

# COVID-19



## RETURN TO TIC SOP & SIGNIFICANT FINDINGS

17 SEPT 2021, VERSION 4

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The following items cover the main control measures in place for individuals to be aware of before returning to the TIC Building. These are in line significant findings of the TIC building risk assessment and are part of the new arrangements for working in TIC. As vaccination rates increase and the protection level restrictions ease, more of society is re-opening. It is not anticipated that staff will be returning immediately or in large numbers as this happens, so it is expected to be done in a very controlled manner, to allow for a safe return and minimise the possibility of further infection waves. This will also be done in line with various other new ways of working being incorporated or adopted into working life where feasible e.g. agile working arrangements, continued use of remote tools for meetings etc. So, this document should be read in conjunction with the TIC induction video and TIC building arrangement document for those individuals that are returning to TIC.

## Health



- Do not come to TIC if you are displaying symptoms or you have reason to believe you may be infected with COVID-19. Refer to the [University Covid-19 Return and Resume](https://www.strath.ac.uk/coronavirus/) site which includes information about the University's Covid-19 Outbreak plan, Covid-19 guidance and documents. notification process and the procedures to follow.



- Refer to the University webpages: <https://www.strath.ac.uk/coronavirus/> for general queries and for notifying of an infection.
- If you become ill during work, inform your Line Manager and go home.

## Travelling to Work

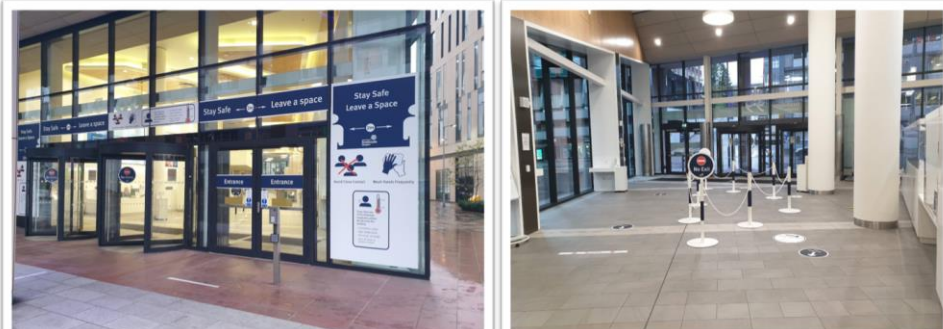


- Staff are encouraged to use their own transport where possible or walk to work if within a short walking distance.
- Follow current safety guidelines for travel by public transport or were travelling in shared vehicles.
- University car parking advice can be found at: <https://www.strath.ac.uk/professionalservices/estates/carparking/>
- When travelling by public transport, rush hours and busy times should avoided. Face coverings must be worn on public transport (unless in an exemption category).
- Carry and use an alcohol-based hand sanitiser while on public transport and avoid touching your face.

## Entering & Exiting

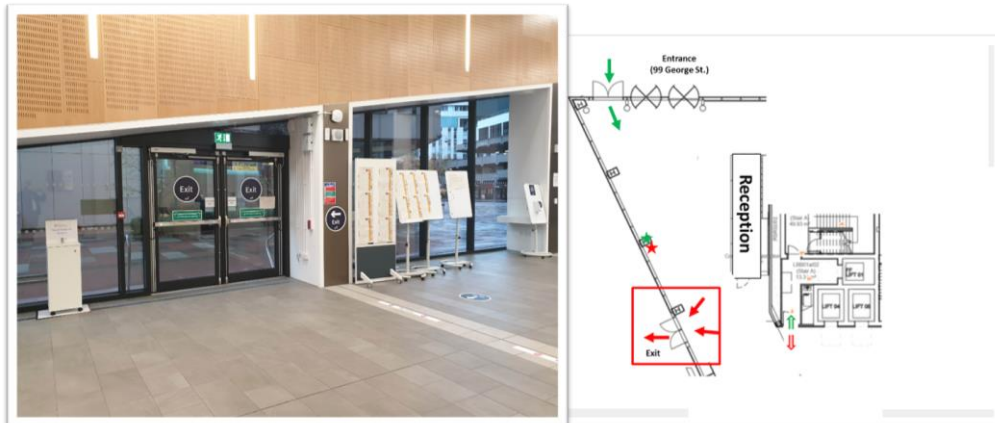


- Enter by swipe card access via the wheelchair accessible entrance door at the main entrance on George Street.



