

# University of Strathclyde

## Department of Physics



Induction for staff and students returning  
to work in the John Anderson building

Updated 08 September 2020

# Covering

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

- Health consideration
- Working hours
- Entering and exiting the building
- Occupancy register
- Moving around the building
- Communal and social spaces
- Personal hygiene, social behaviours and cleaning regimes
- Emergency arrangements : fire, first aid & security
- Monitoring, compliance & further information

# Health

Only staff and students who are not showing signs of illness will be permitted to work in the John Anderson building.

If you are unwell with a new continuous cough, a high temperature and loss of smell or taste before coming into work or live with someone that has symptoms you should not attend and inform your line manager or PI.

If you become ill in work you will be sent home immediately.

<https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect/>

# Health

## High risk groups

Some groups of people are considered to be at extremely high risk of severe illness with coronavirus (COVID-19) and should rigorously follow shielding measures.

This is to protect them from coming into contact with the virus.

Those identified should not leave their home to come to work. NHS Scotland will have provided you with a letter if you have a condition that requires you to shield.

Advice on extremely high risk groups can be found here:

<https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-physical-distancing>

# Health

## Increased risk groups

People who are at increased risk of severe illness from coronavirus should strictly follow social 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, to ensure they understand how they can maintain social 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 higher risk groups can be found here:

<https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-physical-distancing>

# Working Hours

Normal working hours are between 8am and 6pm Monday to Friday.

It is possible to get out-of-hours access (up to 10pm on weekdays and weekend access, 8am-6pm) to complete experimental tasks that cannot be achieved during normal working hours. Staff/PGRs need to be approved in advance for this level of access (their cards need to be activated for this) and requests, justifying the need, should be submitted to John Gillan. This out-of-hours access scheme will proceed on a trial basis.

You must liaise with your PI or line manager to confirm the hours you will be timetable to work

General access will not be allowed and Out of Hours 'Red Card' Access is **suspended until further notice**

# Entering and exiting the JA building



Enter and exit the John Anderson building via the main back door on Level 1 or the main front door on level 5 only. Access card should be used when entering and exiting through either of these doors.

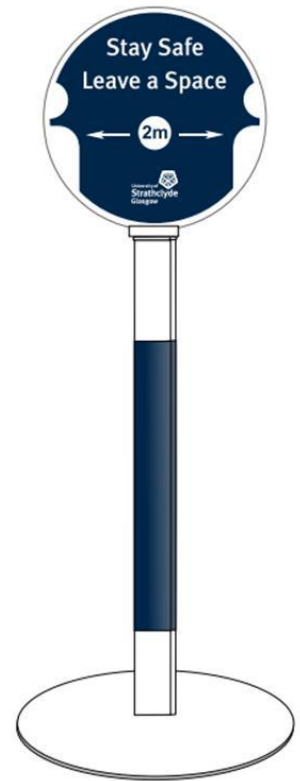
One person entering at a time ensuring social distancing. Please stand 2 metres apart while waiting to enter.

The new corridor interlock swipe access doors on levels 1,2,6,7,&8 will be active for Track and Trace purposes.

Wash your hands in the sinks provide in the toilets or use hand sanitiser immediately after entering the building.

## Fire Exits and Evacuations

All fire door exits remain operational as per normal (pre Covid 19) circumstances. Fire exit doors should only be used for emergency evacuation of the building.



# Occupancy register



All individuals must register their presence in the building and individual rooms using the ULab system <https://www.ulabequipment.com>. Please do this before arrival, for example during the preceding day.

