



Building Operating Arrangements



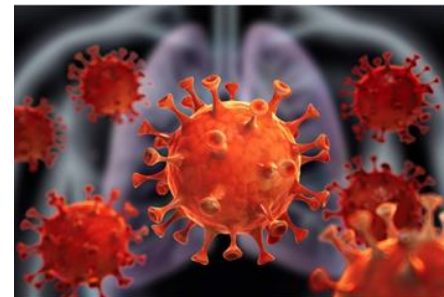
Returning to TIC

17 Sept 2021 (v4.0)

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
- **Building and layout changes**
Bike store; Circulation spaces and corridors; Communal kitchens; Laboratories; Lifts and staircases; Mail and printer hubs; Meeting rooms; conference rooms & reflection room; Open plan offices, communal and social spaces; Reception desk; Toilets, showers and changing areas
- **Operational Changes**
Reception; TIC Stores; Shared Facilities; Communication and information
- Monitoring, compliance & further information
- Training Induction Declaration



Hygiene, Behaviour & Cleaning

- Do not come to TIC if you are displaying symptoms or you have reason to believe you may be infected. (Refer to [University Covid-19 Safe Return to Campus information](#) if unsure)
- Maintain social distancing as indicated by signage or instruction
- 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 communal and shared spaces and/or where indicated by signage or risk assessment
- Enhanced hygiene and cleaning regimes for high contact points initiated.



Cleaning by occupants



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eCOSHH 7441(rev2)

- Cleaning sprays are available on all office levels
- 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.
- Wash hands after cleaning.



Catering Sanitiser
(Kitchens)



Pine Disinfectant Cleaner
(Office & general areas)

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

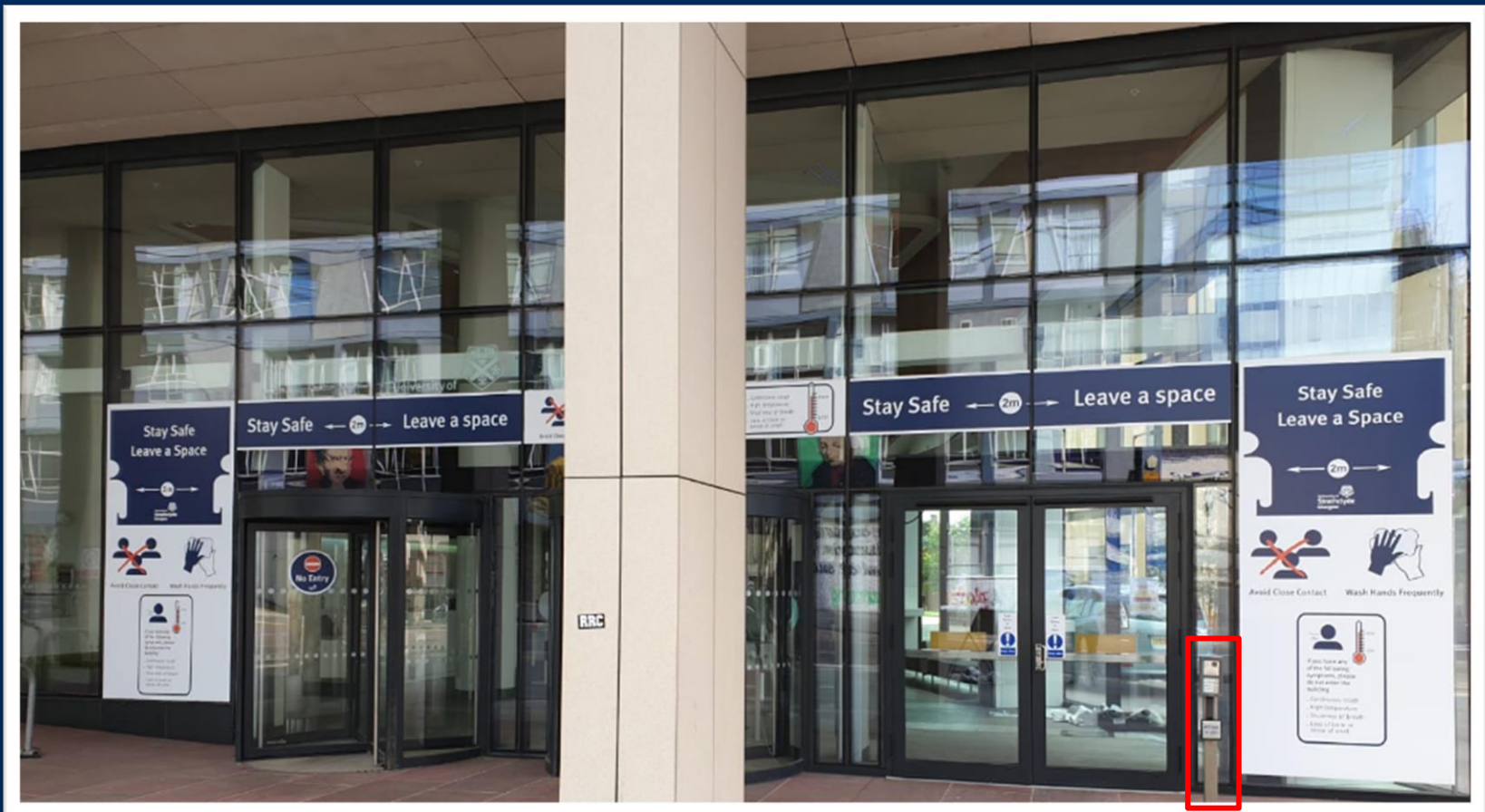
Labs - Clean benches and chairs before and after use.



Cleaning
Station



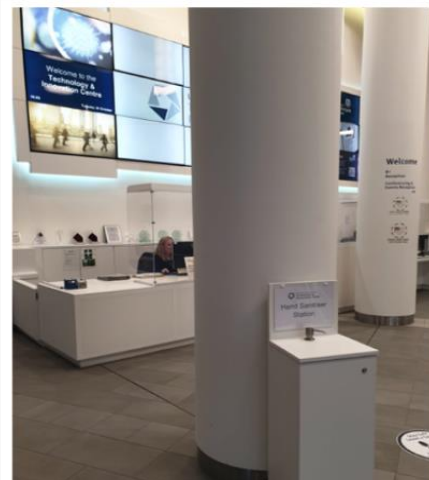
Access & Egress



General access into TIC



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

Out of Hours 'Red card' Access:
Outside of normal working hours and at weekends

Badge In/ Badge Out

In order that we can manage building evacuations safely during reduced occupancy levels, card readers have been installed at the entry and exit doors and must be used on both entry to AND exit from TIC.

Access to the building will be controlled via the entrance reader. When you present your card you will be added to the building roll call

Please ensure that when you leave the building, you badge out at the reader at the exit door. This will remove you from the roll call.



Badge IN on ENTRY



Badge OUT on EXIT

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 Marshals and First Aiders in the building at any given time of the day
- For use in a building evacuation

A magnetic marker piece will be available to indicate your presence in/departure From the building. You should only touch your own marker during the day and they will be carefully sanitised before use the next day.



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

Visitors & Contractors



Visitors

- Visitors to TIC must follow the relevant University guidance on access.
- Continue to use remote technology for meetings where possible.
- Do not schedule visitors to attend unless appropriate risk assessments and approvals are in place.

Contractors

- 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.

