

COVID-19**UNIVERSITY BUILDINGS NEW WORKING ARRANGEMENTS**

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1. INTRODUCTION

In the face of the Covid-19 pandemic, this guidance has been produced to outline the University's procedures in relation to staff and other persons returning to the workplace, detailing what changes and control measures have been implemented in University buildings. This guidance follows current Government, Sector and University guidance, where applicable, and will be regularly reviewed and updated to align with relevant future changes to Government and Sector Guidance.

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 third parties to similarly implement and manage.

This document applies to everyone entering and / or working in University buildings. 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.

General advice to minimise risk associated with COVID-19 is as follows:

- You must not come to work if you have COVID-19 symptoms. Self-isolate and book a test should you develop COVID-19 Symptoms.
- Vulnerable staff will be identified following completion of the 'COVID-19 Return to Campus Health Self-Assessment' prior to returning to work. Where necessary, they should be supported in working from home.
- Working from home should be the default position, where this is possible.
- Wash / sanitise your hands regularly, and ensure good cough / sneeze etiquette at all times.
- Wear face coverings where advised to.
- Clean surfaces regularly.
- Staff must maintain physical distancing (also known as social distancing), including when greeting others.

Please see Section 2 for further information on prerequisites for returning to campus.

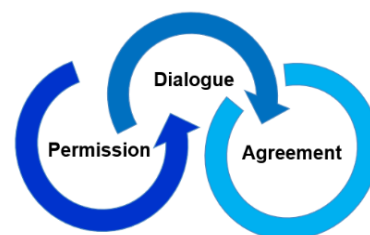
Further information, on the prerequisites for returning to campus is available on the [University Coronavirus webpages](#), and the [Safety Health and Wellbeing website](#).

2. RETURN TO WORK PREREQUISITES

Staff return to campus is by application only and is subject to approval. Details of the processes to be followed by managers and individual members of staff, together with the relevant forms and guidance, are available on the [Return & Resume](#) and SHaW websites.

Prior to returning to campus, staff must complete the following process, to ensure they can work safely on and off campus. Staff must:

- Receive, understand and comply with appropriate information;
- Complete Local Inductions, and where required the online '[Fire Safety Awareness](#)' training;
- Complete the [COVID-19 Return to Campus Health Self-Assessment](#).
- Complete the [Return To Campus Agreement](#).



The Strathclyde COVID-19 Test Centre is now closed.

Lateral Flow Test kits are now freely available for home delivery from the Scottish Government's website. Staff are encouraged to continue to access these test kits by ordering them online, by telephone or by picking them up at a community collection point.

More information can be found on the Scottish Government's [website](#).

All returning staff are encouraged to continue to access Lateral Flow Test kits by ordering them online, by telephone or by picking them up at a community collection point. More information can be found on the Scottish Government's [website](#).

If a lateral flow test result is 'positive':

- The staff member must inform the University using the Covid notification webform;
- A COVID-19 'PCR test' will be undertaken, to confirm the 'lateral flow test' result;

If a PCR test result is:

- Negative, you may enter University buildings;
- Positive, inform the University using the Covid notification webform that you need to self-isolate for 10 days.

To ensure University buildings are safe to re-occupy, and prior to re-opening, pre-occupancy checks have been undertaken by:

- Estates Services;
- University Fire Safety Advisor.

Departments will also undertake a pre-occupancy check for building aspects, services or operations that they are responsible for managing.

3. GUIDANCE ON TRAVEL

The Scottish Government has provided '[Stay Local](#)' guidance and guidance on how to travel safely. Please follow these steps for your own safety, and the safety of others:

- Restrictions on non-essential travel across local authority boundaries remain in place.
- Stay at home if you or anyone in your household is experiencing coronavirus symptoms or if you are self-isolating;
- Only travel if your journey is essential, for example, for work or shopping;
- Consider walking or cycling, if you can, to reduce pressure on the road network and on public transport where capacity will be limited;
- Plan your journey and leave additional time due to temporary restrictions or changes to previous timetables or schedules;
- Pay for your journey online, use smart ticketing, the operator's mobile app, or contactless payment, if you can, to reduce cash handling;
- Comply with signage / instructions on public transport and from transport staff;
- When travelling on public transport or in a taxi or private hire vehicle or when you are in a bus or railway station, enclosed ferry terminal or airport you must wear a face covering, unless you are in a category exempting the wearing of face coverings;
- Keep yourself and others safe by maintaining the 2 metre physical distance rule;
- Where impossible to maintain 2 metre physical distancing, wear a face covering, avoid physical contact and face away from others, keep the time you spend within 2 metres of others as short as possible;
- Be considerate of the impact of restrictions on the needs of fellow passengers who may have hearing / sight impairments, disabilities or mobility issues;
- Wash your hands thoroughly with soap and water or use a hand sanitiser before and after every transport journey.



Staff car parking information

Information is available on [SharePoint](#) to enable staff to apply for a car parking space, at:

Sustainable Strathclyde travel plan

A [travel plan document](#) is hosted by Sustainable Strathclyde.

Bicycle storage

As part of our commitment to more sustainable travel, we have worked to improve the facilities available to cyclists and have been recognised as a Cycle Friendly Campus by Cycling Scotland. Further information on bicycle storage can be found on the [Sustainable Strathclyde Website](#).

Staff must ensure physical distancing of 2 metres is maintained whilst putting a bike into or removing a bike from the bicycle racks, and minimise the time spent at the bike storage areas.

