING ACTIVITIES

- Cleaning sprays are available in the kitchen areas.
- Where possible additional cleaning stations may be provided within general areas of the building.
- 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

3. Access and egress

3.1 GENERAL ACCESS

Building operating hours are 08.00-18.00 hours, Monday to Friday.

General building access is by swipe card access via the wheelchair accessible entrance door at the main entrance on George Street (revolving entrance doors are not operational and cannot to be used. Signage, queue and lane floor markings are in place in the foyer entrance as reminders for direct travel and social distancing. These must be adhered to in the building. Additional signage and relevant information will be displayed close to the entrance, including details of Fire Safety Assistants & First Aiders present in the building. If necessary, entry will be regulated so that the building does not result in a bottleneck. Occupants should be patient and observe social distancing requirements on entry (and exit). Building occupants will need to record their physical presence in the building. Hand sanitiser stations are available at entry points and should be used on arrival into the building.

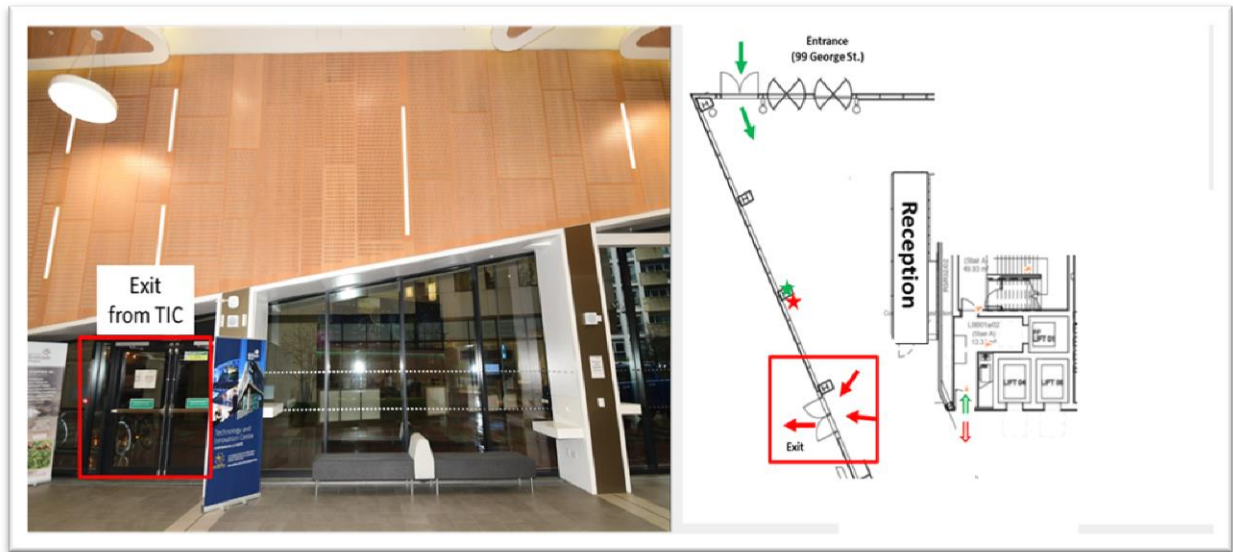
Out of Hours / Red Card access is currently suspended at the present time.



3.2 GENERAL EGRESS

Normal egress from TIC during COVID-19 is through the Emergency exit door set number 22 (which faces onto the Innovo building). These doors have been temporarily designated as the main exit doors of the building. An access card reader is expected to be installed here and cards should be used when leaving the building. Please also remember to record your exit out of the building on the register board close by.

In the event of a fire evacuation, all fire exit doors on level 2 of the building should be used and evacuation is by the nearest available fire stairwell to the outside of the building as normal.



3.3 OCCUPANCY REGISTER

In order to maintain a register of building occupants, 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 also on **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;
- for monitoring the number and approximate locations of Fire Safety Assistants and First Aiders in the building at any given time of the day and also
- 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 the building if they wish.