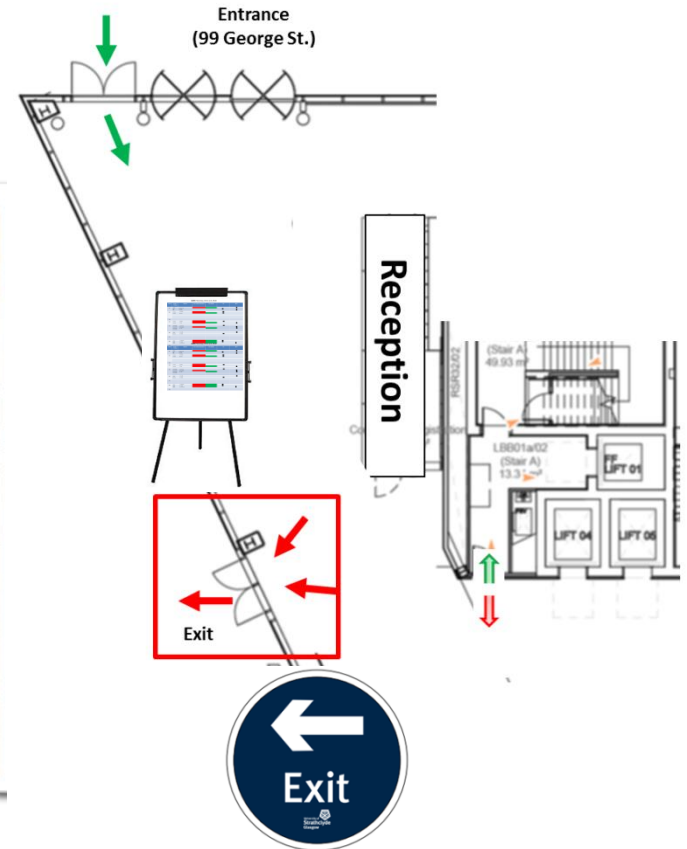
Egress from TIC



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Building egress (towards Inovo 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 or unless specifically agreed upon) 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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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						

EXAMPLE



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.



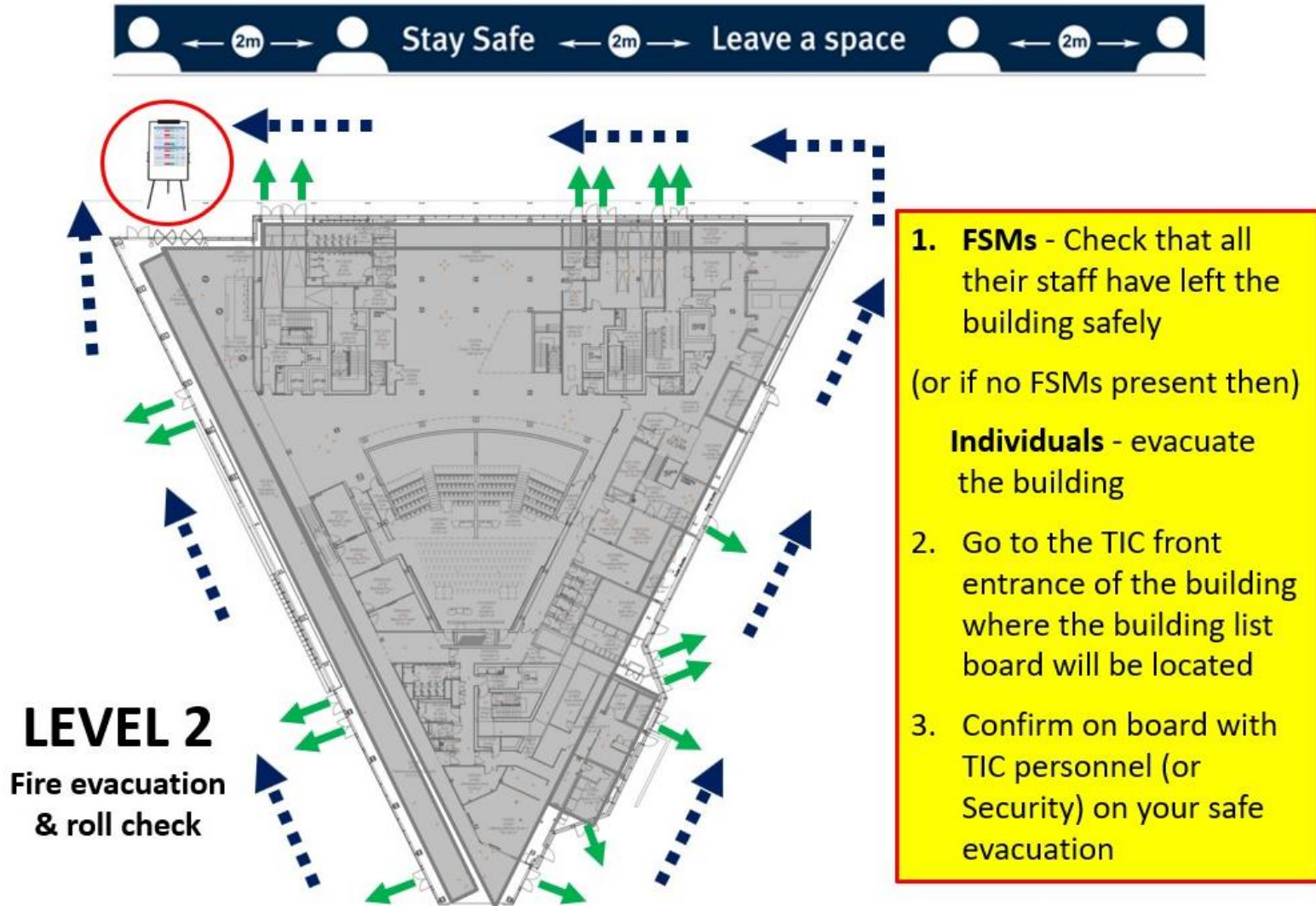
- On exiting the building, and while maintaining social distancing. Make your way to the area outside TIC reception so that you can be accounted for. Once this is done, please make your way to your normal muster point
- Where applicable Group Fire Safety Marshals (FSMs) should mark off their group names as having safely evacuated the building on the occupancy register
- Where there are insufficient Fire Safety Marshals, individuals will be required to make the staff managing the incident aware that they have evacuated safely.

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

Fire evacuation & check-in



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Maintain social distancing requirements (if possible) 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 and should refer to the latest [University guidance for First Aiders](#).

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:

For example:

- Minor injuries and illnesses
- Bumps, bruises, scrapes, small cuts

In office hours:

Action:

- Call a departmental First Aider (details provided locally and in the Departmental CHS Arrangements)
- Call Security on Ext 2222 if a departmental First Aider is unable to attend the incident promptly
- The First Aider should assess the situation promptly and either:
 - 1) Administer First Aid within their training capacity, or
 - 2) Call for First Aid Assistance from Security (Ext 2222) if required.
- If hospital treatment is required Security (Ext 2222) will co-ordinate transportation by taxi to the nearest hospital

Out of office hours:

Action:

- Call Security (Ext 2222)

In URGENT situations where the person:

For example:

- Is in cardiac arrest
- Is experiencing a medical emergency (i.e. stroke, diabetes, epilepsy, asthma)
- Has significant trauma (i.e. spinal injury, amputation, significant head injury)
- Has completely stopped functioning
- Is at imminent risk of harm to them self or others and judgement is impaired
- Is violent or threatening violence
- Is disorientated and out of touch with reality
- Expresses suicidal thoughts

In office hours:

Action:

- Call Security on Ext 2222 and request an ambulance and assistance
- Call a departmental First Aider or Mental Health First Aider (details provided locally and in the Departmental CHS Arrangements)
- The First Aider should assess the situation promptly, take charge and administer First Aid within their training capacity until assistance arrives
- In the event of a cardiac arrest locate the nearest AED (preferentially discharged) by a trained First Aider, otherwise follow the voice prompts

Out of office hours:

Action:

- Call Security (Ext 2222)