## 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 building that you will be present in
- Select room number from the 'Equipment' list (on the right side)
- Click on the Booking link at the bottom of the screen
- Select 'add a booking'

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



# Screen shots from Ulab


Select your level of the JA

 Labs ▾

**Name**

-  C19\_JA\_Level 1
-  C19\_JA\_Level 2
-  C19\_JA\_Level 3
-  C19\_JA\_Level 4
-  C19\_JA\_Level 5
-  C19\_JA\_Level 6
-  C19\_JA\_Level 7
-  C19\_JA\_Level 8

Select room number from 'Equipment' list on the right

 C19\_JA\_Level 1 ▾

**Lab details**



-  edit details
-  edit floorplan
-  usage report
-  manage free/busy slots
-  manage sundry items
-  Add to watch list
-  lab diary
-  QR codes (pdf, all equipment)

**Owner:** Paul McKenna

**Contact:** Mr John Gillan

- Equipment**
- ▶ 1.11a
  - ▶ 1.14 - workspace 1
  - ▶ 1.14 - workspace 2
  - ▶ 1.14a
  - ▶ 1.16
  - ▶ 1.17 - workspace 1
  - ▶ 1.17 - workspace 2
  - ▶ 1.17 - workspace 3
  - ▶ 1.17 - workspace 4
  - ▶ 1.18 - workspace 1
  - ▶ 1.18 - workspace 2
  - ▶ 1.18 - workspace 3
  - ▶ 1.18 - workspace 4
  - ▶ 1.18 - workspace 5
  - ▶ 1.18 - workspace 6

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

<< today >> July 27th, 2020 - July 31st, 2020 day working week full week

Monday July 27th, 2020	Tuesday July 28th, 2020	Wednesday July 29th, 2020	Thursday July 30th, 2020	Friday July 31st, 2020
8AM				
9AM				
10AM				
11AM				
12PM				
1PM				
2PM				
3PM				
4PM				
5PM				

9:00 am to 6:00 pm TEST  
Gabrielle Weir approve decline

9:00 am to 5:00 pm  
Paul McKenna approve decline

# Moving around the JA building

Two persons will be allowed in each lift at any given time.  
If waiting for a lift please following social distancing floor signs.  
Please use stairs where possible.

Stairs can all be used in both directions by 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).

Keep to the left in corridors and follow a 'give way' protocol where possible. Follow any 'one way' systems in place (e.g. in narrow corridors or stair wells) – see the following slides.

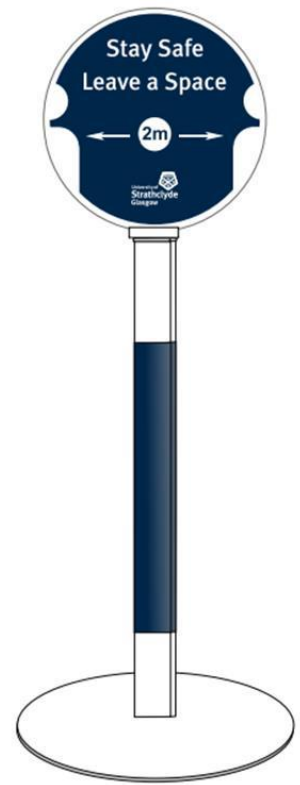
Please stay at least 2 metres apart from other people at all times, including when entering the building, going through doors and when using the card access readers.