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

DATE: Monday 29th June 2020

Dept./Group	Name	Level	Fire Safety Assistant	First Aider	IN	OUT
ASP	A. Cross	1				
ASP	K. Ronald	1				
Homeroom	K. Foulds	6				
DMAC	T. McGlone	8				
DMAC	M. Warratha	8				
DMAC	K. Smith	8				
DMAC	V. Ravel	8				
DMAC	D. Bowering	8				
TIC Ops	P. Costello	2				
TIC Ops	K. Gillies	4				
TIC Ops	E. Tate	4				
TIC Ops	M. Ross	2				
Fraunhofer	S. Andrews	5				
Fraunhofer	J.M. Hopkins	5				
Fraunhofer	Exc. Etc.	5				
Fraunhofer						

3.4 ACCESS FOR DELIVERIES

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



3.5 VISITORS AND CONTRACTORS

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 can be relaxed or removed. Staff should not schedule visitors to attend until advised this is possible. Building tours cannot be accommodated at the present time.

Contractors on the other hand 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.

4. Emergency arrangements

The advance notification of who is expected to be in the building and when and where they will be located is important in relation to our building emergency procedures.

Individuals that are Fire Safety Assistants and / or First Aiders, will be communicated and displayed by means on the occupancy register board in the foyer of the building.

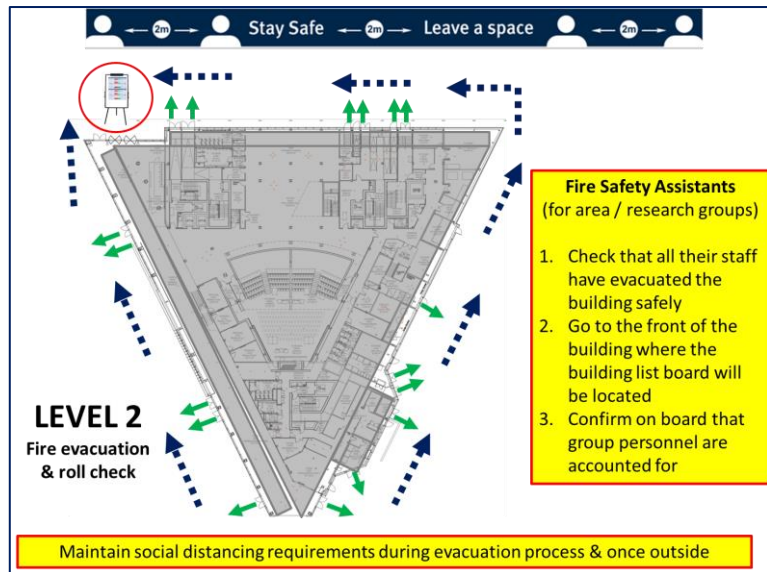
This will show at any one time how many people in these roles are present in the building, where they are located and who they are. As both the numbers of Fire Safety Assistants and total building occupancy numbers are going to be greatly reduced during the initial phases of return, it is unlikely that there will be sufficient Fire Safety Assistants to undertake a full sweep of all locations of the building in the event of a fire alarm evacuation.

4.1 FIRE EVACUATION

On hearing the fire alarm building occupants must leave the building immediately by the nearest available fire exit. Follow the green fire exit signs. Building numbers will be significantly reduced, so it should be possible to adhere to social distancing during the evacuation process. Close doors as you leave and do not use the lifts. On exiting the building, and while maintaining social distancing go to your normal designated assembly point to allow your Fire Safety Assistant to complete a 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 the building on the occupancy register.

Please follow social distancing etiquette and be patient if there is a queue for this. Once FSAs have completed their check-in for their groups, they should return to their group assembly point and await confirmation from security before re-entering the building.



Group Fire Safety Assistants are responsible for ensuring a roll call for their staff is taken and that this is confirmed against the building occupancy register. TIC Reception staff will account for any Estates staff, external contractors and visitors separately via the TIC Reception sign-in book.

4.2 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 notices should be updated with current First Aiders details. All First Aiders must wear appropriate PPE/RPE when administering First Aid Assistance. Please refer to relevant University guidance for First Aiders.

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5. Building and layout changes

5.1 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.