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

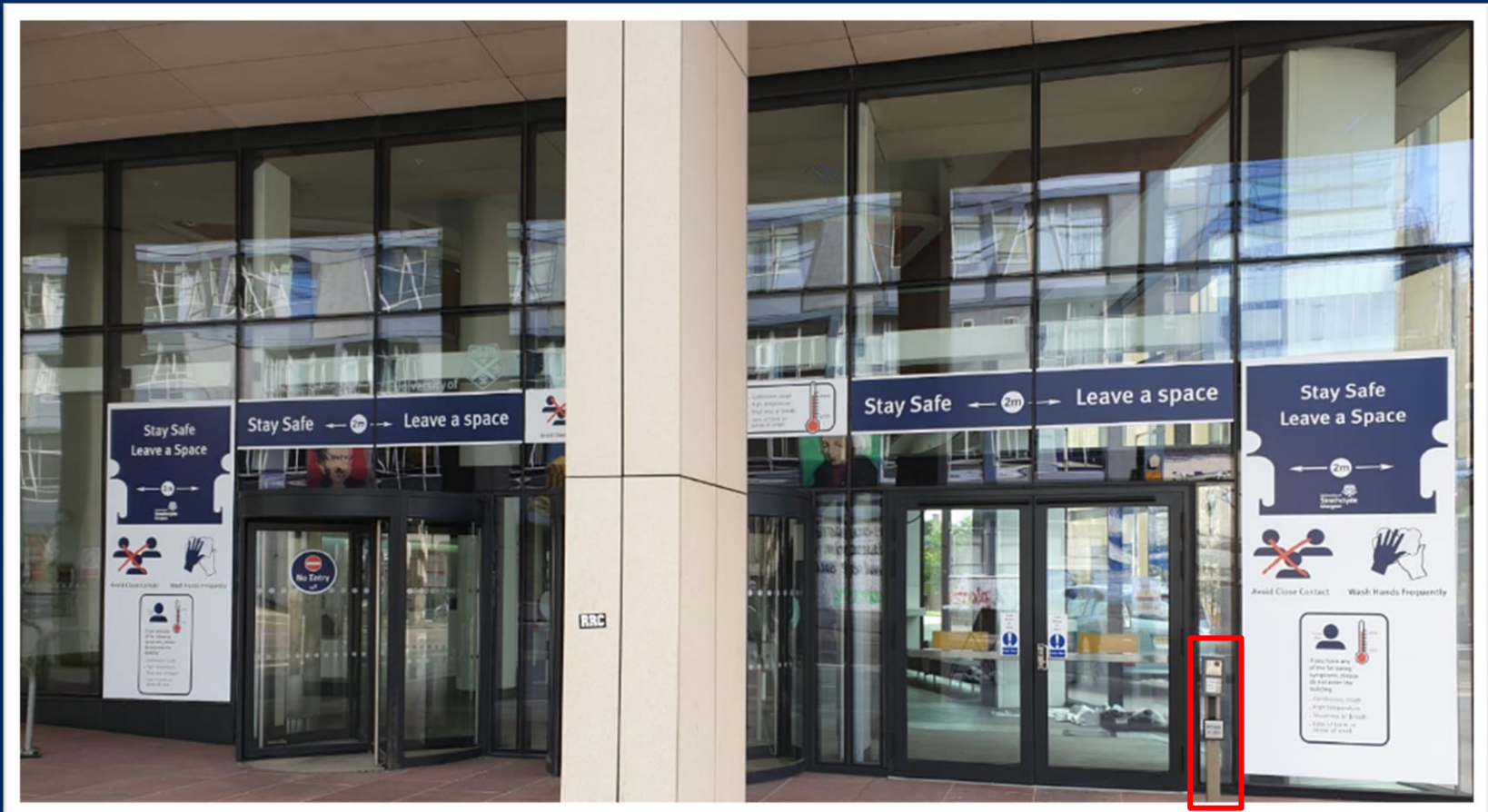
DATE: Monday 29th June 2020

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. Warrache	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						



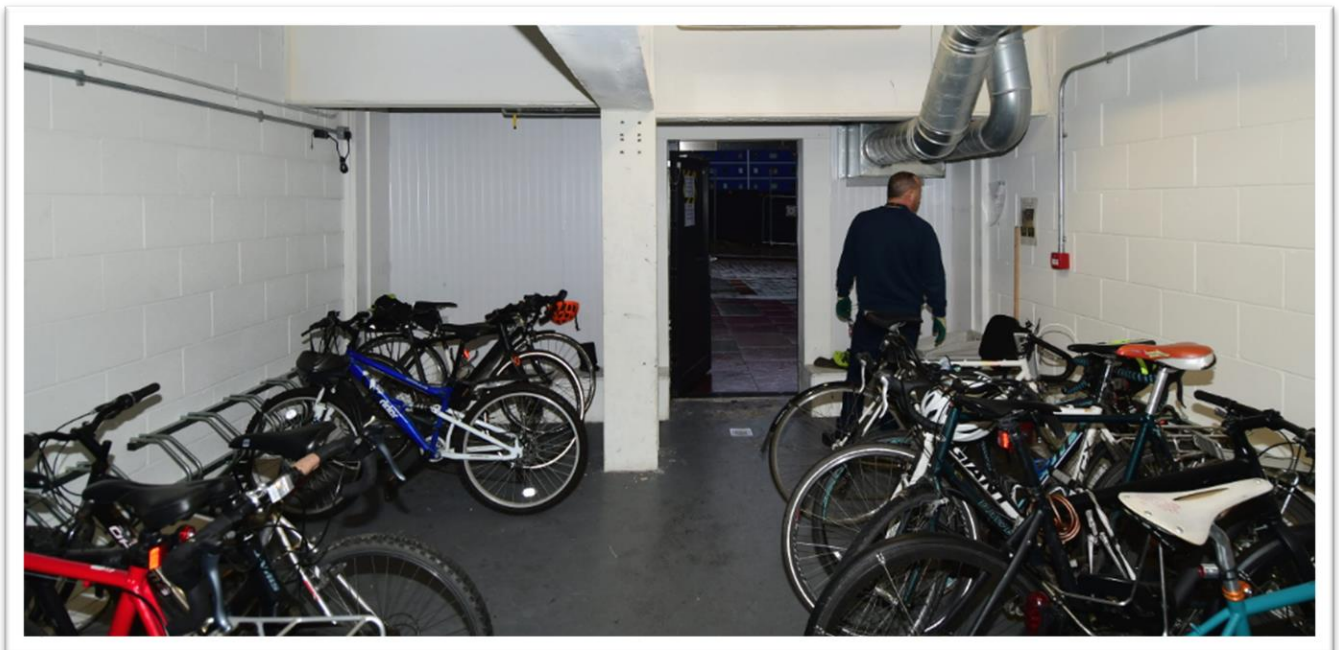


Building & Layout Changes



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.
- Due to the large area and good ventilation, two persons are permitted access at any one time. However, face coverings should be worn.
- If bike store cannot be used, users should use the nearby bike racks to store their cycle.