DO NOT TRAVEL TO THE UNIVERSITY IF:

- You have any of the symptoms of COVID-19:
 - New continuous cough;
 - Fever / high temperature;
 - Loss of, or change in, sense of smell or taste.
- You have a positive test result.
- You have been advised by NHS Scotland contact tracing team that you have been identified as a close contact of someone who has tested positive for coronavirus.

Inform the University using the Covid notification webform that you need to self-isolate for 10 days.

- You are classified as being clinically extremely vulnerable to COVID-19 and are at extremely high risk of severe illness as a result. You should work at home if you are able to do so in line with [Scottish Government advice](#).

If you have travelled abroad on a personal capacity or on authorised University business, you must check Foreign, [Commonwealth and Development Office \(FCDO\) travel advice](#) for information on managed isolation for international travellers, upon return to the UK. You are expected to comply with the requirements and quarantine conditions mentioned in the [Scottish Government international travel guidance](#)

4. PERSONAL HYGIENE AND SOCIAL BEHAVIOUR

Physical distancing, hand washing and respiratory hygiene (cough/sneeze etiquette), are the most important and effective measures we can all adopt to prevent the spread of COVID-19. The wearing of face coverings must not be used as an alternative to any of these other precautions.

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

4.1 COVID-19 symptoms

- Do not come to the University if you are displaying COVID-19 symptoms (new continuous cough, fever / high temperature, loss of or change in sense of taste or smell) or you have reason to believe you may be infected with COVID-19. Follow NHS guidance and contact your Line-Manager.
- If while at work, you start to display any of the COVID-19 symptoms, you:
 - Must inform your line manager immediately and physically distance yourself from other staff;
 - Must inform the University using the Covid notification webform;
 - Will be instructed to go home immediately and directly, avoiding public transport, where possible;
 - Must wear a face covering to travel home (which will be provided if required), unless you are unable to do so;

- Must contact X2222, if feeling unwell and need First Aid Assistance;
- Must contact [NHS Inform online](#), or by telephone on 0800 028 2816, to request a PCR test;
- Must self-isolate at home, following NHS24 advice;
- Where a face covering cannot be worn due to breathing difficulties, an ambulance should be called;
- Line managers / supervisor will report the occurrence to Security Services on X2222 who will arrange for appropriate cleaning of common areas frequented / equipment used by a staff member who has displayed potential COVID-19 symptoms, whilst at work.
- Cleaning will normally be undertaken by Estates Services Cleaners and the area only put back into use after cleaning is complete.

Further information on managing person(s) with COVID-19 symptoms can be found in Section 4.2.

Staff are encouraged to download the [NHS Test and Protect App](#) as part of their return to campus.

Further information on COVID-19 Test and Protect can be found [here](#).

4.2 COVID-19 notification

The University has developed a [COVID-19 Outbreak Response Plan](#) on the advice of NHS Greater Glasgow and Clyde, Public Health Protect Unit and Glasgow City Council, aligned with Scottish and UK Government guidance.

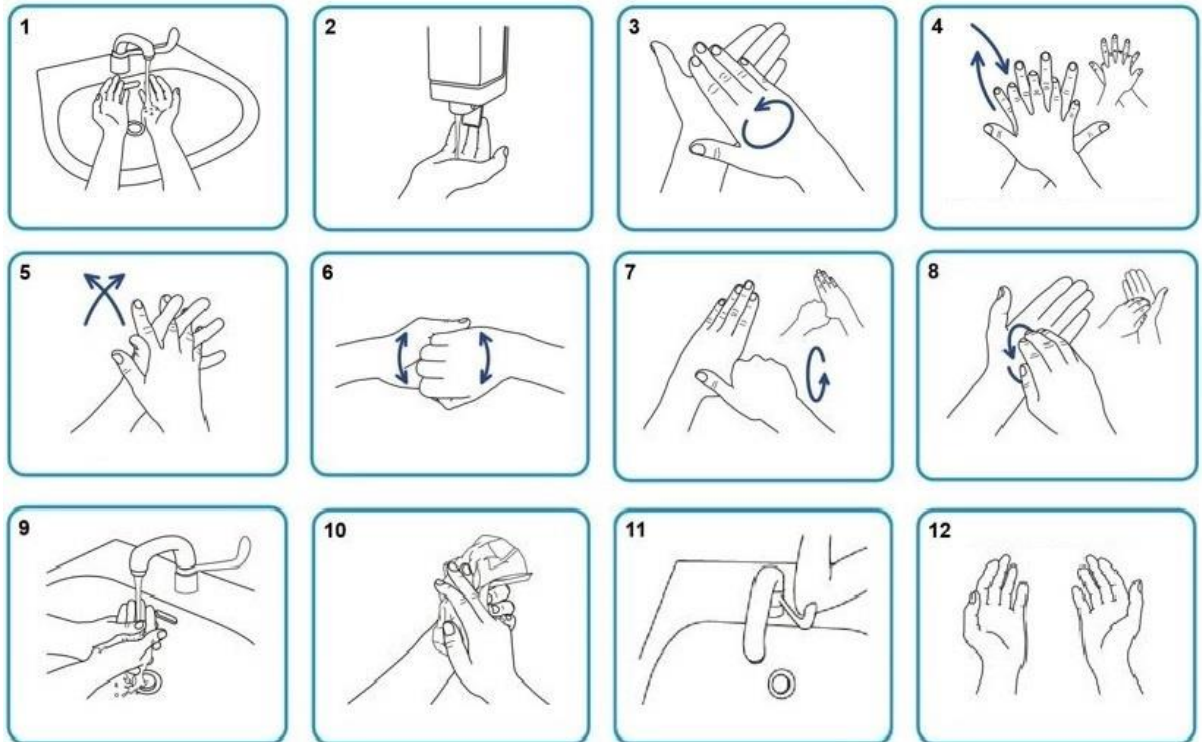
If you receive a positive Covid-19 test result, or have been asked by the NHS to self-isolate, or you are displaying symptoms (and do not need immediate medical attention), please notify the University via the [Covid-19 Notifications Webform](#). If you are notifying on behalf of someone else, or have an enquiry in relation to notification please contact covidnotifications@strath.ac.uk.