**PLEASE KEEP  
2 METRES APART**

# Obey signage

## Door signs:










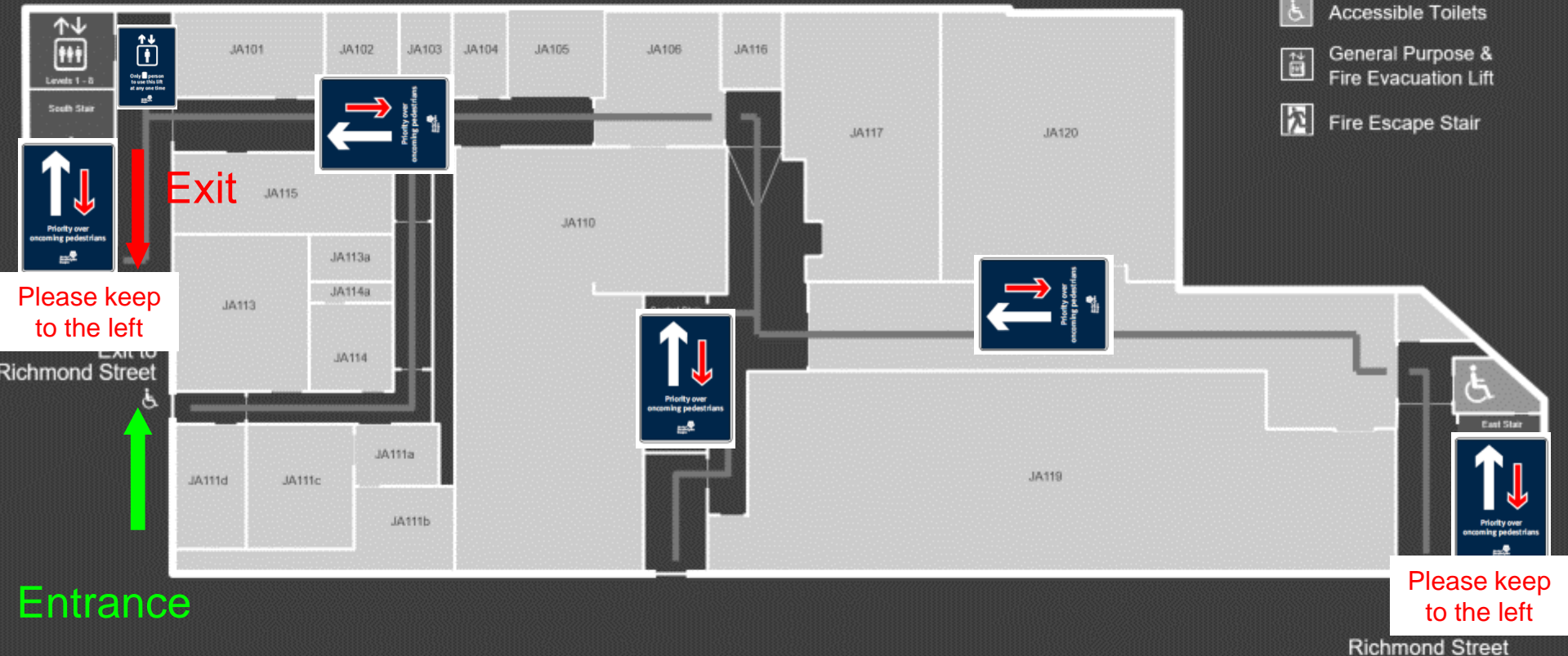
## Floor signs:



# Level 1









## Key

-  You are here
-  Circulation & Escape Route
-  Male Toilets
-  Female Toilets
-  Accessible Toilets
-  General Purpose & Fire Evacuation Lift
-  Fire Escape Stair



# Level 2

## Key

-  You are here
-  Circulation & Escape Route
-  Male Toilets
-  Female Toilets
-  Accessible Toilets
-  General Purpose & Fire Evacuation Lift
-  Fire Escape Stair
-  General Purpose Lift



## Level 3





# Level 4



Entrance Exit





# Level 6



# Level 7



# Level 8



Assembly Point  
Concourse main  
entrance (level 5)

Please keep to the left

Please keep to the left

## Key

- You are here
- Circulation & Escape Route
- Male Toilets
- Female Toilets
- General Purpose & Fire Evacuation Lift
- Fire Escape Stair

# Fire safety

## ***On Hearing the Fire Alarm***

- Leave the building immediately by the nearest exit
- **Do not social distance during evacuation.**
- Close doors as you leave.
- Lifts must not be used.
- **Wait at assembly point outside the building staying 2 metres apart.**
- Do not re-enter the building until you are told to so by security staff.

Please ensure you have completed the online Fire Safety Awareness course.

This is on Myplace and takes ~10 minutes to complete. 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.

# First Aid

**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

All First Aiders must wear appropriate PPE/RPE when administering First Aid Assistance.

# Physical distancing in other parts of the John Anderson building

## **Social Areas**

The 2 m physical distance rule applies to all areas.

## **Kitchen hubs**

Only 1 person will be allowed in at a time. Please follow a 'one in, one out' protocol.