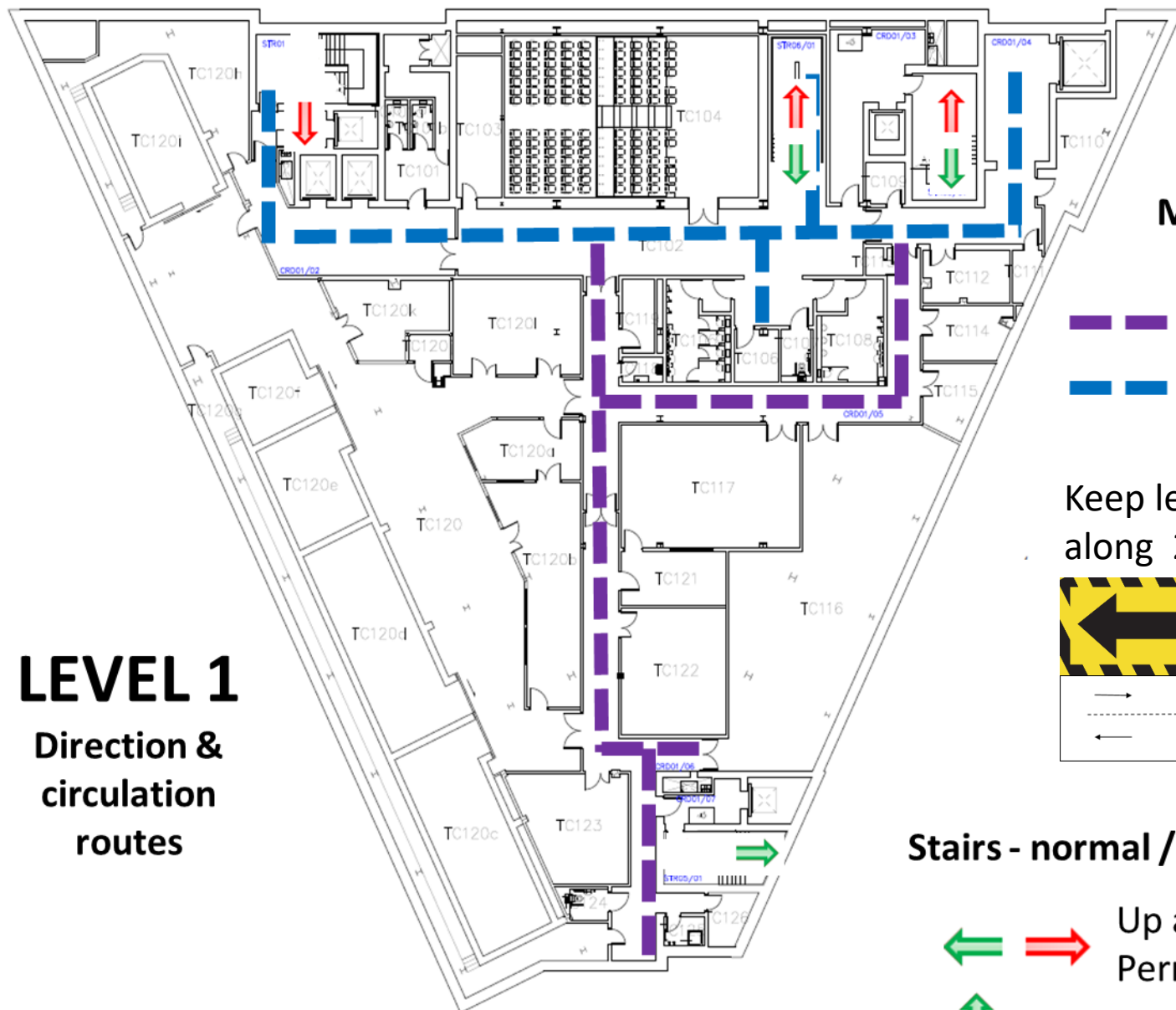


Circulation Spaces & Corridors

NOTE: These are likely to change in the future. Details of any changes will be communicated

LEVEL 1

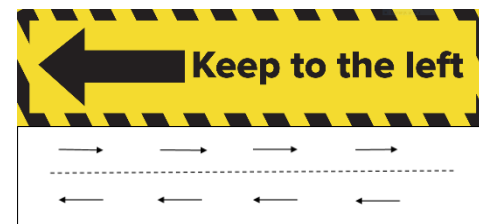
Direction & circulation routes



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

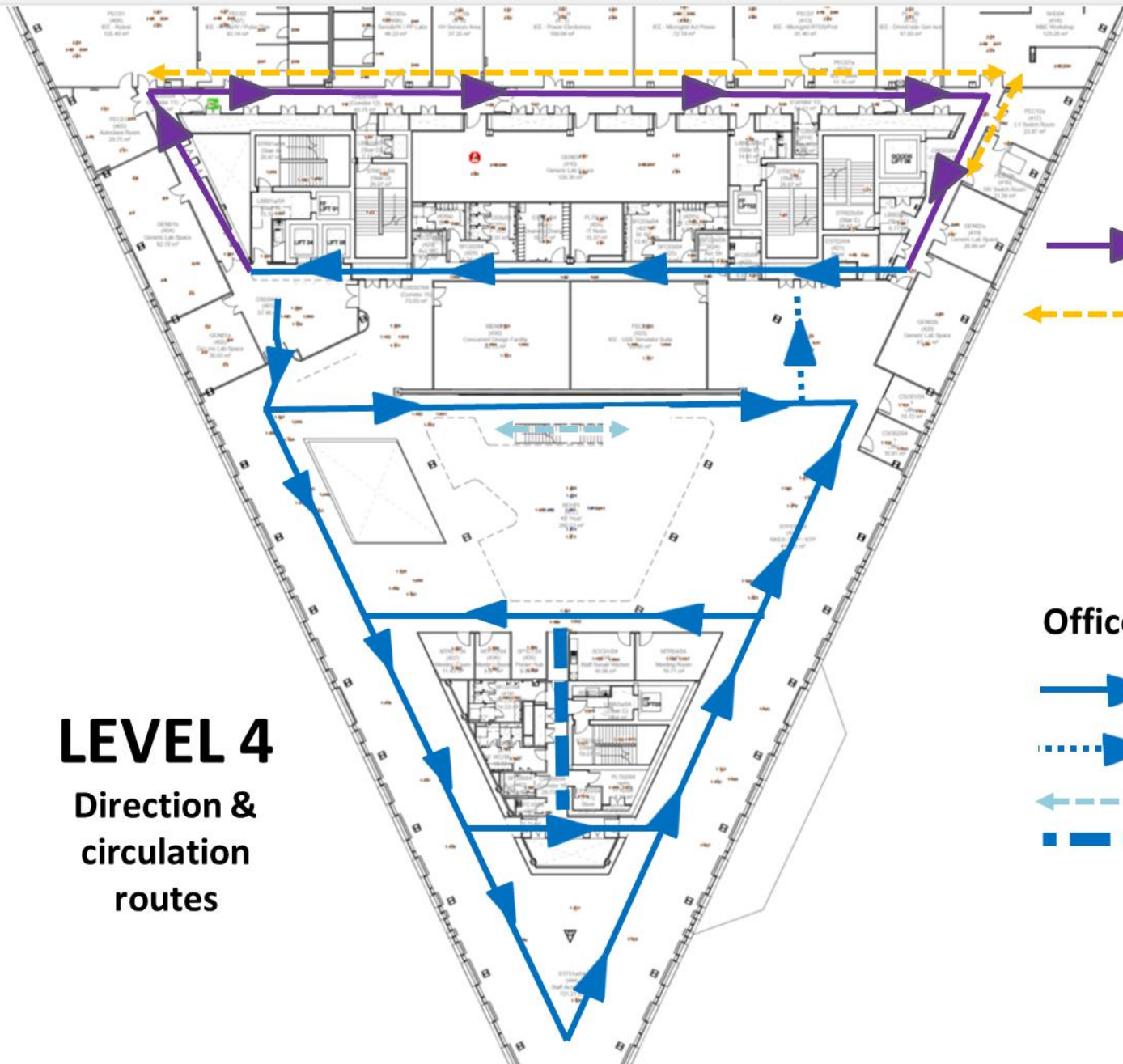
Keep left when walking along 2 way corridors