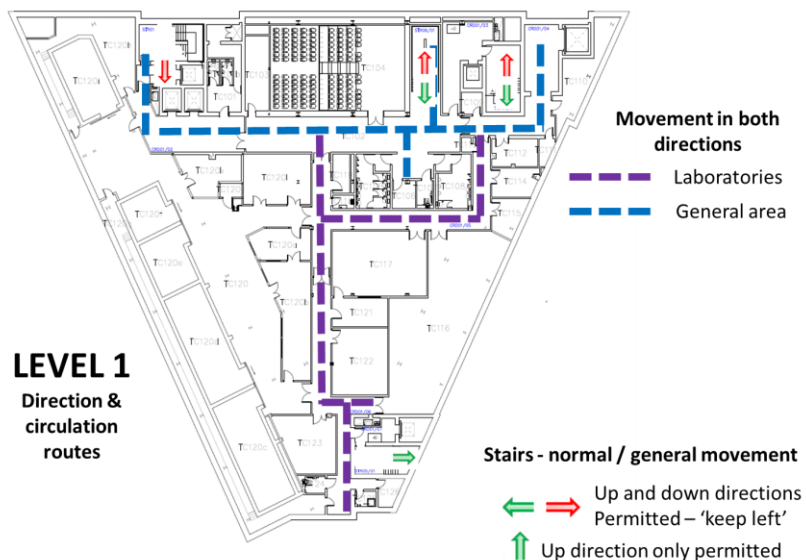
5.2 CIRCULATION SPACES AND CORRIDORS

Where feasible, one-way systems have been created for corridors and walkways, allowing a series of direction loops that persons must follow when moving around the building.

Levels 1-3, 8 and 9 of TIC have layouts, which are not practical for one-way systems to be fully effective, and these have been dealt with differently.

Levels 4-7 of TIC have one-way direction loops in place, with main loops distinguishing between the office and lab areas of the building. All people circulating should walk in single file, keeping away from anyone at the end of a desk run (where applicable). In open plan office sections with desks on both sides, this can be achieved by keeping to the centre of the walkway. Distance signage and queue markers are in place to remind persons to maintain a distance of at least 2m from others.

Level 1 lab corridor occupancy is very low a common sense approach when moving around negates the need to operate a one-way system. Please note core 1 stairwell is quite narrow and it has a downward only direction of travel from level 2 to level 1.



Level 2 of TIC is large enough to accommodate movement in both directions, provided occupants follow signage and social distancing requirements.

LEVEL 2
Direction & circulation routes



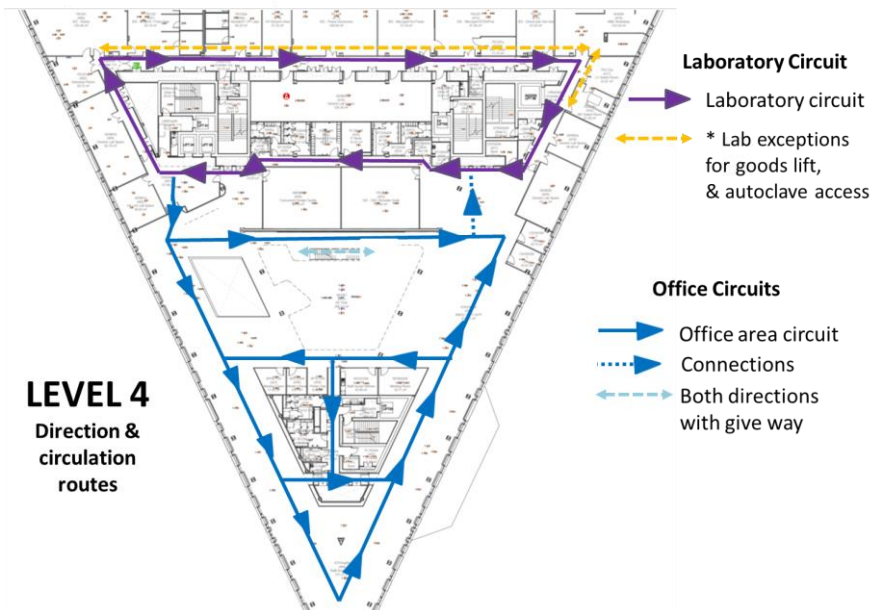
Similarly, with **level 3** of the building, movement in both directions is permitted provided occupants follow signage and social distancing requirements.