If you are concerned about your symptoms contact NHS 24 on 111, or use the online NHS Inform service at <https://www.nhsinform.scot/>.

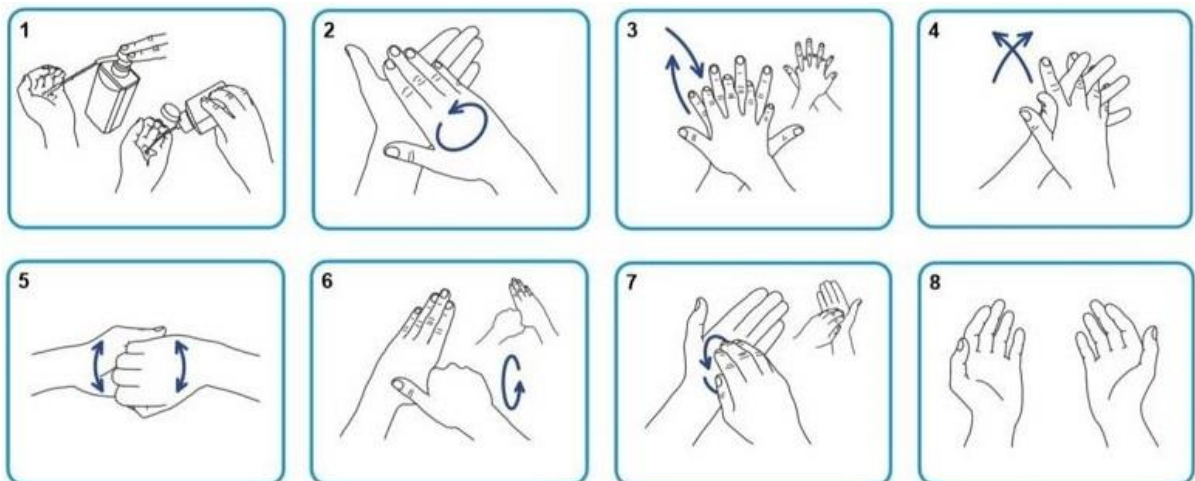
If you require immediate medical attention call the Scottish Ambulance Service on 999, additional assistance or guidance out of normal office hours should be sought from Security Services Helpdesk – 0141 548 3333.

4.3 Hand washing / sanitisation

Wash hands regularly with soap and warm running water for a minimum of 20 seconds.



Where soap and warm running water are not available, use an alcohol based hand sanitiser to sanitise your hands, for between 20 – 30 seconds.

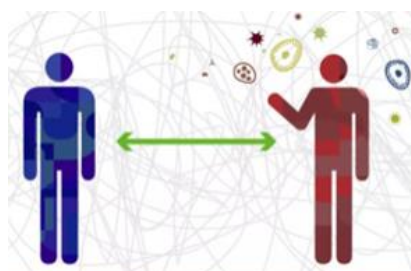


4.4 Cough / sneeze etiquette

- Coughs or sneezes into a clean tissue, not your hands.
- Dispose of the tissue immediately into the nearest waste bin;
- If you do not have a tissue, cough / sneeze into the corner of your arm;
- Always clean your hands after coughing or sneezing into them, either by using soap and warm running water or by using hand sanitiser.



4.5 Physical Distancing



- Physical (or social) distancing refers to the distance people stay apart to reduce the likelihood of the COVID-19 infection being spread. The aim is to reduce the reproduction rate of the coronavirus which causes the COVID-19 infection.
- In Scotland, the physical distance to be kept between individuals, from different households, is 2 metres.
- Maintain physical distancing of 2 metres from others at all times. If a 2 metre physical distance cannot be met, the risk must be mitigated by other controls as identified within this document;
- When greeting others, avoid shaking hands and do not 'fist bump'.
- Signage will be displayed indicating physical distancing requirements.

4.6 Face coverings

As more people return to work, and students to the University, there will be more movement outside people's immediate household. This increased mobility means the Scottish Government is now advising that people should wear a face covering in enclosed public spaces where physical distancing is not possible / cannot be maintained.



When worn correctly, face coverings can provide protection to those around the wearer from droplet and aerosol transmission and they can also provide some protection to the wearer. Face coverings remain an important public health mitigation even as COVID-19 vaccines are rolled out and should continue to be worn by those who have been vaccinated.



The Scottish Government have produced a video on best practice for the use of face coverings and this can be viewed [here](#).