Post Occupation Exact-Built™ - Level 4

LEVEL 4

Direction & circulation routes



Laboratory Area



Laboratories



* Lab exceptions
for goods lift,
& autoclave access

Office / Open Plan Area



Office area



Connections



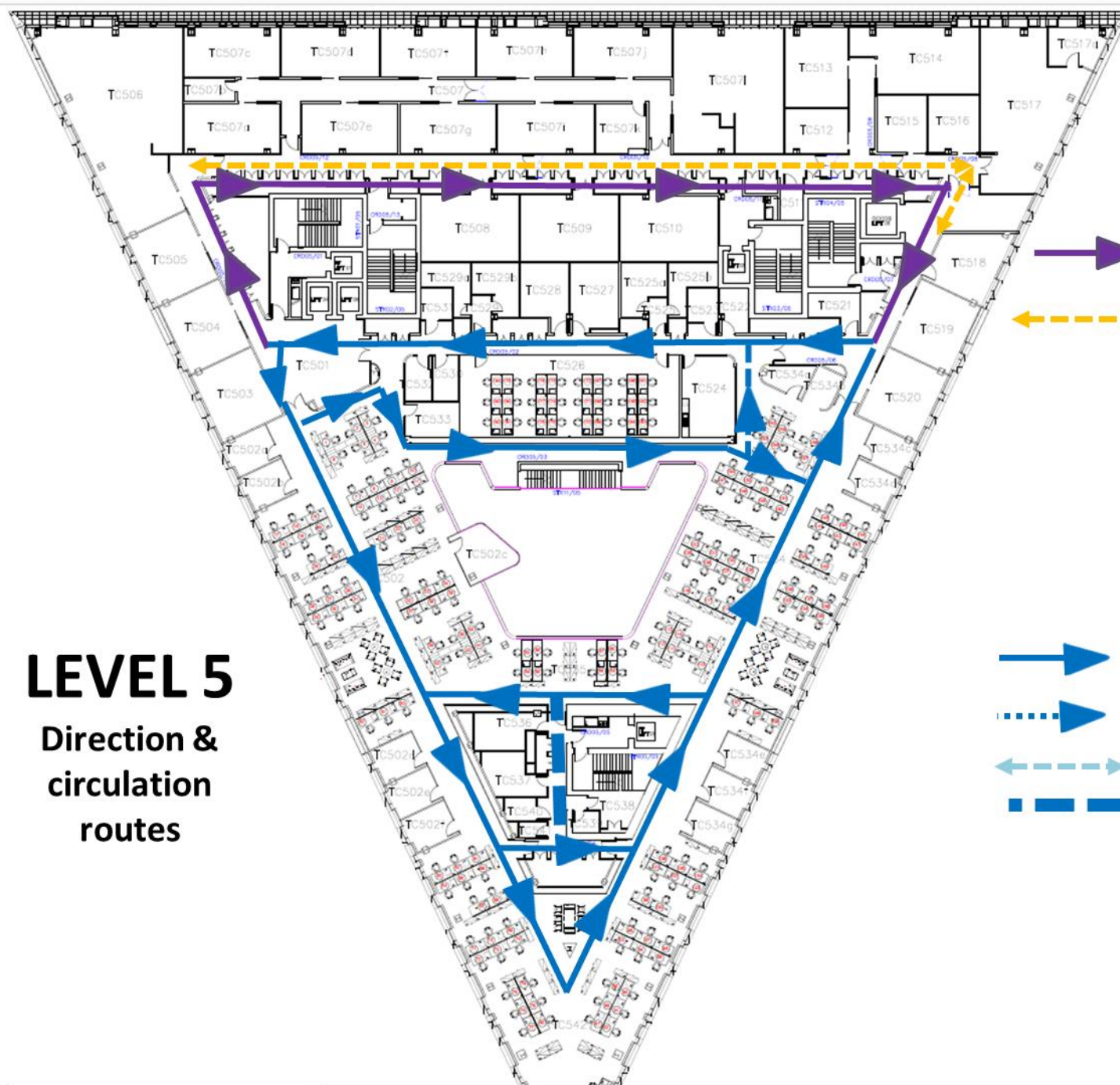
Both directions



with give way

LEVEL 5

Direction &
circulation
routes



Laboratory Area

Laboratories

* Lab exceptions
for goods lift
access

Office / Open Plan

Office area

Connections

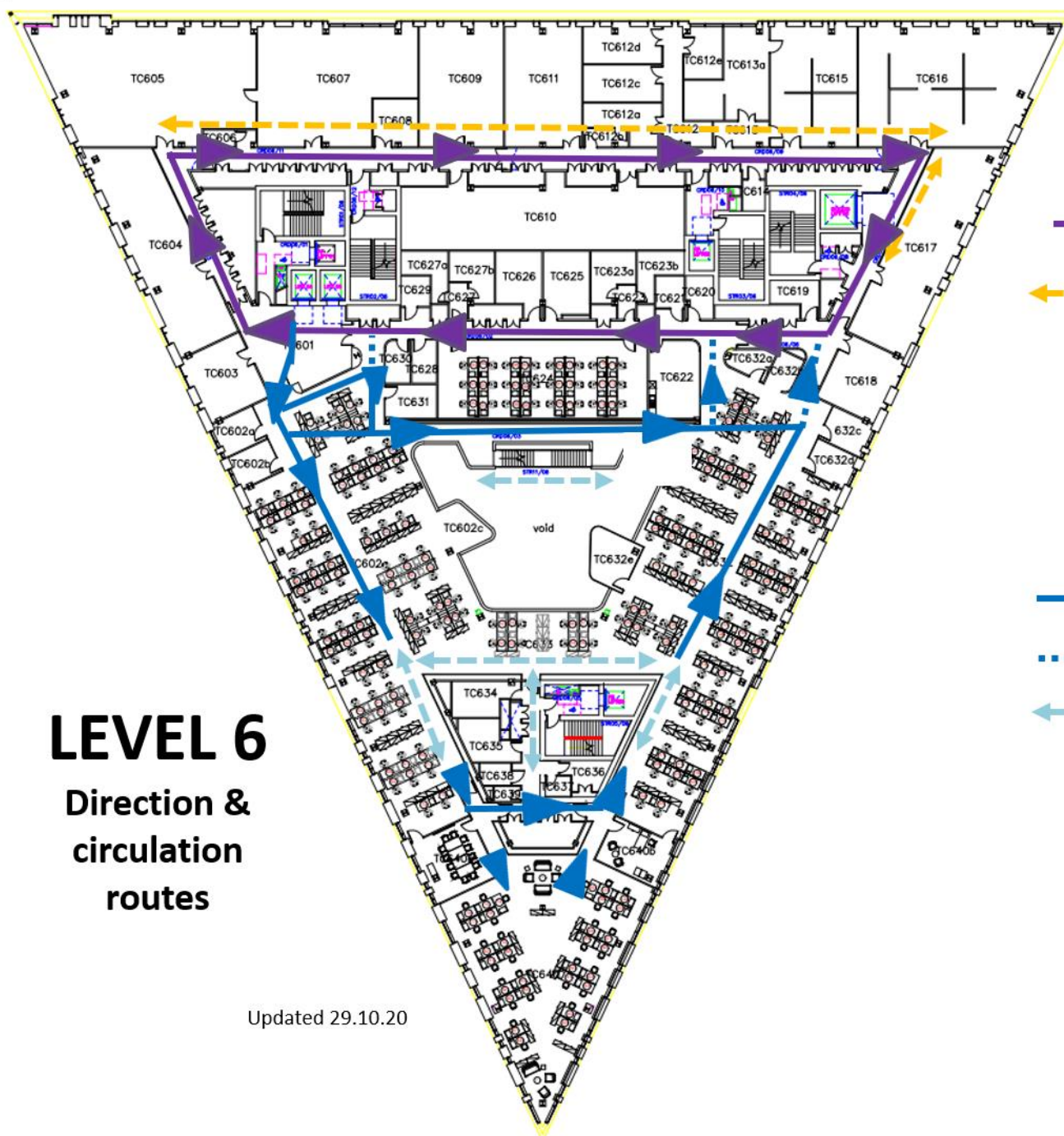