LEVEL 3
Direction & circulation routes

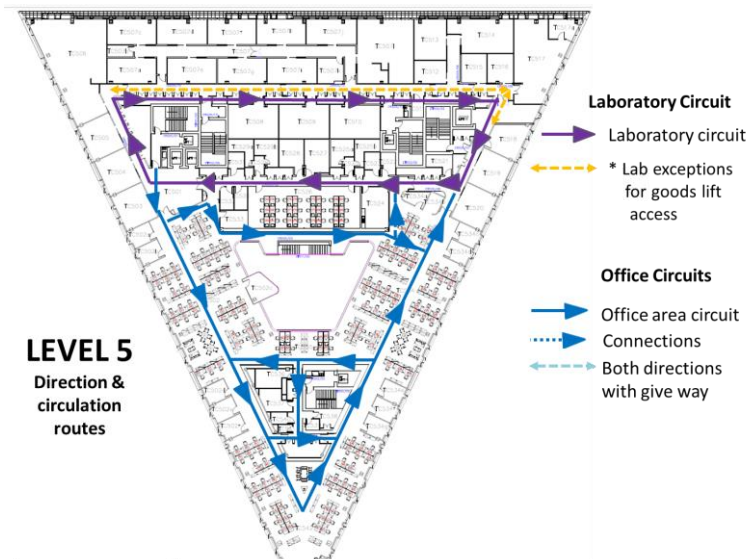


Levels 4-7 of the building follow similar layouts with the office and laboratory areas covered by separate one-way direction circuits. The outer office circuit (blue on the slide) is mainly in an anti-clockwise direction and the laboratory circuit (purple on the slide) is on a clockwise direction. There will be occasions when there are exceptions to this rule, for example, when items are being transported along the laboratory corridor from the goods lift.

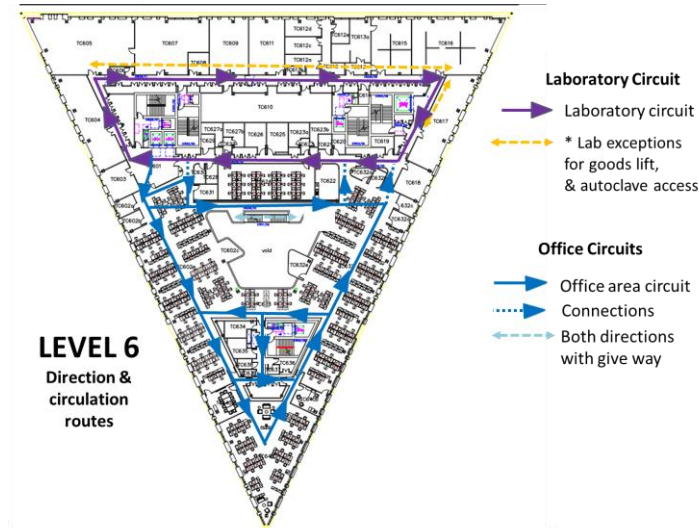
LEVEL 4
Direction & circulation routes



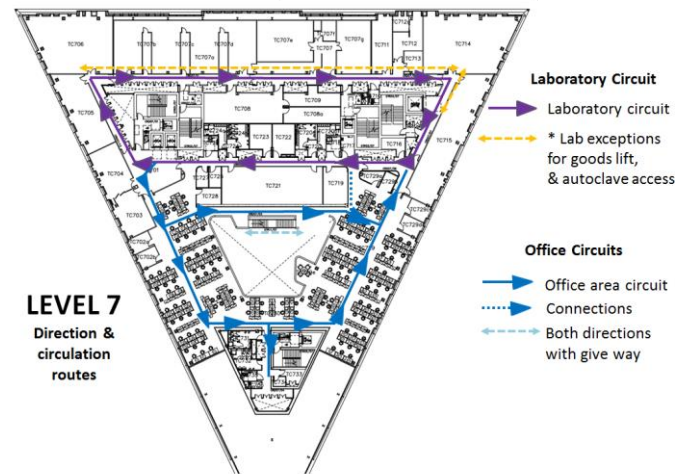
Level 5 circulation and direction routes.