The Scottish Government have mandated the use of face coverings on public transport, in public transport premises, shops, cafes, bars and public houses, certain indoor public spaces, communal areas in indoor workplaces, and indoors in higher and further education institutions and student accommodation whenever 2 metre distancing cannot be guaranteed. This includes where people are interacting face to face at less than 2 metres for a sustained period (an accumulated period of 15 minutes or more over a single working day) or where there is close contact within 1 metre for any amount of time.

Discretion is given when considering the use of face coverings for:

- People who have a health condition;
- Disabled people (including hidden disabilities);
- Those who need to communicate with a person who has difficulties communicating (in relation to speech, language or otherwise); and
- Where wearing a face covering would be inappropriate because it would cause difficulty, pain or severe distress or anxiety or because it cannot be worn in the proper manner safely.

Further information on face covering requirements can be found [here](#).

Three washable and re-usable cotton face coverings will be provided to staff and students which should be worn as follows (except where an exemption applies, as defined in the legislation):

- Where signage is displayed requiring face coverings to be worn;
- When people are moving about the University in building entrances, corridors, lifts and stairs;

- When people are gathering or remaining in other indoor communal areas including toilets, changing rooms, staff rooms, canteens (except where seated);
- Other areas of campus where 2 metre physical distancing cannot be guaranteed.
- At all times when inside the Library building.

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).

Be mindful, that other people may not be wearing a face covering. Where a person is unable to wear a face covering, where an exemption applies, a face visor or face shield can be worn to provide a limited level of protection. The Scottish Government in conjunction with NHS Scotland have developed an online application to request a face covering exemption card. There are other systems available to highlight the exemption from the requirement to wear face coverings, such as the Hidden Disabilities Sunflower Scheme, which has been adopted by the University.

The University will provide face shields to any staff member or student who requires one, or in circumstances where a member of staff/student is being supported and where a face shield would be beneficial (e.g. for communication needs, or where facial expression may be an indicator of seizure onset).

Further information on face covering exemptions can be found [here](#).

Further information on the face covering exemption card can be found [here](#).

Further information on the Hidden Disabilities Sunflower Scheme can be found [here](#).

University Guidance on the use of PPE and face coverings can be found [here](#).

5. ACCESS AND EGRESS

Consideration has been given to safe access and egress from buildings to reduce congestion, and where possible separate access and egress routes will be indicated. The University's Covid-19 Access Policy can be found [here](#).

5.1 General access and egress

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

Building occupants will need to record their physical presence in the building. In order to maintain a register of department occupants, staff, visitors and contractors, are required to follow local arrangements for signing in and out of departments.

Card readers have been installed at the entrances / exits to key buildings on campus. These card readers (which will be signposted) have been installed to track the names and numbers of staff in a building at any one time.

Signage, queue and lane floor markings are in place in foyers / entrances to buildings and throughout buildings, as required, as reminders for direction of travel and physical distancing. These must be adhered to in the building. Additional signage and relevant information may be displayed close to the entrance, including details of Fire Marshalls and First Aiders present in the building.

If necessary, entry will be regulated to ensure a building does not become overcrowded. Occupants should be patient and observe physical distancing requirements on entry (and exit).

Hand sanitiser stations are available at entry points and should be used on arrival into the building.

At all entrance points to buildings, signs will be displayed to:

- Remind persons of the physical distancing that is expected to be adhered to;
- Advise that persons displaying COVID-19 symptoms should not enter the building.

Out of Hours / Red Card access is currently by approval only. Requests to work out of hours must be submitted to the Head of Department/Director for approval by their Executive Dean/Chief Officer.

In the event of an emergency evacuations, fire exits will remain operational as per normal (pre COVID-19) circumstances and should therefore only be used in emergencies.

5.2 Occupancy register

In order to maintain a register of department occupants, staff, visitors and contractors, are required to follow local arrangements for signing in and out of buildings.

The occupancy register should be used on **ENTRY** (to record physical presence in the building/department) and also on **EXIT** (to record physical exit from the building) by all building occupants working in University buildings. Records should be retained by the department and filed securely to comply with GDPR.



Compliance with this is **extremely** important for:

- General communication purposes for people working in the building;
- Monitoring the number and approximate locations of Fire Marshalls and First Aiders in the building at any given time of the day;
- Use in a building evacuation;
- Test and protect.

5.3 Access for deliveries

Access for deliveries and couriers must be agreed in advance with the Department / Estates Services, as appropriate.



5.4 Visitors

Visitors and non-essential personnel are discouraged from attending University premises. It is accepted that some visitors will be required, and in such circumstances local arrangements are in place to ensure that;

- Security Services have been informed as far in advance as possible so the visitor can be added to the list of people on campus;
- There has been adequate information exchange between the host and the visitor including risk assessments, and that an induction and any relevant training has been provided;
- Visitors receive an appropriate level of supervision whilst on University premises; and
- Working procedures and arrangements are regularly reviewed.

It should be noted that any visiting researchers should be treated as members of staff and receive an induction as part of their introduction to working on campus.

During the phased return, current restrictions for visitors will remain in place until such times that these restrictions can be relaxed or removed, following Scottish Government advice.

5.5 Contractors

Contractors are an essential requirement for the safety and maintenance of building plant, equipment and systems. Arrangements for contractors to attend University buildings must be made in advance, through the usual protocol via Estates Services and the appropriate procedures and paperwork must be followed by contractors prior to arrival and when on site. All contractors are required to sign in and out via Estates Services and must be inducted to the building arrangements, prior to accessing the building.