Both directions

with give way

LEVEL 6

Direction &
circulation
routes

Updated 29.10.20



Laboratory Circuit



Laboratory circuit



* Lab exceptions
for goods lift,
& autoclave access

Office Circuits



Office area circuit

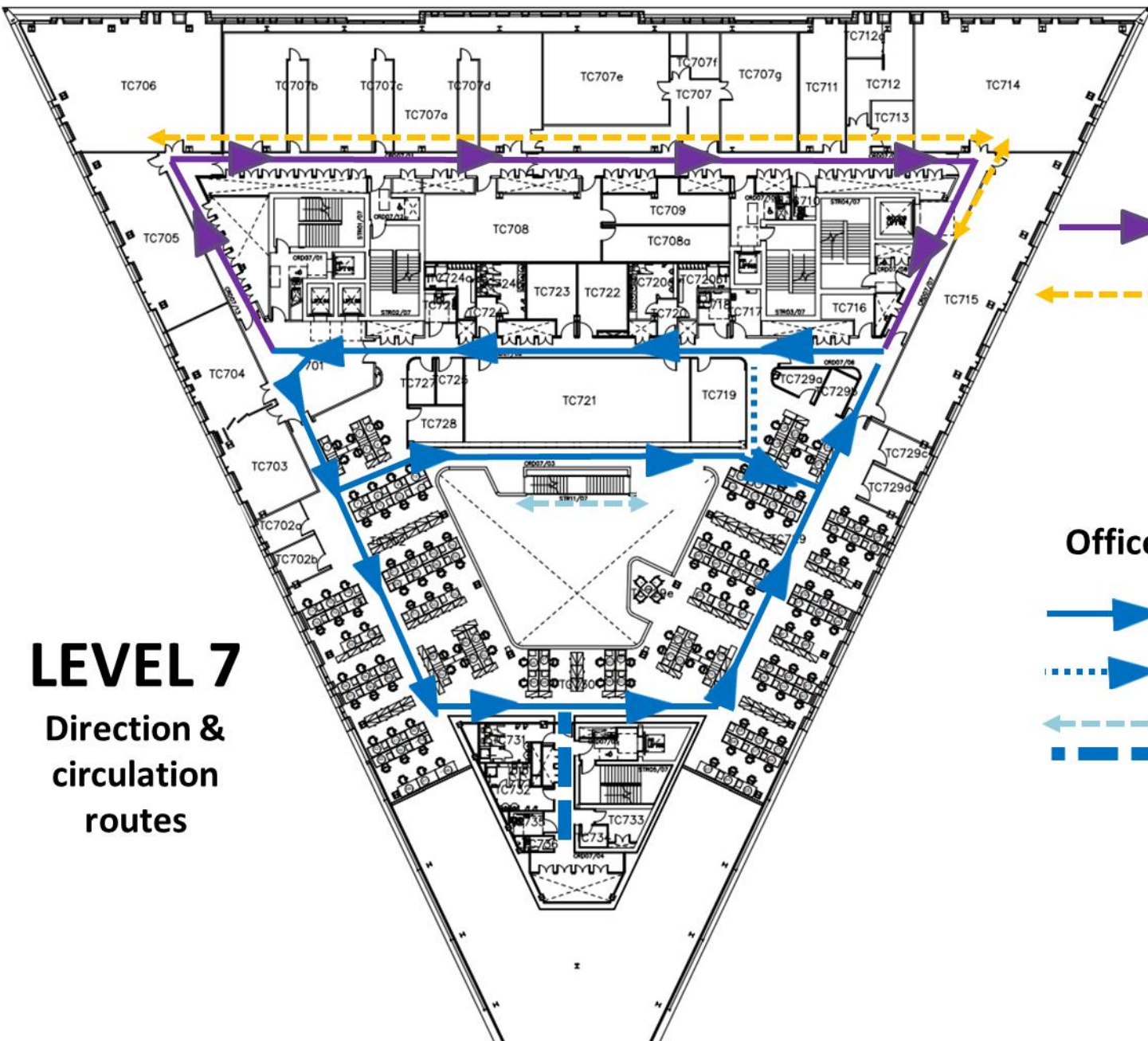


Connections



Both directions
with give way

LEVEL 7 Direction & circulation routes



Laboratory Area

Laboratories

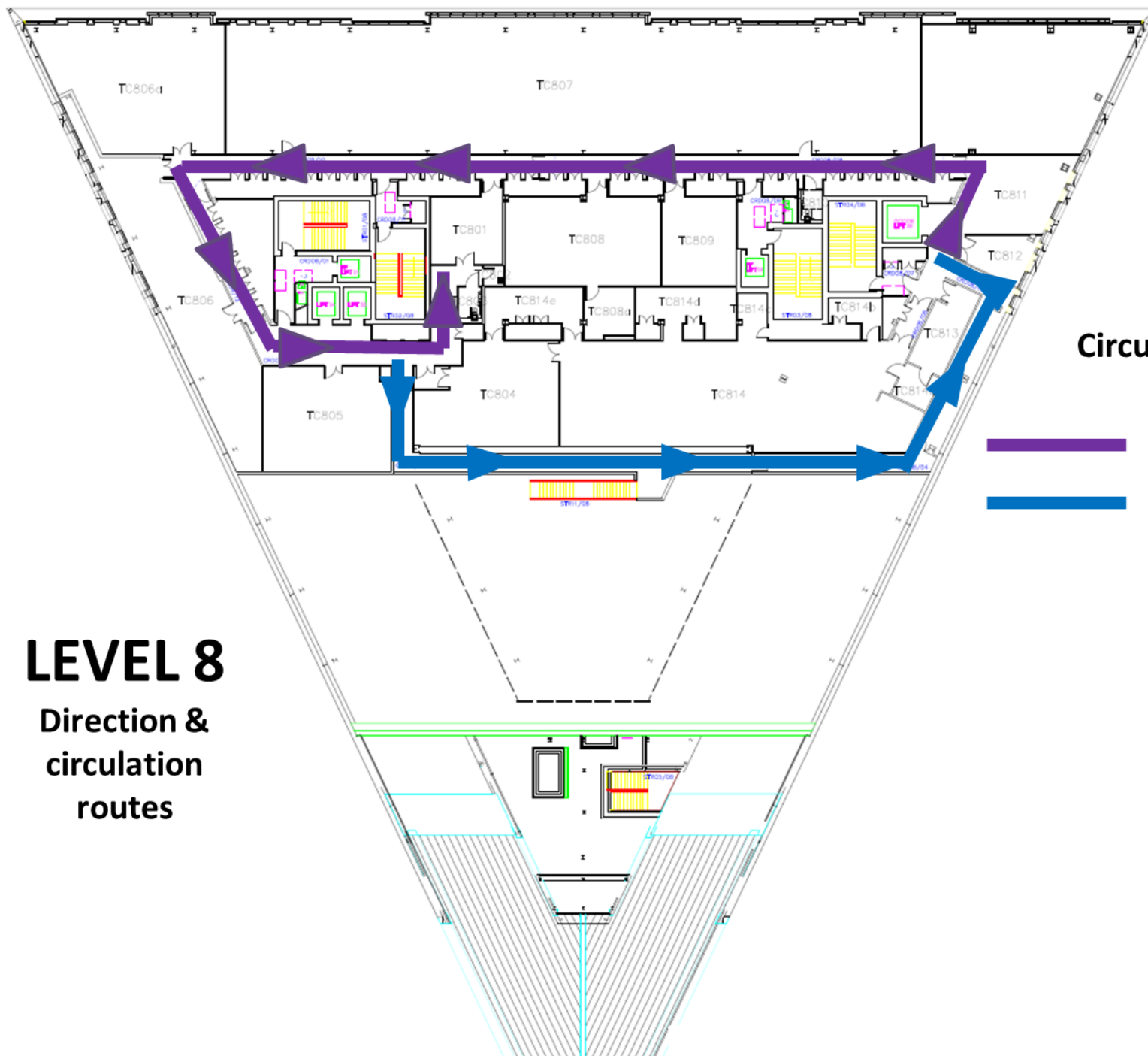
* Lab exceptions for goods lift, & autoclave access

