1.00 Executive Summary

This document has been prepared using the latest Government and Health and Safety advice. It will be kept up to date to ensure that is always the case. These guidelines set out what we need to do to ensure buildings and spaces can be used safely during the COVID-19 pandemic. There are other documents referred to in this document which are pre-requisites to opening buildings such as risk assessments and building opening checklists. This guide is based on the return to campus principles included in Appendix 1.

These guidelines stress that during the COVID-19 pandemic, numbers on campus will be restricted; for the time being, the default position will be that staff continue to work from home where possible. However, for those who do need to be on campus, these guidelines will help ensure a safe environment based on 2m physical distancing. They address issues such as how we will manage reduced occupancy, enhanced cleaning and improved ventilation.

These guidelines will be applied to priority buildings to test how they will work and what issues may arise. This will involve Estates working with technical staff, Heads of Schools and other key stakeholders within buildings. Any general feedback from that process including typical layouts, corridor movements, agreed signage will inform future revisions of this document.

All members of staff and all students will be required to follow the University-wide guidelines. In addition, we will make clear the responsibilities of line managers and leaders across the University. We ask all members of the University community to abide by these guidelines and help us keep yourselves and those around you safe.

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2.00 Introduction
The principles and standards outlined below are based on the latest Government and Health & Safety Guidance. They are designed to keep staff and students at the University of Glasgow safe and well during the Covid 19 pandemic. One of the best ways to do this is to keep everyone at least 2m apart. This will be supported by an enhanced cleaning regime and a strategy to minimise common touch points.

Access to buildings and spaces at the University will only be permissible after extensive risk assessments have taken place to ensure buildings are safe to re-open and any necessary modifications have been put in place and tested. An example of this is good ventilation either through natural or mechanical means. Signage will also help guide people on campus.

Everyone has a personal responsibility to comply with these guidelines to make the gradual return to campus a safe and pleasant experience.

This guidance exists in addition to all current policies and guidance. It is also underpinned by the Government’s advice on minimising the risk associated with COVID-19 as follows:

- If displaying symptoms, you must self-isolate and inform your line manager
- Vulnerable staff/students should be shielded and working from home.
- Where staff/students can work from home this should be strongly encouraged
- Wash hands regularly with soap and water for a minimum of 20 seconds
- Coughs and sneezes should be covered with a tissue and disposed of immediately (into your elbow if no tissue) followed by washing of hands
- Staff and students must always maintain physical distancin
3.00 General Principles

3.01 Hygiene and Cleaning Plan

Cleaning and washing hands regularly are the principal hygiene controls for the COVID-19 virus.

As part of the phased re-opening of buildings there will be a cleaning plan in place to ensure that the areas being re-opened are adequately cleaned. There will also be ongoing cleaning of these buildings with a focus on the common and other high volume / high touch areas. To aid the cleaning process a clear desk policy will apply in all workspaces.

In addition, hand sanitisers will be placed on stands or wall mounted at the entrances to buildings and in common spaces. These will form the first point of hygiene control in each building. Stocks of sanitiser gels will be maintained by Estates. Appendix 2 is Public Scotland advice on using hand sanitisers.

The sanitisation stations will be positioned in buildings to reduce queuing.

A plan to have sanitising wipes will be required across all work areas with the occupants taking responsibility to use and dispose of the wipes as directed.

The primary control for personal hygiene is that all building occupants regularly wash their hands in line with the guidance issued through Public Health Scotland. This is included in Appendix 3.

3.02 Ventilation

Another key control to mitigate COVID-19 is good ventilation. Surveys and risk assessments will be undertaken in air handling units and air conditioning systems to confirm the risk associated with the COVID-19 virus being...
transferred in air streams into rooms and modifications will be made where necessary. In some instances, the precautions will be minimal as they have sufficient filter systems in place. In cases where air is recirculated, there will be a move to introduce fresh air where possible. If systems are identified as introducing higher levels of risk, these may be shut down.

3.03 Signage on Campus

A signage protocol has been established that sets out the common COVID-19 signs that will be in position in all buildings. A sample of the floor signs is illustrated in this guide. The protocol sets out where the posters, floor signs and surface signs are to be positioned. Signage will be fitted to the entrance of all buildings with information posted inside the building explaining the signage meaning and purpose. The signage follows a traffic light system where GREEN indicates a safe direction of people flows in the building, AMBER indicates the need to stay alert in workspaces and RED for areas where there are potentially more people busy areas or enclosed spaces such as service desk areas and lift spaces.