6. CLEANING REGIMES

Our working environment has now changed and cleaning and hygiene is a consideration for everyone returning to the University. Regular cleaning and hygiene measures play an important role in limiting the transmission of COVID-19. We must therefore all contribute to the University's efforts to maintain the highest level of cleaning and hygiene. Whilst everyone must take responsibility for contributing to the maintenance of these standards, the following outlines specific roles and responsibilities with regard to cleaning and hygiene on campus

6.1 Department cleaning responsibilities

- Manage cleaning of commonly used work equipment using suitable cleaning products / wipes (including staff rest areas, social areas, kitchens, offices and laboratories).
- Implement and maintain a clear desk policy;
- Implement a pre and post task cleaning procedure;
- Ensure COSHH and Risk Assessment have been completed for cleaning products and their use.



Departments should contact Estates Services:

- For further advice on cleaning products;
- If cleaning staff are required.

6.2 Departmental staff must:

- Follow any new cleaning procedures or guidelines in place within their work area and other areas for pre and post cleaning of:
 - Own and shared work equipment (e.g. desks, keyboards, monitors);
 - Kitchen equipment (e.g. kettles, microwaves, fridges); and
 - Social and rest areas.
- When spraying liquid disinfectant, avoid spraying near face and directly onto electrical equipment;
- Avoid direct hand contact with eyes, nose and mouth during cleaning.

6.3 Estates Services will:

- Continue to clean communal areas on a daily basis with suitable cleaning products;
- Increase the cleaning frequency for toilets, high frequency touch points and waste disposal;
- Ensure facilities are adequately stocked with suitable cleaning products, including replenishing hand sanitiser dispensers;
- Ensure COSHH and/or DSEAR assessments are in place for all cleaning products;
- Provide additional training for cleaning staff, as required.

University Guidance on Cleaning and Hygiene on Campus Guidance can be found [here](#).

7. BUILDINGS OPERATIONAL CHANGES

A risk assessment has been carried out for the work area you are returning to. This will have been communicated during the return to campus department induction. A range of risk control measures have been implemented, to ensure your safety while at work, which will introduce some changes to how we operate and move around buildings and the campus. These changes may include:

7.1 Signage and floor markings

A signage protocol has been implemented that identifies the common COVID-19 signs that will be displayed around campus. Signage and markings will be displayed on campus, both internally and externally, to aid with physical distancing, of 2 metres, and general COVID-19 guidance. Please ensure you follow the guidance provided in the signage.

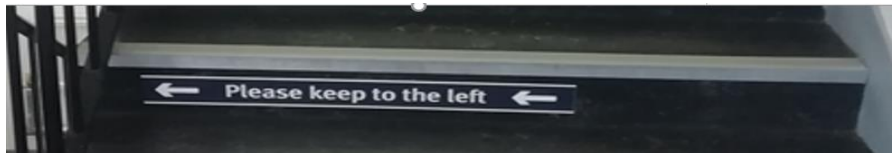
Examples of signage and floor markings include:



- Floor markings



- Keep left signage



- Signage for one-way systems in corridors and stairwells, for flow of pedestrian traffic within the Campus buildings



- 'Up only' and 'Down only' signage



- Give way / Priority signage



- Signage identifying who is permitted to use lifts, maximum occupancy and safe use



- Hand sanitiser point signage



7.2 Common areas

Departments are responsible for setting out the physical distancing arrangements required for their allocated areas. Open plan workstation arrangements will depend on a number of factors (such as location to pedestrian traffic circulation routes, workstation layout, numbers of available workstations required for staff). Further guidance is available in department local arrangements.

University departments have considered the following steps to maintain physical distancing while using common areas:

- Working collaboratively with Estates Services to ensure consistency across common areas, for example, receptions, staircases, toilets, canteen and break areas;
- Staggering break times to reduce pressure on the staff break rooms / communal kitchens or places to eat and ensuring physical distancing is maintained;
- Encouraging staff to bring their own food;
- Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions
- Encouraging staff to remain on-site and, when not possible, maintaining physical distancing while off-site;
- Providing safe outside areas for breaks.

Other additional measures that may be implemented, to manage distancing away from desks and other work areas include:

- Screens to protect staff in receptions or similar areas;
- Staggering entry/exit and break times to prevent bottlenecks arising as people arrive or leave;
- The provision of additional parking or facilities such as bike racks to help people walk, run, or cycle to work, where possible;
- Having more entry points to the workplace to reduce congestion;
- Storage of personal items and clothing in personal storage spaces, for example, lockers;
- Regulating use of locker rooms, changing areas and other facility areas to reduce concurrent usage;
- Using other parts of the workplace or building that have been freed up by remote working.

7.3 General circulation spaces, corridors and stairwells

Physical distancing should be maintained within circulation spaces, corridors and stairwells, with signage displayed indicating physical distancing requirements.

Where feasible, one-way systems have been created for corridors, walkways and stairwells, allowing a series of direction loops that staff must follow when moving around the building. Suitable signage will be displayed.

Where one-way systems are not feasible, 'give way' signage, 'priority to oncoming pedestrian' signage or 'keep left' signage has been displayed.

7.4 Lifts

Staff are encouraged to use the stairs where possible, avoiding the use the lifts.

Lifts should only be used by one person at a time, unless otherwise indicated by signage, with preference given to those physically / medically unable to use stairs.

After pressing lift buttons, hands should be cleaned as advised in Section 4, or a suitable implement or elbow can be used to press the button.