Office/ Open Plan Area

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

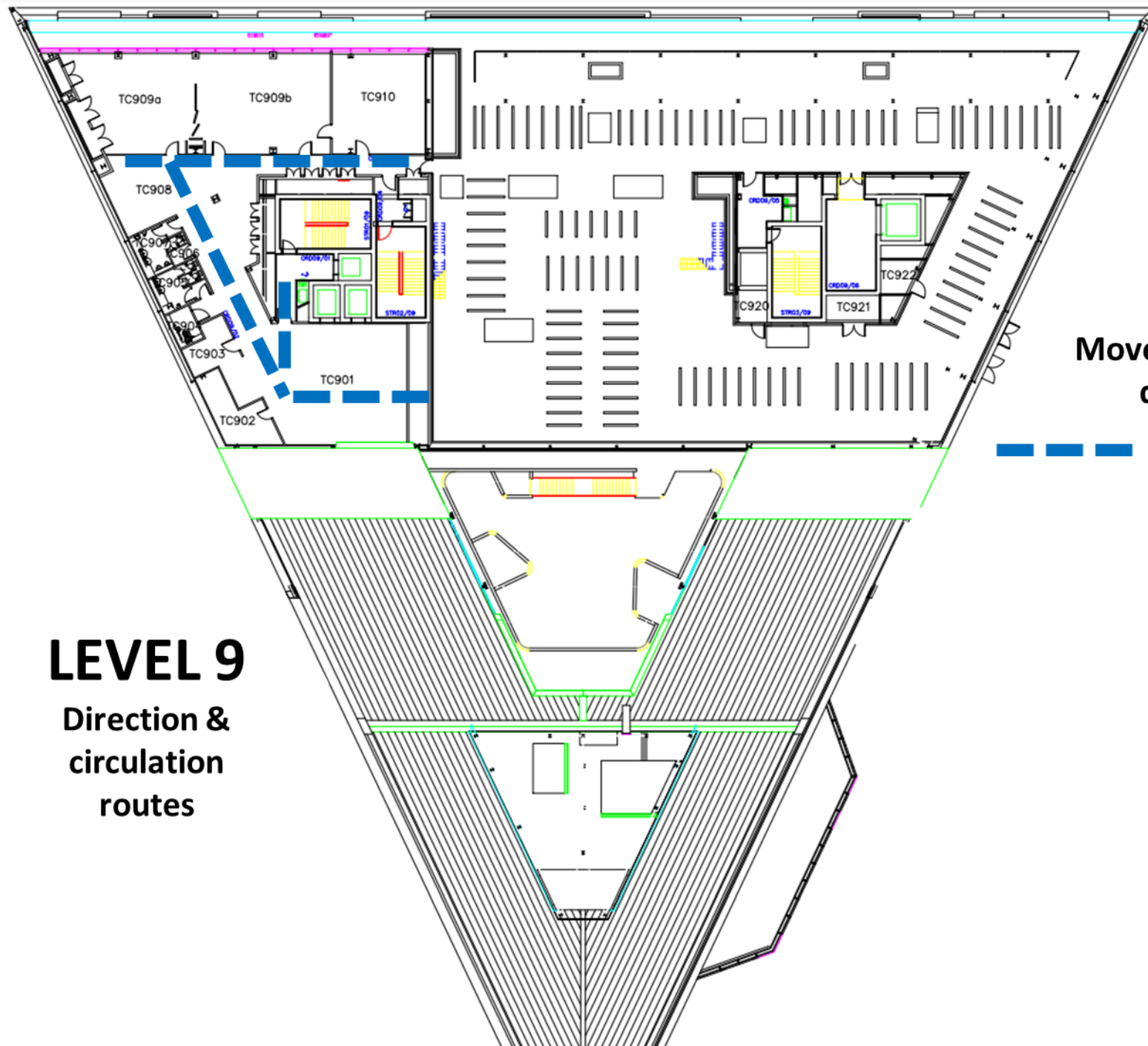
LEVEL 8

Direction &
circulation
routes



Circulation Route

-  Laboratories
-  General area



**Movement in both
directions**

General area

LEVEL 9
Direction &
circulation
routes

Communal Kitchens

- Follow current/latest guidance on occupancy and social distancing in kitchen areas.
- Wash hands before touching items and surfaces and clean surfaces and items with food safe sanitiser sprays provided e.g. kettle handle, work surface before use
- Follow sanitiser instructions on use and refer to eCOSHH 7441 (rev2)
- 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
- Wash hands after cleaning



Catering Sanitiser
(Kitchens)

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.

PPE & Non-PPE



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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**
- Please check your local risk assessment and refer to the latest [University guidance on the use of PPE and face coverings](#) on campus.



Labcoat Laundry Service

- Currently every fortnight – contact TIC Stores for details

Lifts

- People are encouraged to use the stairs where possible, rather than use the lifts
- Follow and adhere to occupancy and use signage for the lifts
- 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
- Face coverings must be worn in lifts (unless exempt)



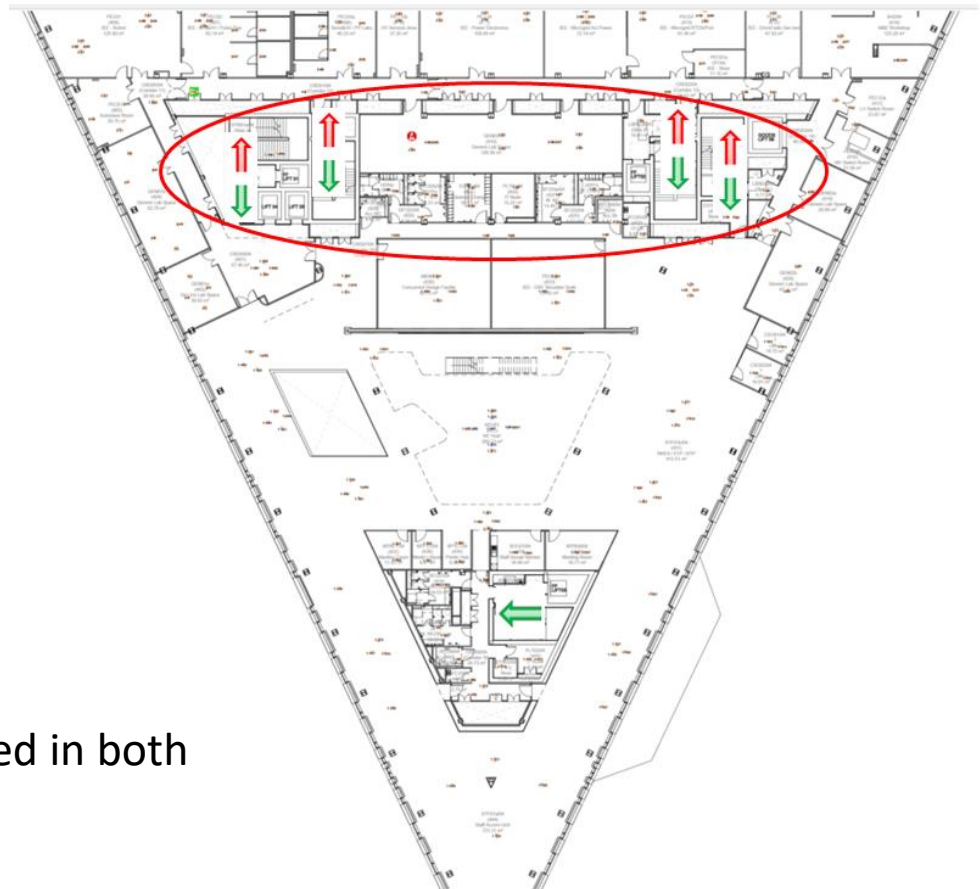
Staircases



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People should keep to the left in the direction of travel on stairwells and walk in single file whilst adhering to social distancing signage.

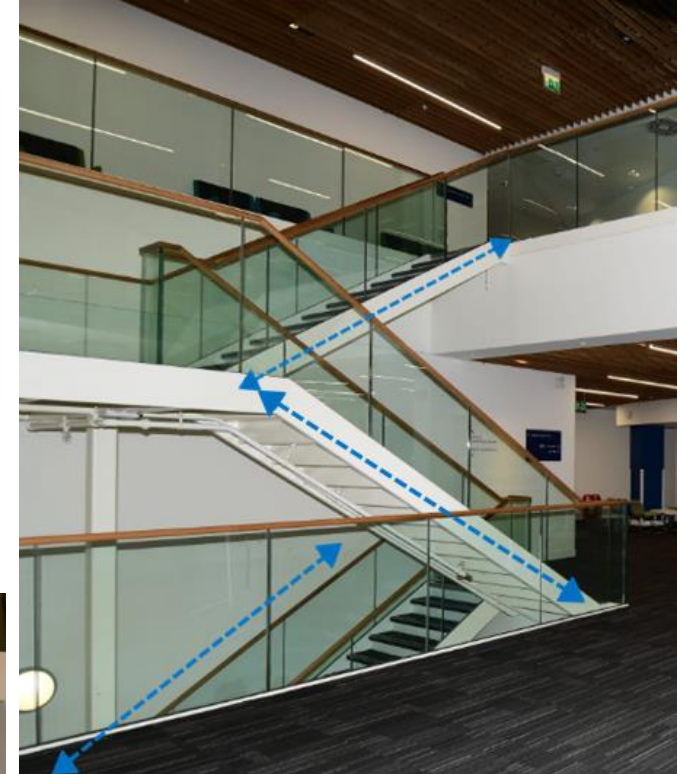


On larger width stairwells, travel is permitted in both directions.

Staircases – ‘Give way’



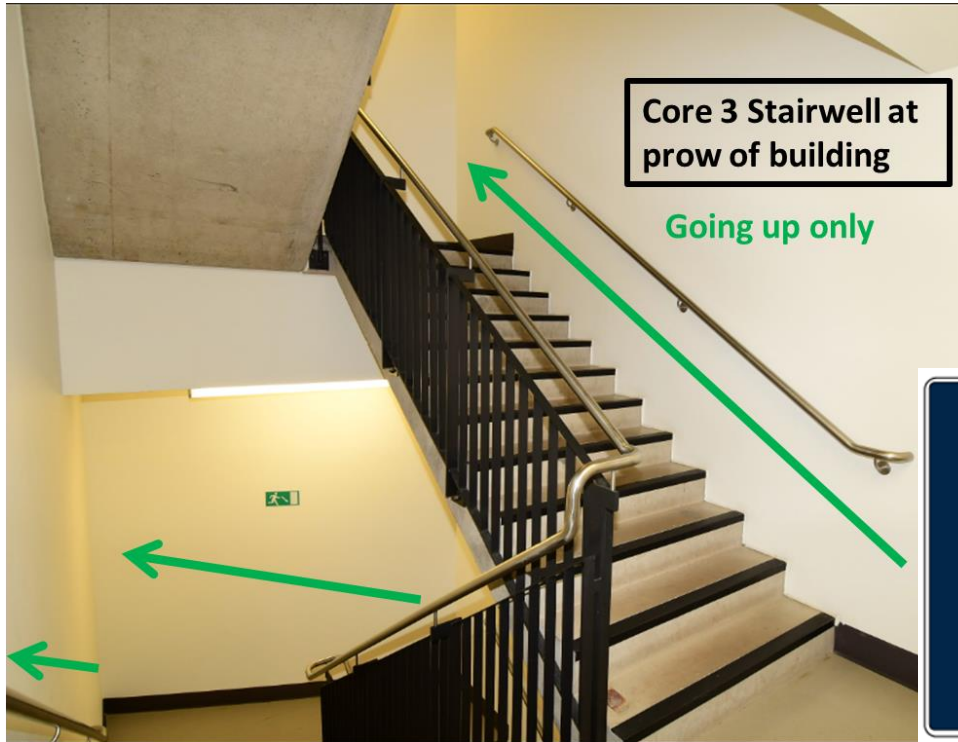
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Atrium stairs, stairs mezzanine stairs connecting levels 1, 2 & 3 can all be used in both directions. **Please observe the ‘give way’ protocols in these areas.**

