



Health



Do not enter the building if you are unwell or have a high temperature.

Leave the premises if you have any COVID-19 symptoms, and inform your line manager.

Physical Distancing



Be mindful of other people's space when moving around University buildings.

We are participating in the [Distance Aware Scheme](#), which has been designed to help those worried about mixing with others as we adapt to living with COVID-19.

Hygiene



The University has installed sanitation stations throughout our buildings. To maintain good hygiene, it's important that you clean your hands frequently, especially:

- After using the toilet;
- Before and after eating
- After touching frequently used touchpoints.



Follow good hygiene etiquette when coughing or sneezing.
Avoid touching your face, mouth and eyes with your hands.

Hand Hygiene – Hand Washing Guidance from NHS Scotland

<p>1 Wet hands with water.</p>	<p>2 Apply enough soap to cover all hand surfaces.</p>	<p>3 Rub hands palm to palm.</p>	<p>4 Right palm over the back of the other hand with interlaced fingers and vice versa.</p>	<p>5 Palm to palm with fingers interlaced.</p>	<p>6 Backs of fingers to opposing palms with fingers interlocked.</p>
<p>7 Rotational rubbing of left thumb clasped in right palm and vice versa.</p>	<p>8 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.</p>	<p>9 Rinse hands with water.</p>	<p>10 Dry thoroughly with towel.</p>	<p>11 Use elbow to turn off tap.</p>	<p>12 Steps 3-8 should take at least 15 seconds. ...and your hands are safe*.</p>

Hand Hygiene – Alcohol Hand Rub Guidance from NHS Scotland

<p>1 Apply a palmful of the product in a cupped hand and cover all surfaces.</p>	<p>2 Rub hands palm to palm.</p>	<p>3 Right palm over the back of the other hand with interlaced fingers and vice versa.</p>	<p>4 Palm to palm with fingers interlaced.</p>
<p>5 Backs of fingers to opposing palms with fingers interlocked.</p>	<p>6 Rotational rubbing of left thumb clasped in right palm and vice versa.</p>	<p>7 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.</p>	<p>8 ...once dry, your hands are safe.</p>



Entry & Exit



- Access only via prior authorisation and agreement with local building or Departmental contacts, Estates Services or due to an emergency;
- Contractor to call pre-advised host number [or Security Control (0141 548 3333)] on arrival from outside and someone will meet them;
- Contractor must be signed into building on arrival and signed out again on exit.



Working Procedures



- Ensure you have completed the necessary risk assessments, and have suitable information and training;
- Regularly review and monitor your working procedures and arrangements.

Building & Department Services



Be aware and follow:

- Building operating hours;
- Any new or additional operating or working arrangements;
- Building, Department or location specific arrangements and requirements (if applicable);
- Wear visible ID when in the building.



Personal Protective Equipment



- Personal Protective Equipment (PPE), as identified through your risk assessment process, must be worn and used as identified.

Emergencies



In the event of an emergency call Security Control 0141 548 2222 (Ext. 2222);

Fire: on hearing the fire alarm, evacuate the building by the nearest fire exit and carry out roll call at assembly point. Await instruction before re-entering the building;



First Aid: follow your normal procedures or call Security for assistance.

Cleaning



The University continues to operate enhanced cleaning and monitoring of frequent touchpoints.

- There is increased cleaning and monitoring of high-risk areas and frequent touch points;
- Regularly clean and disinfect objects and surfaces that you touch;
- Notify University staff of any concerns in relation to cleaning of areas you are working in.

Information



- Ensure you have all the contact details for your local building/ Department/Estates Services.
- Refer to University guidance and information that has been given to you in relation to Covid-19 changes.
- Refer to any other relevant and applicable University information and guidance.

Face Coverings



All staff, students, visitors and contractors are encouraged to use face coverings as a precaution to help protect each other, particularly where significant numbers of people are present.