Floor markings will be used to ensure physical distancing for those queuing to use the lifts.

7.5 Offices and workstations

Measures to reduce COVID-19 transmission and maintain physical distancing in offices, may include:

- Ensuring suitable facility layout and signage, with clear marking of 2 metre boundaries around the workplace and workstations and signage which reinforces expectations of employees at relevant points;
- Limiting access to parts of the workplace required by an individual to do their job, to limit the chances for interaction with others;
- Using screens or barriers to separate people from each other;
- Reviewing layouts and processes to allow people to work further apart from each other;
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible and especially where it is not possible to move workstations further apart;
- Minimising the use of shared workstations and equipment, allocating fixed desks (or a fixed area if not possible) and cleaning workstations and shared spaces between uses by different shifts/groups of staff;
- Splitting the workforce into specific teams to avoid cross-team contamination and provide a level of operational resilience in case someone in one team develops COVID-19 symptoms;
- Considering opportunities to introduce additional technology support and systems to assist in managing the safe working practices and in particular physical distancing.
- Ensuring workstations are placed away from busy pedestrian traffic areas, to allow staff to follow physical distancing guidelines.



7.6 Meeting rooms, conference rooms, training rooms and reflection rooms

Measures to reduce COVID-19 transmission due to face-to-face meetings may include:

- Using remote working tools to avoid in-person meetings, ensuring tools are flexible enough to cover all types of regular interactions (including one-to-one discussions, huddles and team meetings, both planned and ad-hoc);
- Ensuring only absolutely necessary participants physically attend meetings and maintain physical distancing throughout;
- Ensuring suitable ventilation / air flow;
- Avoiding COVID-19 transmission during meetings, for example avoiding sharing pens, documents and other objects;
- Providing hand sanitiser in meeting rooms;
- Holding meetings outdoors;
- Using external signage to indicate the maximum number of occupants permitted in a room.



7.7 Conferencing and Events

A Safe Meetings and Events Policy is being developed in preparation for future conferences and events, which will set out the measures that Strathclyde's Conferencing and Events Team, with the support of the University's other operational teams, will put in place to ensure the health, safety and wellbeing of delegates, staff, visitors and other building users in the context of COVID19. Organisers and participants will be expected to comply with the requirements set out in the policy.

The University and event organisers will jointly support the Scottish Government's [Test and Protect](#) programme of contact tracing. The University will require all organisers to ask delegates to register in advance of events and to provide a list of delegate names, along with individual contact details in the form of a telephone number or email address, no later than 3 working days prior to the event start date. Organisers will check-in with a member of the Conferencing & Events team on arrival and prior to leaving the venue, to ensure that accurate times of arrival/departure can be noted alongside contact details. In addition, Conferencing & Events staff will note contact details for staff from any third-party contractors who are present in the venue to support events on the day.

7.8 Laboratories and Workshops

Current (pre-COVID-19) Health and Safety Guidance still continues to apply. University Departments are responsible for determining and setting out their own detailed guidance for activities that can be safely undertaken in their laboratories and workshop spaces by implementing the measures of this document through a process of risk assessment.

For further information refer to your departmental safety arrangements.

Further information on Scottish Government advice relating to laboratories and research facilities can be found [here](#).

7.9 Reception Areas

Many departments across campus offer customer facing services.

Measures to reduce COVID-19 transmission and maintain physical distancing in reception areas may include:

- Providing additional signage and floor markings, with 2 metre distance markers in place, to enable queuing with suitable physical distancing;
- Erecting clear protective screens, either semi-permanent or free standing, at the desk;
- Ensuring sanitising wipes / sprays are available;



- Ensuring the minimum width of a clear protective screen is no less than 1 metre across (per user sitting behind the screen) and the top of the screen should be no less than 2 metres from the ground;
- Reviewing the provision of rope and post rails, for use in front of desks to maintain physical distancing.



In addition, regulated entry and barriers may also be used, if necessary.

7.10 Andersonian library

A huge amount of work has gone into the preparations to re-open this key building and in line with Scottish Government and University guidance. Enhanced safety measures are in place, including limits on the number of people allowed into the building at any one time, one-way systems and newly-installed safety screens on Welcome and Enquiries desks.

Important rule changes are as follows:

- If you're showing any symptoms of COVID-19, do not enter the Library building;
- A face covering must be worn at all times when inside the Library building, except where an exemption applies (as defined in section 4.6);
- No food allowed in any part of the Library, for the time being. Drinks are still permitted, in containers with lids, and water coolers will be available for staff and student use;
- Library entry and exit data may be released in support of NHS Scotland's Test and Protect service
- For the time being there are no group study facilities. Please continue to use collaboration tools (such as Zoom, Microsoft Teams, etc.) for group work.

Further information on how the library is operating can be found [here](#).

7.11 Strathclyde Sport

Strathclyde Sport facilities will conform to 2 metre physical distancing, increasing to 3 metres for appropriate exercise classes.

A face covering must be worn at all times when inside the Strathclyde Sport facility, except where an exemption applies (as defined in section 4.6), including on the gym floor and moving between exercise equipment and cleaning stations.

Face coverings should only be removed while exercising, using the swimming pool, or when using the shower.

There will be no 'walk-in' access available. All activity will be by pre-booking only, and attendance will be monitored. The introduction of certain activities will be phased, with timetables staggered to minimise any crossover of people arriving or leaving classes or activities.