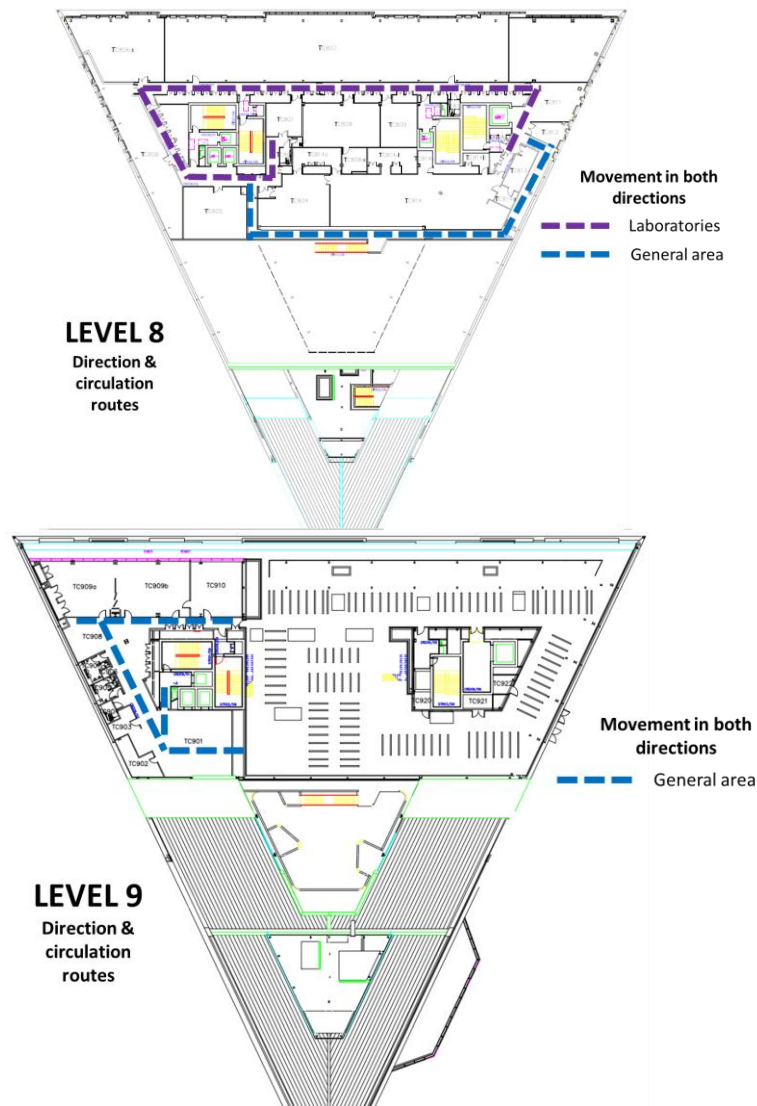
Level 6 direction and circulation routes.



Level 7 direction and circulation routes.



Level 8 operates in an anticlockwise direction and care should be taken by those entering or leaving rooms on this level due to the dead-ends



Level 9 will only have small groups in attendance and all persons should carefully observe social distancing when in the area.

5.3 COMMUNAL KITCHENS

Strictly one person at a time is allowed in the kitchens. Queue dots in place at entrances. Wash hands before touching items and surfaces and clean surfaces and items such as kettle handles, work surfaces etc. before use. Bring in and use your own cutlery and crockery where possible. Wash and dry communal items before use. Do not leave personal items in or out in the kitchen areas. Take home items or store in personal locker or desk when not in use. Where possible, stagger breaks and meal times and encourage staff to bring in prepared lunches. Clean area after use.

5.4 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.

5.4.1 PPE AND NON-PPE

Personal Protective Equipment (PPE) such as 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. This includes cleaning staff carrying out cleaning duties or TIC Ops staff delivering parcels.

If you do not normally wear a facemask or gloves for PPE at work, then you do not need to wear these because of coronavirus.



Facemasks worn as PPE are Respiratory Protective Equipment (RPE) and 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, for example, FFP2 or FFP3 are the normal lab grade masks.

