

# COVID-19 Information leaflet for Staff Returning to University Buildings

## Return To Work

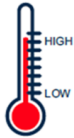
All staff must:

- Complete a COVID-19 Return to Campus Health Self-Assessment.
- Complete a COVID-19 Staff Return to Campus Agreement.
- Complete Fire Safety Awareness online training, where there are insufficient Fire Marshalls available.
- Read, understand and comply with COVID-19 University Buildings New Working Arrangements guidance.

All 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](#).
- Download the 'Test and Protect' Protect Scotland app as part of their Return to Campus and to follow the NHS Scotland Test and Protect procedure.

## Health



Do not come to the University if you have a positive COVID-19 test result (within the previous 10 days) or are displaying COVID-19 symptoms:

- A new continuous cough;
- Fever / high temperature;
- Loss of or change to your sense of taste or smell.

If you develop the above symptoms, follow the guidance in section 4.1 of the COVID-19 University Buildings New Working Arrangements.

## Hygiene



Wash your hands frequently, with soap and warm running water, for a minimum of 20 seconds, especially:

- On building entry;
- After using the toilet;
- Before and after eating;
- Before and after using kitchen equipment.

If it is not possible to wash your hands, use alcohol hand sanitiser for between 20 to 30 seconds.

Follow good hygiene etiquette when coughing or sneezing.

Avoid touching your face, mouth and eyes with your hands.

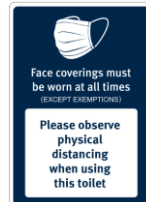
## Physical Distancing



Maintain physical distancing at all times:

- Keep a 2 metre distance from others;
- Do not gather in groups;
- Be mindful of other people's space when moving around and between University buildings;
- Adhere to maximum lift, room and area occupancy limits;
- If physical distancing cannot be maintained, then additional controls must be put in place.

## Toilets and Showers



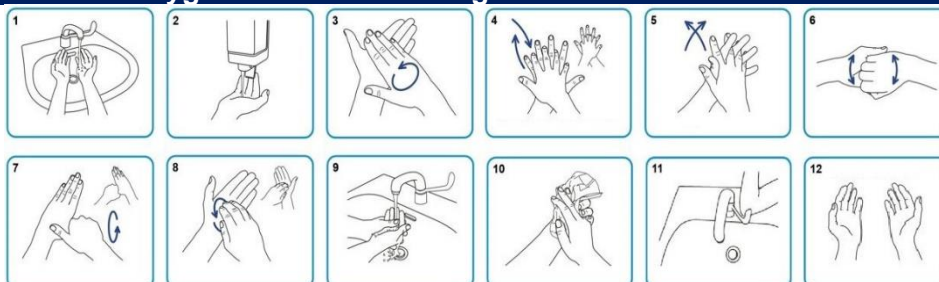
Toilets:

- For smaller toilets - a system of one in and one out will operate;
- For larger toilets - assessments have been made in the number of occupants permitted, while meeting physical distancing requirements;
- If possible, close the toilet lid prior to flushing, to reduce the likelihood of water droplets being generated.

Showers:

- Local arrangements will be in place for the use and cleaning of showers, lockers and changing rooms.

## Hand Hygiene - Hand Washing Guidance from NHS Scotland



## Hand Hygiene - Alcohol Hand Sanitiser Guidance from NHS Scotland



## Cleaning



- There is increased cleaning and monitoring in toilets and high frequency touch points, such as social area tables / chairs, door handles, bannisters, lift buttons, etc;
- Regularly clean and disinfect objects and surfaces that you touch;
- Clean work areas and items such as computers, keyboards, monitors and desks before and after use;
- Notify Estates Services of any concerns in relation to cleaning.

## Emergency Procedures



- Employees are required to sign in locally in their work area. This enables information to be made available to **Test and Protect**, should tracing be required.
- In the event of an emergency, call Security Control 0141 548 2222 (Ext. **2222**);
- On hearing the **fire alarm** evacuate the building by the nearest fire exit and carry out a roll call at the assembly point. Await instruction before re-entering the building;
- Follow normal **first aid** procedures, or call Security Control for assistance.

## Planning for Emergencies



- All HoDs / Directors should ensure that they have the necessary arrangements in place to deal with emergencies such as fire and first-aid;
- Regularly review and monitor your arrangements;
- Discourage visitors and non-essential personnel from attending campus.

## Signage and Floor Markings



- Signage and floor markings are displayed to aid with physical distancing of 2 metres;
- Observe and comply with signage and floor markings;
- Be patient and observe physical distancing requirements.

## Car Park

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

## Opening Hours and ID



Be aware and follow:

- Building and service operating hours;
- Any new or additional operating or working arrangements;
- Building, Departmental or location specific arrangements and requirements (as applicable);
- Follow guidance in the COVID-19 University Buildings New Working Arrangements;
- Always wear visible ID when in University buildings.

## Communal Kitchen Areas



- Use cleaning materials provided to pre and post clean areas;
- Prepared food and drinks should be brought in, where possible;
- Food, drinks, drinks vessels / plates / cutlery, etc. must not be shared.
- Wash drinks vessels / plates / cutlery etc. using soap and warm water and dry with a paper towel, and put away immediately;
- Food and drinks must not be made for colleagues;
- Maintain physical distancing - do not wait for kettles or the microwave.

## Face Coverings



Face coverings must be worn:

- In building entrances, lifts and stairs;
- In indoor communal areas including corridors, toilets, changing rooms, staff rooms, canteens (except where seated);
- In areas of campus where 2 metre physical distancing cannot be guaranteed / maintained;
- When inside the Library building;
- On public transport, in shops and other enclosed public areas.
- Where an exemption applies, a face visor or face shield can be worn.

## Entry and Exit



- By designated routes;
- Follow sign posted routes;
- Never use a dedicated fire exit for entry/exit, the building. Only use in an emergency evacuation;
- Follow any location specific requirements for recording entry and exit to the building.

## Travel Plan

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