Additional floodlights have been purchased for the Stepps playing fields to facilitate more outdoor activity over a longer period of time.

For further information, contact [Strathclyde Sport](#).

7.12 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 Estates Services for detail of the latest service and for any other query you have in relation to the general mail service.

Mail and printer hubs should have physical distancing markers 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.

7.13 Staff communal kitchen areas

Measures to reduce COVID-19 transmission and maintain physical distancing in staff communal kitchen areas may include:

- Wash your hands prior to using the kitchen equipment to reduce the likelihood of contaminating surfaces;
- Use cleaning materials provided to pre and post clean touch points;

- Bring in prepared food and drinks, where possible;
- Do not share food;
- Do not share drinks vessels / plates / cutlery;
- Wash drinks vessels / plates / cutlery using soap and warm water and dry with a paper towel, and put away immediately;
- Do not make drinks for colleagues;
- Maintain physical distancing (e.g. do not wait for kettles to boil or to use the microwave).

7.14 University Hospitality and Catering Services

The University is operating on the basis of 2 metre physical distancing for its on campus Hospitality and Catering Services. As Hospitality and Catering Services re-open they will operate initially as takeaway services only, with click and collect to minimise queuing and to enable physical distancing to be maintained.

7.15 Toilets, showers and changing areas

Local arrangements for the use of toilets, showers and changing areas should be followed. General measures to reduce COVID-19 transmission and maintain physical distancing in these areas may include:

7.15.1 Toilets

Toilet facilities across campus differ greatly, ranging from single, lockable WCs to larger communal facilities. In all cases, please respect good hygiene, making a conscious effort to wash your hands effectively.

Use of toilets:

- Smaller toilets - a system of one in and one out will operate;
- Larger toilets - assessments have been made in the number of occupants permitted;
- Local arrangements should be followed;
- Maintain physical distancing;
- If possible, close the toilet lid prior to flushing, to reduce the likelihood of water droplets being generated;
- Wash hands for 20 seconds with soap and warm running water, and dry hands properly.



Enhanced cleaning of all facilities is undertaken regularly during the day and at the end of the day will be undertaken.

7.15.2 Showers

Single occupancy shower areas are single shower unit cubicles with a system of one in and one out.

Local arrangements will be in place for the clear use and cleaning of showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that physical (social) distancing is achieved, as much as possible. These arrangements will be communicated through local induction and the use of appropriate signage. Pre and post use cleaning materials will be provided by local arrangement.



7.16 Ventilation

Good ventilation can help reduce the risk of spreading coronavirus, therefore a focus on improving general air flow, preferably through fresh air or effective mechanical systems will help keep staff and other building users safe.

Pre-occupancy checks, surveys and risk assessments have been completed for mechanical ventilation systems such as air handling units and air conditioning systems to ensure that risks associated with COVID-19 transmission via this route are mitigated.

Ventilation should be considered as part of a hierarchy of risk controls approach. These include:

- Effective fresh air ventilation, working alongside face coverings, distancing and enhanced hygiene regimes;
- Restricting or reducing duration of activities indoors;
- Room layout;
- Utilising rooms with good ventilation and avoiding the use of those without good ventilation;
- Enhanced use of face coverings should be considered alongside ventilation for reducing far-field aerosol transmission risks;
- Factoring in the use of suitable air cleaning devices to enhance indoor air quality.

Increasing natural ventilation by letting fresh air into indoor areas can help reduce the risk of airborne COVID-19 transmission by removing air that contains virus particles. The more fresh air that is allowed to circulate the quicker any virus particles will be removed.

Increased ventilation does not decrease the risk of COVID-19 transmission by close contact and therefore social distancing must still be adhered to.

Where possible fresh air should be increased by opening windows, doors, and trickle vents either partially or fully. This should be done without compromising other aspects of health, safety and wellbeing such as propping open fire doors or adversely impacting on temperature. All doors and windows should be opened fully as frequently as possible to air the room. Windows and doors (excluding fire doors) should not be completely closed when a naturally ventilated area is occupied.

Opening windows and doors at opposite sides of the room will also provide a good flow of fresh air (this is known as cross ventilation).

Areas of stagnant air or poorer ventilation can be improved by utilising desk or ceiling fans, however these should only be considered if there is good ventilation elsewhere in the premises, through the provision of fresh, outdoor air.

The risk of air conditioning spreading COVID-19 in the workplace is extremely low provided there is an adequate supply of fresh air and ventilation.

Where there are both high level and low level openable windows in a room then it is recommended to open the high level windows during cooler weather in the first instance, as incoming air will be warmed as it flows down into the room thereby reducing cold draughts. This also improves mixing of the outside air with air in the room. To maximise airflow when draughts are not a concern, both high and low windows should be opened.

If possible, maintain openings throughout the day to allow a constant flow of fresh air into the workplace. The weather can affect the amount of air that flows through openings and so these should be adjusted to balance warmth with the amount of ventilation, where possible.

Do not open windows and doors if doing so poses a safety or health risk to staff, visitors, etc.

Mechanical ventilation systems should be operated at the maximum design flow rate, even if a space has a lower occupancy than the maximum permitted. As set out in CIBSE guidance it is recommended that ventilation systems are set to run on full fresh air as far as possible. It is recommended that 8-10 litres of fresh air per person (minimum) would be a better guide to fresh air demand.

Other control measures such as area occupancy limits, providing ventilation breaks during or between room usage should be considered alongside ventilation for reducing the risk of airborne transmission.

