

Covid-19

Return to Campus Induction - Guidance for HoDs / Directors

1. Purpose

The University's working environment has now changed, and additional risk control measures have been put in place to protect the safety, health and wellbeing of its staff and students in relation to risks associated with Covid-19.

A Return to Campus [Department / Building] Induction must be provided to all staff returning to campus during the Covid-19 pandemic, to communicate these changes and how the University community can protect themselves and each other.

The purpose of this document is to provide guidance on content to consider for inclusion in the Buildings or Department Return to Campus Induction.

2. Scope

These guidance notes should be used by Heads of Department / Directors of Service or other nominated person(s) to develop a comprehensive Return to Campus [Department / Building] Induction for their area(s) of responsibility.

3. Return to Campus [Department / Building] Induction Content

Suggested (non-exhaustive) content:

Topic	Consider including
Statement regarding health in relation to Covid-19 symptoms	<ul style="list-style-type: none"> When not to come to work. Who to notify and what action to take if Covid-19 symptoms develop on campus.
Statement providing assurance that pre-occupancy building and equipment checks have been conducted	<ul style="list-style-type: none"> Approval for building re-opening provided by Executive Team. Arrangements for local equipment pre-use checks.
Risk assessment	<ul style="list-style-type: none"> A link to / or a copy of the Covid-19 Risk Assessment including the significant findings should be communicated to staff during induction.
Working hours	<ul style="list-style-type: none"> Department / Building opening times.
Local Emergency arrangements	<ul style="list-style-type: none"> First aid. Fire safety arrangements. Security issues.
Access and egress arrangements	<ul style="list-style-type: none"> Log in / log out arrangements. Hand washing / sanitising upon entry. Arrangements for the use of lifts. Circulation routes / signage.

<p>Physical distancing</p>	<ul style="list-style-type: none"> • Signage. • Local arrangements for: <ul style="list-style-type: none"> ➢ Lab space e.g. knock and wait, no face to face work across benches, one way systems, maximum occupancy. ➢ Social areas. ➢ Stores and other areas (e.g. computer labs, open plan offices, autoclave suite).
<p>Hand and respiratory hygiene</p>	<ul style="list-style-type: none"> • Hand washing / sanitising upon entry. • Location and use of hand sanitiser dispensers. • Location of sinks and hand sanitising stations. • Avoid touching your face, mouth and eyes with your hands. • Wear a face covering as identified by signage and risk assessment. • Follow good hygiene etiquette when coughing or sneezing. Do not cough or sneeze into hand.
<p>Face coverings</p>	<ul style="list-style-type: none"> • Statement re face coverings vs PPE. • Re-usable face covering should not be worn in all areas, for example in some laboratories, unless specifically agreed as safe to wear (an alternative disposable face mask may be more appropriate in some circumstances and use should be based on risk assessment). • Where an exemption applies, a face visor or face shield can be worn.
<p>Social / common areas (including kitchens)</p>	<ul style="list-style-type: none"> • Reconfiguration of social / common areas. • Bring in pre-prepared food and drinks, where possible. • Do not share food. • Do not share drinks vessels / cutlery /crockery. • Physical distancing – no waiting for kettles to boil / to use microwaves. • Expectations and responsibilities for cleaning.
<p>Toilets and shower rooms</p>	<ul style="list-style-type: none"> • One in one out system • If possible, close lid prior to flushing toilet. • Wash hands for at least 20 seconds with soap and water. • Expectations / responsibilities for the cleaning of showers before and after use.
<p>Cleaning</p>	<ul style="list-style-type: none"> • Expectations / responsibilities for cleaning e.g. desk areas, pre and post clean of kettles / microwave / fridge handles, social area tables / chairs. • Location of cleaning stations. • Changes to lab cleaning regimes. • Instructions for the safe use of disinfectants and wipes. • Drinks vessels / plates / cutlery etc. to be washed dried and put away immediately.

Safeguarding and Compliance Workstream

The use of PPE	<ul style="list-style-type: none">• Local arrangements for the use, storage and laundering of lab coats.• Local arrangements for the cleaning of PPE (e.g. safety glasses).• Arrangements for the use of cryogenic gloves and face shields.• Local arrangements for the use of face coverings in lab areas where social distancing cannot be maintained.
Information on compliance spot checks and process for reporting non-compliance	<ul style="list-style-type: none">• Responsible person.• Non-compliance process.
Contacts for building / department enquiries	<ul style="list-style-type: none">• Security Services.• Estates Services Helpline.