- Follow and observe signage, queue and lane floor markings, directional travel routes and one-way systems.
- Record entry and exit on the occupancy register board in the foyer area.

- Be patient and observe social distancing requirements on entry (and exit).
- Use hand sanitiser at entry point stations on arrival into the building and wash your hands as possible afterwards.
- Please use stairs where possible within the building.
- Observe and follow protocols for using the lifts. If waiting for a lift, please following social distancing.
- Exit the building from the newly designated exit (No.22) door in the foyer area (opposite the Inovo building) and remember to log out on the occupancy register board before leaving.



## Hygiene



- 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.
- Maintain good hand hygiene and wash hands for example: after coughing and sneezing, opening doors, before and after eating or handling food, going to the toilet and after removing PPE or face coverings.
- Wear face coverings (unless exemptions apply) in all public and communal spaces (kitchens, corridors, social spaces, shared offices etc).

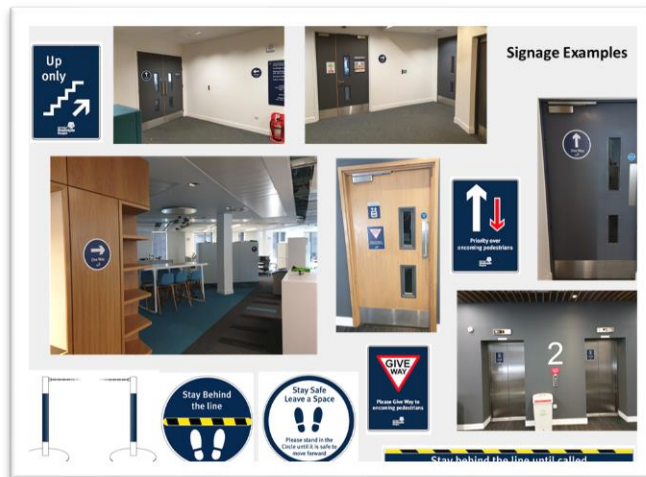
## Social Distancing



- Adhere to social distancing requirements.
- Be mindful of others space when moving around.
- Follow and adhere to current signage, instructions, and procedures.



- Keep to the left when walking along corridors and up and down stairs.
- Follow current occupancy, social distancing and usage instructions for lifts, toilets, the photocopier / mail room, kitchen hubs and some offices and meeting rooms.
- Adhere to the maximum number people allowed in each lab or office.
- Use back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Use remote tools for meetings and training (e.g. Zoom and Skype)
- Communicate using email and telephone.
- Refer to TIC's 'New Working Arrangements' document and induction slides for specific information on locations and areas.



## Cleaning



- Increased cleaning of frequent touch points is in place within the building by cleaning staff.
- Cleaning sprays are available in the kitchen and office 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.

## Reception



- TIC Reception operating hours are: 08.00-18.00 (Monday – Friday).
- Reception staff will sign in external contractors and visitors.
- Access card passes will be issued and returned via in and out boxes.
- TIC Staff & building occupants should call reception (Ext. 7000) or email TIC Reception staff rather than physically presenting at the desk.
- Staff should not schedule visitors to attend unless prior approval has been sought and agreed.
- 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.

## Stores



- TIC Stores operating hours are: 08.00-16.00 (Monday – Friday).
- Request stock & services by phone or email rather than personal visit.
- Stores will deliver wherever possible to minimise concentrations of staff accessing the stores area.
- 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.
- PPE such as disposable gloves, good hand hygiene and face coverings to be worn as required

## Working in the Lab



- 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 or face coverings 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.

## Personal Protective Equipment & Face Coverings

### PPE



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



- 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.
- 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.