Staircases

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

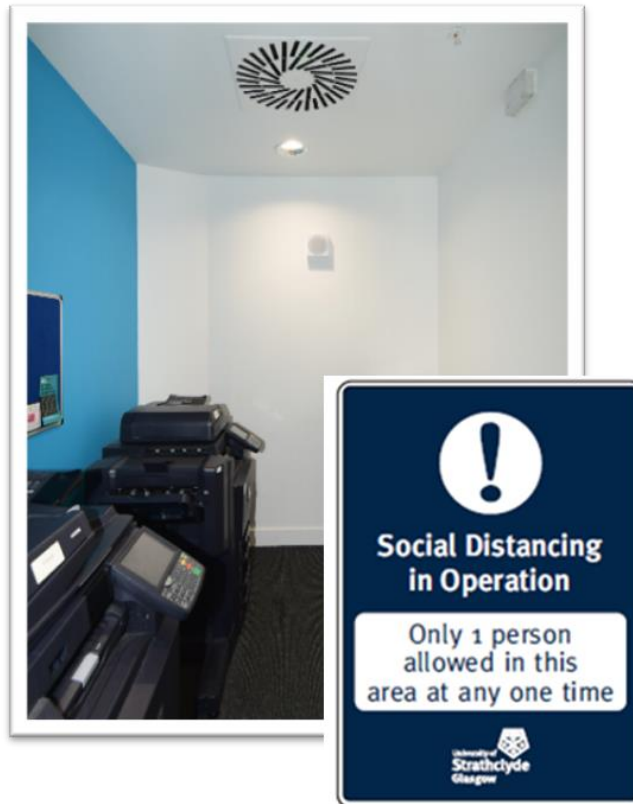


Fire Evacuation & Emergencies

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

Mail & Printer Hubs

- The University has resumed to normal service levels for delivery and collection of mail.
- Please observe social distancing requirements at mail and printer locations.





Meeting rooms, Conference rooms, Reflection room, & Open Plan Offices, Communal & Social Spaces

NOTE: Some of these are likely to change in the future. Details of any changes will be communicated

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
- Adhere to current signage and instructions for use
- Wear face coverings in all communal and shared areas (unless exemptions apply)



Reflection Room

- Follow current signage and instructions for use

Desk layouts

- 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 (e.g. location to traffic circulation routes, workstation layout, numbers of available workstations required for staff, availability of screens etc).
- Where possible, individuals should comply with current social distancing requirements
- Face to face and side to side arrangements should be avoided (unless social distancing requirement are met and/or suitable barriers or screens are in place)
- Clear desk policy should be adopted and desks should be cleaned before and after use
- Take care not to create additional hazards e.g. trip hazards with any new installations

Some examples layouts for TIC workstations



Level 4 – KE Hub Area



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- Furniture has been arranged and relocated according to current social distancing and usage availability.
- 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, follow current signage and instructions for use



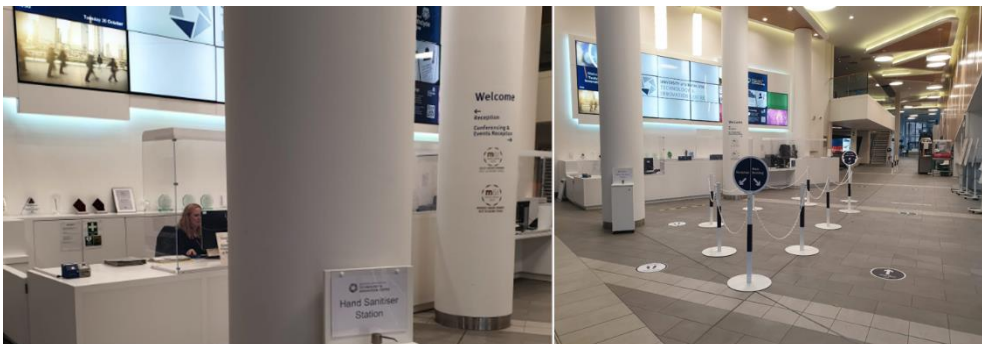
Reception Desk

Layout changes

- Entrance foyer is lined out with additional signage
- Queue lines and floor markings with required 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

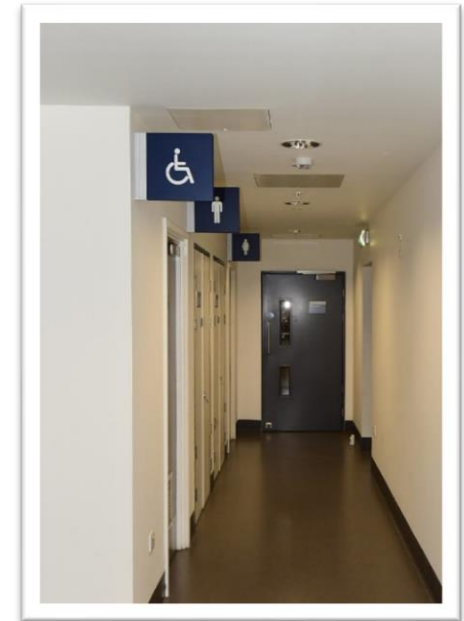
- Present during normal building hours
- Will sign in external contractors and visitors
- Access card passes will be issued and returned via in and out boxes
- Where possible, TIC Staff & building occupants should call reception (Ext. **7000**) or email: TIC-reception@strath.ac.uk rather than physically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



Reception Opening Hours
08.00-18.00, Mon-Fri

Toilets, Showers etc.

- Use accessible toilets and shower facilities wherever possible to minimise inadvertent close contact
- Follow signage occupancy numbers and any other relevant instructions before entering
- 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
- If 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





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Operational Changes

TIC Stores (08.00-16.00)



- 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.
- Any visits made in person should be to the double doors and the bell used to summon assistance.
- 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, good hand hygiene and face coverings to be worn as required.

Shared Facilities



- Both the Autoclave Facility (TC405) and Shared Workshop (TC416) are now available to book via Ulab (<https://www.ulabequipment.com/facility/strath/>)
- Only authorised and suitably trained staff should use either of these facilities.
- Ulab bookings must be made for all use in order to comply with track and trace requirements.
- Ulab bookings do not apply to users that are accessing facility for the Millipore water machine. Please co-ordinate access with any facility occupant.
- On occasions where the required social distancing cannot be achieved (e.g. for demonstration and training purposes, or for service engineer works etc.), users will need to ensure that a suitable risk assessment with appropriate control measures in place.
- For new requests to use these facilities, please contact tic-safety@strath.ac.uk for further information on the requirements.

Communication & Information



University

The latest information can be found on the University website with University-wide updates being highlighted in the weekly “Inside Strathclyde” messages from the Principal or Corporate Communications office. All staff and students based in TIC should read these messages.

TIC

Details of TIC-specific updates and information relevant to users of this building will generally be made via “Inside TIC” messages and it is in everyone’s interests that all staff and students based in TIC make a point of reading these communications.

Any safety related comments or suggestions can be sent to tic-safety@strath.ac.uk, while any general, routine or urgent matters should be addressed to tic-reception@strath.ac.uk.

Monitoring & Compliance



The consequences of illness from coronavirus, 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.

Safety updates in this area are discussed at the TIC Safety Committee and Third-Party Safety Group meetings, which is attended by group and area representatives.

Declaration

For further information contact:

TIC Specific

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

Dept./Group/3rd 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

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



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www.strath.ac.uk/research/technologyandinnovationcentre/