For further ventilation guidance from the Scottish Government click [here](#).

For further ventilation and air conditioning guidance from the Health and Safety Executive click [here](#).

8. HOMEWORKING

Homeworking will remain the default for many of us. It is important to ensure that risks arising from health and safety hazards whilst working at home are controlled. Further information on health and safety considerations for homeworking can be found on the [Wellbeing & Working from Home Hub](#), and on the [SHaW Homeworking webpage](#).

9. TEACHING AND LEARNING ARRANGMENTS

The University is planning the return to teaching and learning in line with Scottish Government guidance regarding any maximum occupant capacity and need for essential face to face teaching based on levels of restrictions in place. This will be facilitated by delivering blended learning. Return to campus for teaching and learning is subject to approval. Details of the processes to be followed together with the relevant forms and guidance, are available on the [Safety, Health and Wellbeing](#) website.

Initial teaching and learning will be delivered online, including induction sessions and early teaching activities. Students will return to campus in a phased manner, with the early focus being on practical activities that are difficult to replicate in the online environment.

The University has reviewed its estate for all learning, teaching and related activities and identified how teaching space will be configured in keeping with the parameters of the 2 metre social distancing requirements. [Room plans](#) are in place which comply with social distancing at 2 metre, and these will not be reconfigured between teaching sessions.

Signage will be displayed in every teaching room illustrating how students should enter and exit the room safely, where they are permitted to sit, reminding them of hygiene requirements and guidance on moving around the building when in a common areas. Occupancy of buildings will be monitored throughout, with review in the early transition of phasing in campus based activities.

The University is using a QR code system to monitor who is in attendance at scheduled on campus teaching events. The data collected will only be used to trace who we need to contact in the event of a positive case of Covid-19. Guidance for Staff on the use of the QR system can be found [here](#).

10. EMERGENCY ARRANGEMENTS

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

Individuals that are Fire Marshalls and / or First Aiders, will be identified with signage in each department, with indications of whether they are on site for any given day, Monday to Friday. Further First Aider information is available in section 10.2.

As both the numbers of Fire Marshalls 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 Marshalls to undertake a full sweep of all locations of the building in the event of a fire alarm evacuation. In this instance, staff returning to work in University buildings must complete the online 'Fire Safety Awareness' training on [Myplace](#) prior to returning to campus.

10.1 Fire evacuation

Normal fire evacuation procedures will apply. **Do not** adhere to the 2 metre physical distancing during a 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;
- Do not use a lift to evacuate the building, unless this has been identified in a Personal Emergency Evacuation Plan;
- Upon exiting the building, make their way to the fire assembly point (where social distancing must be adhered to) and make yourself known to your department Fire Marshall, to enable a roll call check to be completed. If there is no Fire Marshall, this role should be undertaken by a senior member of staff such as a line manager or Department Safety Coordinator.



In the event that the Fire Marshall, or nominated person, believes there may be a staff member still in the building, this must be reported immediately to Security.

When Fire Marshalls 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.

10.2 First Aid

In the event there is no first aider present within the building / department, security staff are the default First Aiders on campus and can be contacted on Ext. 2222.

Existing procedures for summoning First Aid assistance should be followed.

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

First-aid rooms can continue to be used as normal (as per pre-COVID-19) until the person is able to go home or to hospital depending on the severity of their condition. No one should come to campus if they feel unwell or should be self-isolating.



11. MONITORING AND COMPLIANCE

By monitoring compliance, we can:

Evaluate how effective the safety measures are arrangements are working by;

- Assessing how well these measures are being complied with;
- Identifying what monitoring needs to be changed, enhanced, added or enforced more actively;
- Identifying what (if any) new risks are arising;
- Using feedback from others for review and improve University arrangements;
- Reporting back to relevant parties and management on progress.



Compliance monitoring will be carried out by departments with the completion of various daily and weekly inspections, checklists and reviews, and by periodic assurance checks undertaken by Safety, Health and Wellbeing.

12. FURTHER INFORMATION

Should you have any queries or questions relating to any of the items covered in this document, please direct your query in the first instance to your local safety representative.

Additional information can also be found:

University of Strathclyde

- <https://www.strath.ac.uk/safetyhealthwellbeing/>
- <https://www.strath.ac.uk/safetyhealthwellbeing/safereturntocampus/>
- <https://www.strath.ac.uk/coronavirus/>
- [Coronavirus | University of Strathclyde](#)
- [Staff Return to Campus Pack | University of Strathclyde](#)
- [Return and resume | University of Strathclyde](#)
- [Course: Fire Safety Awareness \(strath.ac.uk\)](#)
- [COVID-19 Return to Campus Health Self-Assessment](#)
- [Return To Campus Agreement](#)
- [COVID 19 Test | University of Strathclyde](#)
- [Car Parking | University of Strathclyde](#)
- [Sustainable Travel | University of Strathclyde](#)
- [Cycling | University of Strathclyde](#)
- [COVID19 outbreak response plan \(strath.ac.uk\)](#)
- [Covid-19 Notifications Webform](#)
- [Sunflower scheme | University of Strathclyde](#)
- [Covid-19 Guidance on cleaning and hygiene on campus \(Final\) v1.6-8 Apr 2021.pdf \(strath.ac.uk\)](#)
- [Strathclyde Sport re-opening | University of Strathclyde](#)
- [Inside Strathclyde, with weekly emails providing the latest update from the Principal.](#)