Physical distancing and hygiene standard signage will be prominent in external and internal positions across the campus and buildings. The signage is part of the building reopening checklist for sign off by Estates and local managers.
3.04 Occupancy
There will be some areas within a building that meet the physical distancing arrangements set out in this guide. However, occupancy levels in buildings need to be looked at holistically to prevent occupancy in one work area impacting on an adjacent area and causing potential overcrowding in corridors and amenity spaces. Estates will calculate the occupancy levels in each space and building before reopening but local managers will need to be actively involved in managing occupancy levels.

3.05 Fittings and Furniture
In putting into place the physical distancing plan, the best use of existing furniture will be made. Any excess chairs will ideally be stored nearby either in the room or in an adjacent room not in use.

If new furniture has to be ordered, desks should be 1,800mm length and chairs should have anti-microbial treatments and be capable of being cleaned with bleach. In addition, a review of absorbent materials that trap germs will be undertaken with the aim of reducing these where possible. In addition, any fittings that can be made touch free (such as lighting controlled by sensors or automatic doors) should be considered in a rolling programme.

At entrance receptions and if there is an unavoidable pinch point, a Perspex screen or barrier system will be considered. These may be considered for other areas too if required. This will be assessed as part of the risk assessment and building reopening process.
4.00 Travel to and Working on Campus

4.01 Travel to Campus
In accordance with Government advice, people are advised to travel to campus on foot, bike or private transport. Public transport should be used only where physical distancing measures are in place. Face coverings will be issued to all staff and we will encourage their use if using public transport and in enclosed spaces on campus. The University will install additional bike racks and make more parking spaces available as required to facilitate safe travel to campus.

4.02 Arrival at Campus
There will be a phased re-opening of buildings on campus. Staff and students will be advised in advance which buildings are open and when they can access them. This is to help control numbers as building capacities will need to be reduced in the short term. Authorisation to access campus will be required and processes for permitting this will be implemented. Also, an on-line induction is being prepared as to what to expect and do on campus. Across all open buildings there will be a consistent approach to cleaning, ventilation and signage as previously noted. Plans are being made for temperature checks at strategic points on campus. Those with potential symptoms will be asked to take medical advice.

4.03 Access to and Egress from Buildings
Consideration will be given to separate access and egress from buildings that reduce any congestion. Each building needs an established plan to achieve this objective.

Restrictions will be in place to prevent visitors to buildings and instead meetings should be arranged online to avoid additional people moving in and out of buildings.

Sign in and out paperwork, magazines and similar material at access points in buildings should be removed. Touchscreen technology at entrance points should also not be used.

Before buildings are occupied, Estates will co-ordinate the completion of a building reopening checklist which will be signed off by Estates and the appropriate heads of departments.

As part of this building reopening checklist schools, RIs and services will be asked to complete a risk assessment.
4.04 Circulation within buildings
There will be restrictions on the use of lifts. Priority will be given to those who cannot use the stairs and for the transport of heavy goods and materials. Signage will be in place identifying the numbers that can use the lift at any one time. In many cases, this will only be one and a waiting area beside the lift will be indicated.

A one-way, clockwise system will be implemented where possible. In spaces such as corridors and stairs, the 2m distance rule will apply where possible. Where corridors are wider than 2m, a keep left policy will apply. Similarly, on stairs a one-way system or keep left for wider stairs will operate. The landing area for stairs will be used as a passing place to aid people movement. Signage within a building will indicate which system is in operation to minimise face-to-face contact.

Fire doors will remain operational as per normal (pre COVID-19) circumstances and thus continue to be used only in emergencies.

4.05 Receptions
Where reception points are operational, queuing arrangements for people at 2m apart will be indicated with signage/ barriers. The ideal is to keep a 2m distance apart from the receptionist but if this is not possible, a Perspex shielding screen will be installed in front of the reception desk. High contact areas such as reception desks will be wiped regularly. The Perspex screen will be at least 1m wide and the top of the screen will be at least 2m from the ground.

4.06 Workplace
While COVID-19 is prevalent, the default position will be that staff work from home whenever possible. However, where staff do need to be on campus, restrictions by day and time will apply to minimise face-to-face contact. In shared offices, the chairs will be 2m apart and routes to and from chairs should maintain a 2m distance from other seats. Some computers/ chairs will either be removed or marked as out of use.

To take a six person workstation as an example, we will limit access to two people to ensure compliance with physical distancing as indicated below.
Stickers can be used to help indicate which positions can be used.

Hot desking within a day will not be in operation and instead, individuals will be allocated a desk for the day. Everyone will have their own keyboard, mouse and laptop which can be stored overnight in personal lockers. Individual staff have responsibility to leave a clean desk each evening for extensive cleaning overnight. No eating will be permitted at desks. Non fire doors and windows should be kept open during the day to allow circulation of fresh air.