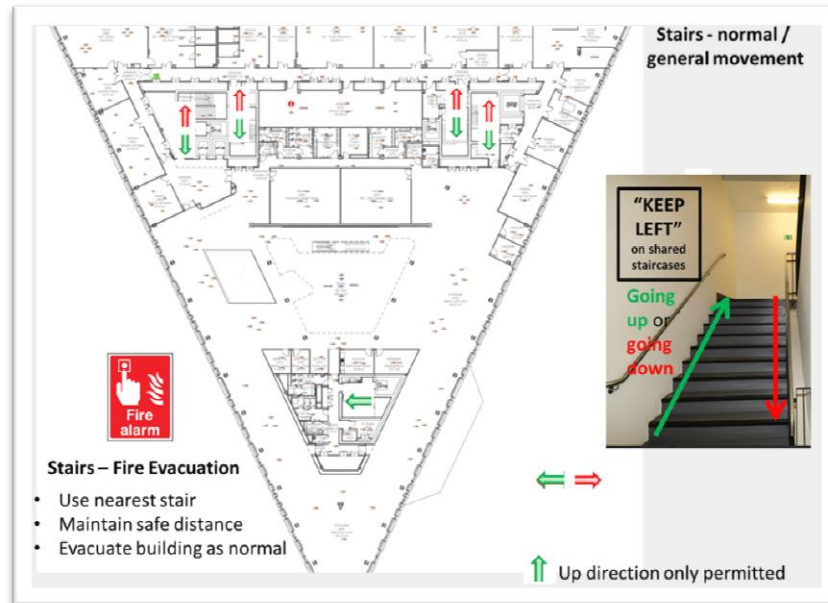
On the other hand, face coverings such as shop bought or homemade face coverings are **not PPE** and should be worn on public transport and in enclosed public spaces. Face coverings are not required to be worn inside the building. Face coverings should not be worn in laboratories. Please refer to relevant University guidance for the provision and use of PPE and face coverings on campus.

The labcoat laundry service currently runs every fortnight but this will be increased to weekly if required and if feasible with the supplier.

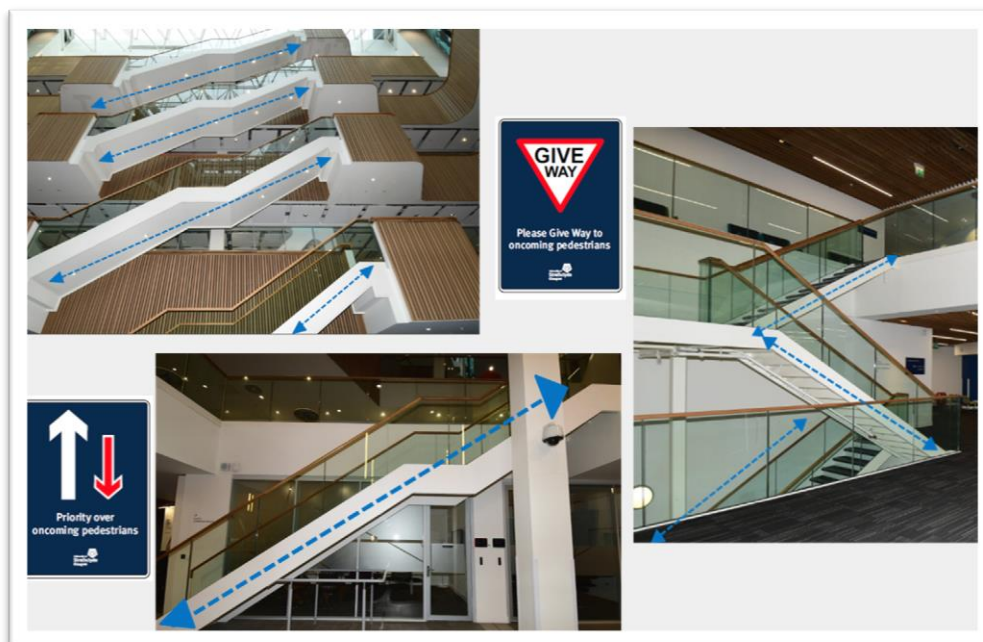
5.5 LIFTS & STAIRCASES

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 the 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.