### Face Coverings

- Face coverings such as shop bought or homemade face coverings are **not PPE** and should be worn on public transport, enclosed public spaces and all common areas in TIC (unless exempt from wearing).
- Face coverings if required to be worn in the lab (for covid mitigation) should be of the 'surgical mask' variety and be worn with a face visor or safety glasses. Please check your local risk assessment and refer to the latest [University guidance on the use of PPE and face coverings](#) on campus.

## Emergencies

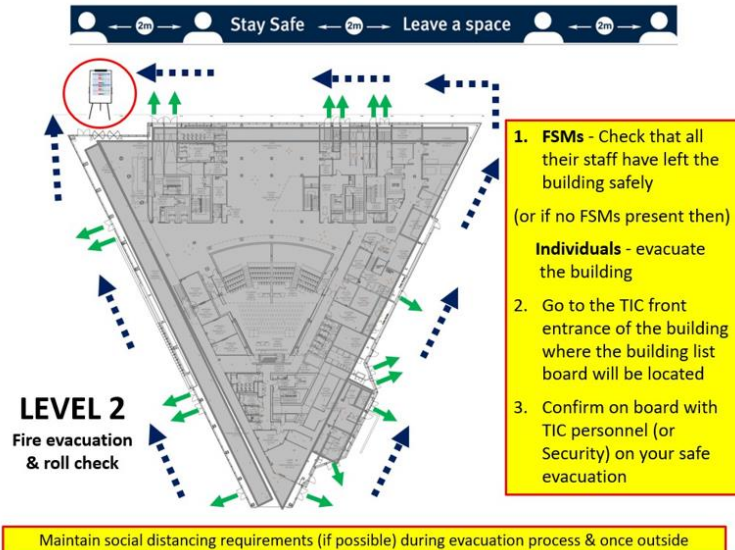
### Fire Alarm



- In the event of an emergency, follow normal fire evacuation procedure.
- 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.
- 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. Make your way to the area outside TIC reception so that you can be accounted for. Once complete, 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.



- Please follow social distancing etiquette and be patient if there is a queue for this. Once FSMs / individuals have completed their check-in, they should return to their normal assembly point and await confirmation from security before re-entering the building.
- Where possible Group Fire Safety Marshals will be 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.

## 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
- All First Aiders must wear appropriate PPE/RPE when administering First Aid Assistance.
- Please refer to updated University guidance for [First Aiders](#) during Covid-19.

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## Return to TIC – Summary of key significant findings

The key points for personnel returning to TIC are:

- They are **fit and healthy to return to work** and are aware of the potential symptoms of COVID-19 infection and know what to do if they (or household members / close others) experience any COVID-19 symptoms or are diagnosed as positive for COVID-19.
- They **complete the required paperwork** and have **approval to return** to campus from their relevant Line Manager/Dean of Faculty etc.
- They are able to **discuss any additional issues or requirements** directly with their Line Managers prior to return.
- Personnel are **aware and know where to look and who to contact** if they have any specific health or concerns about returning to work e.g. University web pages, NHS Direct, Scottish Government website, Employee Counselling Service (PAM Assist).
- They are aware of the **procedures for ordering lateral flow covid-19 tests** (from Government website or collect from local collection points).
- They receive appropriate **information, instruction and training** on changes and/ or new requirements.
- They follow procedures for **accessing and leaving the building** in terms of logging into and out of building.
- They ensure **good hand hygiene** (frequent hand washing & use of hand sanitisers) and **follow respiratory etiquette** (cough or sneeze into disposable tissues and dispose of immediately and safely) at all times.
- They adhere to current **social distancing** requirements by following signage, direction requirements etc. unless other means can be employed to ensure appropriate and safe segregation, e.g. behind barrier / screens etc. or changes in distancing requirements are announced.
- They **wear face coverings** (unless exemptions apply) in all public, common, shared and communal areas of the building.
- They are aware of and comply with **lone working communication procedures** when in the building e.g. via regular radio contact.
- They know the procedures for **fire evacuations** and **first aid** and **incident reporting** in the building at any one time and know who to call, when.
- They report any **identified issues or concerns** to appropriate personnel for action.