## **Toilets**

Only 1 person will be allowed in at a time.  
Please knock the door and call before entering.

## **Lifts**

Two persons will be allowed in each lift at a time.

## **Photocopy room**

One person will be allowed in the photocopy room at a time.

# Hygiene, Behaviour & Cleaning

- Maintain physical distancing at all times (2m, no handshaking etc.)
- Wash hands frequently with soap and water for a minimum of 20 seconds or use hand sanitizer
- 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.





# Hygiene, Behaviour & Cleaning

- 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



# Hygiene

## **Food and Drink**

Do not bring in food that has to be heated.

Do not share food and drink.

Avoid leaving food open and exposed.

Do not share cutlery or crockery.

## **Shower Room**

Clean shower before and after use and remove personal toiletries.

## **Meeting/Office Rooms**

All bookings have been suspended.

Meeting rooms will be used for office space.

Clean the room before and after use.

# PPE and Non-PPE

## Personal Protective Equipment (PPE) Gloves

- Disposable nitrile gloves should not be worn when moving between laboratories and other parts of the building.

## **Face Coverings**

- Face coverings that are shop bought or home made are not PPE. They are encouraged on campus and should be worn in relation to mandatory requirements such as on public transport. They should be worn when people are moving about the University in corridors and indoor communal areas (including toilets) as well as other areas of campus where 2 metre physical distancing cannot be guaranteed. If a face covering becomes wet or soiled when you are using it, it should be replaced immediately with a clean one. Reusable face coverings should be washed after use,
- If you are unable to wear a face covering, a face visor or face shield can be worn as it does provide a limited level of protection.
- Face coverings should not be worn in laboratories if they impede with other safety measures in place.

# Disposable gloves

Follow specific COSHH and risk assessments for use of gloves for individual tasks.

## Safe removal of disposable gloves:



# Face masks

Face masks are not recommended for normal spaced working (2 metres) but are additional PPE required for working in shared small space small rooms (under 2 metres).

You will be required to wear a surgical mask type IIR in areas where the 2 metre physical distance cannot be maintained.

2 or more person manual handling tasks require a minimum of a type IIR mask but require a separate risk assessment to be carried out.



# Applying and removing your face covering

When applying or removing the covering, it is important that you first wash your hands with soap and water for 20 seconds and avoid touching your face, or use hand sanitiser if hand washing facilities are not available.

When wearing your face covering:

- Ensure it is clean and functional;
- Ensure the face covering fits well and covers your mouth, nose and chin;
- Do not share your face covering with anyone else;
- Be mindful of those who have different communication, health and disability needs (see Section 4.6);
- Replace it with PPE, if this has been identified by risk assessment.

# HOW TO WEAR A MEDICAL MASK SAFELY

[who.int/epi-win](https://www.who.int/epi-win)

## Do's →



Find the top side, where the metal piece or stiff edge is



Ensure the colored-side faces outwards



Place the metal piece or stiff edge over your nose



Wash your hands before touching the mask



Inspect the mask for tears or holes



Cover your mouth, nose, and chin



Adjust the mask to your face without leaving gaps on the sides



Avoid touching the mask



Remove the mask from behind the ears or head



Keep the mask away from you and surfaces while removing it



Discard the mask immediately after use preferably into a closed bin



Wash your hands after discarding the mask

## Don'ts →



Do not Use a ripped or damp mask



Do not wear the mask only over mouth or nose



Do not wear a loose mask



Do not touch the front of the mask



Do not remove the mask to talk to someone or do other things that would require touching the mask



Do not leave your used mask within the reach of others



Do not re-use the mask

**Remember that masks alone cannot protect you from COVID-19. Maintain at least 1 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.**



# Monitoring & Compliance

The consequences of illness from Covid-19 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 are 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

Please now 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 this induction presentation and the 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:

- Signage displayed around the building
- Department safety communications
- Line mangers and group leaders
- John Gillan (Deputy Safety Convener) and Adrian Cross (Departmental Safety Convener)