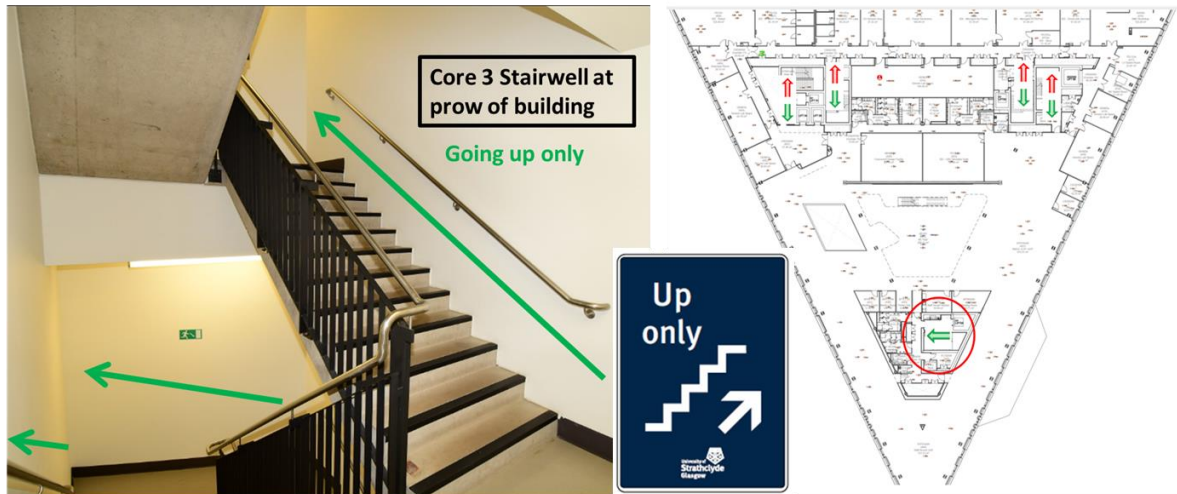
Stairwells on the north side of the building are large enough to allow travel will be in both directions. Signage and non-slip tape will create lanes and indicate appropriate distancing. All persons should 'keep to the left' in the direction of travel and walk in single file at least 2m apart at all times.



The atrium stairs in the core of the building and the mezzanine stairs connection levels 1, 2 & 3 in certain locations, can all be used for both directions of travel, provided that a 'give way' protocol is observed and adhered to.



The stairwell in Core 3 which is towards the prow of the building is narrow and should only be used to travel up the building. However, in the event of a fire evacuation or emergency, it can be used to evacuate the building as normal.



5.6 MAIL AND 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 latest service and for any other query you have in relation to the general mail service.

Mail and printer hubs have queue dots installed and signage indicating the maximum number of people permitted in the area. If deemed necessary, printers and mail locations may be relocated to other temporary locations in the future.

5.7 MEETING ROOMS, CONFERENCE ROOMS AND REFLECTION ROOM

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 possible. All TIC meeting rooms will have a capacity of 2 for a maximum of 15 minutes and 1 for any period exceeding 15 minute. Similarly, the reflection room on level 3 will have a max capacity of 2 at any time and for no more than 15 minutes.



External signage will indicate the maximum number of occupants permitted in the room at any one time.

5.8 OPEN PLAN, COMMUNAL AND SOCIAL SPACES

Departments/groups and 3rd 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 (such as 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 there are suitable barriers or screens are in place. Teams should be kept together as a small social bubble and in minimal numbers where possible.

On the level 4 knowledge exchange hub area. Excess furniture has been relocated or put into storage. Some furniture has being 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 in the building.

Where face-to-face contact is essential, this should be kept to **15 minutes or less** wherever possible. Also as much as possible, keep teams of workers together, and keep the teams as small as possible to have small social bubbles.



5.9 RECEPTION DESK

The Reception foyer has been lined out with additional signage. There are queue lines and floor markings with 2m distance markers in place. Regulated entry and barriers may also be used if necessary. Clear protective screens have been erected for face-to-face interactions at the desk and sanitising wipes/sprays are available.

5.10 TOILETS, SHOWERS AND CHANGING AREAS

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 the 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.

6. Operational changes

6.1 RECEPTION

TIC Reception operating hours are: 08.00-18.00 Hours (Monday – Friday).

Either one or two will be present during normal building hours. Staff 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 staff rather than physically presenting at the desk.

6.2 TIC STORES

TIC Stores operating hours are: 08.00-16.30 (Monday – Friday).

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 will encourage the use of buzzer. PPE such as disposable gloves to be worn when handling deliveries in any direction.

7. Monitoring and 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 contain its transmission.

By monitoring compliance, we can:

- evaluate how effective the safety measures and arrangements are working in TIC;
- 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; and
- we can use this feedback from others for review and improve our arrangements; and then 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.

8. Training Induction Declaration

This completes the TIC Building induction for our new working arrangements. Should you have any queries or questions relating to any of the items covered in this document or on the TIC Induction presentation, please direct your query to TIC Reception, TIC Safety or to your local safety representative.

Additional information can also be found in a variety of locations, such as the University safety and coronavirus web pages and you will continue to receive communications from a number of sources as phases change or following our reviews.

We very much hope that the implementation of these changes, help to reassure you that we take both your and everyone else’s safety very seriously and that we very much look forward to welcoming you back to TIC when the time is right.

Finally, we now require you to complete and send an email declaration that you have watched and understood this presentation to TIC-Reception as part of the process for re-access into the building.

9. Appendices

9.1 REFERENCES & USEFUL INFORMATION

- 1 Scottish Government: Coronavirus in Scotland
<https://www.gov.scot/coronavirus-covid-19/>
- 2 Scottish Government: Coronavirus Phase 2 Update (18 June 2020)
<https://www.gov.scot/publications/coronavirus-covid-19-framework-decision-making-scotlands-route-map-through-out-crisis-phase-2-update/>
- 3 Scottish Government: COVID-19: framework for decision making - Scotland's route map through and out of the crisis (21 May 2020)
<https://www.gov.scot/publications/coronavirus-covid-19-framework-decision-making-scotlands-route-map-through-out-crisis/>
- 4 Scottish Government: Coronavirus (COVID-19): guidance
<https://www.gov.scot/collections/coronavirus-covid-19-guidance/>
- 5 Scottish Government: Business and physical distancing
<https://www.gov.scot/publications/coronavirus-covid-19-business-and-physical-distancing-guidance/>
- 6 Scottish Government: Social distancing in non-healthcare public services
<https://www.gov.scot/publications/coronavirus-covid-19-social-distancing-in-non-healthcare-public-services/>
- 7 Scottish Government: Public use of face coverings
<https://www.gov.scot/publications/coronavirus-covid-19-phase-2-staying-safe-and-protecting-others/pages/face-coverings/>
- 8 UK Government – Working safely during Coronavirus
[UK Government Social Distancing Information](https://www.gov.uk/government/publications/uk-government-social-distancing-information)
- 9 UK Government – Guidance for employers and businesses on Coronavirus (COVID-19)
[Guidance for Employers & Businesses on COVID-19](https://www.gov.uk/government/publications/guidance-for-employers-and-businesses-on-covid-19)
- 10 UK Government - Shielding and protecting people defined on medical grounds as extremely vulnerable
[Guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-people-defined-on-medical-grounds-as-extremely-vulnerable)
- 11 UK Government: Working safely during coronavirus (COVID-19)
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>
- 12 UK Government: Working safely during coronavirus (COVID-19) – labs and research facilities
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/labs-and-research-facilities>
- 13 UK Government: Working safely during coronavirus (COVID-19) – offices and contact centres
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>
- 14 UK Government: Our plan to rebuild the UK (COVID-19) – (updated 12 June 2020)
<https://www.gov.uk/government/publications/our-plan-to-rebuild-the-uk-governments-covid-19-recovery-strategy/our-plan-to-rebuild-the-uk-governments-covid-19-recovery-strategy>
- 15 UK Government: COVID-19 decontamination in non-healthcare settings
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- 16 NHS: Check if you have symptoms
<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
- 17 NHS: COVID-19
[NHS COVID-19 Latest Information](https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/)
- 18 University of Strathclyde: Coronavirus
<https://www.strath.ac.uk/coronavirus/>
- 19 University of Strathclyde: Guidance Note: Coronavirus (COVID-19) Guidance for First Aiders
(See SHaW webpages as not currently available at time of writing this document)
- 20 University of Strathclyde: Guidance Note: Coronavirus (COVID-19) Provision and Use of PPE and Face Coverings on Campus
(See SHaW webpages as not currently available at time of writing this document)
- 21 Health & Safety Executive: Coronavirus latest information and advice
<https://www.hse.gov.uk/news/coronavirus>
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