4.07 Laboratories
Standard Health and Safety guidance will still apply. In addition, use of the space will be guided by the 2m physical distancing requirement. This will mean that up to three quarters of lab positions will not be useable.
Positions that can be used will be indicated. This will also include access to fume cupboards. There will be more limited use of high-touch items and shared equipment. Teaching labs will be cleaned during set-up times and individuals should clean equipment after each use in research labs.

4.08 Teaching Space
As a general rule, lectures will be delivered on-line. If students cannot access the Internet from home, study spaces will be provided on campus. A booking system will be put in place for staff who wish to use recording booths, whiteboards or blackboards for lectures.

As the 2m physical distance requirement will reduce capacities by 80-85% in lecture theatres. These will be repurposed for use by seminar groups or for other activities. Markings will indicate which seats can be occupied safely along with direction of movement.

The illustration below shows the impact of physical distancing on one of our rooms:

4.09 Meeting rooms
Most meetings will continue to take place online, with small and medium-sized meeting rooms being reallocated for other purposes. Video screens will be
installed in the large meeting rooms to connect on-line and physically distanced meeting members.

4.10 Toilets
As a general guide the intention should be to have one person at a time unless the toilet space is large in size and can meet physical distancing standards that would allow more than one person. Signage will be in place in these spaces indicating if only one person at a time. An external lock will be considered for toilet spaces where it is identified to ensure physical distancing standards are met.

Cleaning and washing hands regularly are the principal hygiene controls for the COVID-19 virus. Use of hand dryers is less of a risk in spreading the virus as hands will already be clean. Introducing hand towels will be by exception as these require more staff to work in these spaces and introduce additional risk. Everyone will be expected to use good hygiene when using the toilet facilities to aid overall cleanliness.

4.11 Printers
As the guidance is to reduce common touch points these will either be out of commission or have restricted use.

4.12 Kitchens
Staff will be encouraged to bring a packed lunch and flask rather than use communal kitchens, particularly when these are small rooms. There should be no shared use of cutlery, crockery, kettles, cloth hand towels, etc.

4.13 Common rooms
These will be identified in each building and may not be the one people are familiar with. They will be large enough to accommodate physical distancing for breaks. Safe numbers will be indicated by the number of seats and must not be exceeded. Taking a break outside is also encouraged when the weather allows. Teams will be expected to stagger break times. Individuals will be responsible for cleaning tables before and after use. Individuals will be expected to take responsibility for cleaning kitchen equipment such as microwave ovens before and after use.
4.14 First-Aid Rooms
For anyone on campus who suddenly becomes unwell, first-aid rooms can be used 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.

4.15 Cafes
Most smaller venues will remain closed on campus. However, some larger venues may open where physical distancing and queueing can be accommodated.

4.16 Library spaces
A quarantine and no-touch system will be put in place as the virus can survive for 72 hours on certain surfaces. Signage will indicate the management system in place in each library space.

4.17 Sports Centre
Some sports facilities will remain closed but we will explore the scope for opening these as new national guidance is issued.

4.18 Workshops, Cleaners rooms, Plant rooms
The 2m physical distancing will apply in these spaces.

4.19 Leased Space
Local building guidelines will apply in any space leased by the University.

5.0 Working less than 2 metre
The 2m rule will not apply in the case of an emergency such as a chemical spill in a lab or a fire where the immediate danger to life and limb is greater than the risk of catching of COVID-19.

Where essential tasks require more than one person, a risk assessment will be undertaken in advance to establish the necessary mitigation measures.

6.0 Equality Impact Assessment
The impact of the physical and operational changes on staff and students must be assessed and mitigated before implementation. For example, if one-way systems lengthen journeys for some and if welfare facilities are further away. This should be part of the building checklist before areas/ buildings can be used again.
6.0 References


https://www.cushmanwakefield.com/de-de/insights/covid-19


Morgan Lovell Back to the Office Checklist

https://workplacetrends.co/thoughts-on-covid-workplace-design-recollection-not-revolution/?mc_cid=2d24b12b25&mc_eid=906b1a484c

https://www.steelcase.com/postcovid/


Plus discussion notes from AUDE SMG, HESMG, JISC meetings
7.00 Appendices

Appendix 1 Return to Campus Principles

1. We will put health and safety first, addressing both physical and mental wellbeing.
2. We will do everything we can to support the resumption of academic activities, giving overall priority to teaching but also addressing research and non-academic aspects of the student experience.
3. We recognise that the return to campus will be gradual and may need to be changed at various stages depending on the advice from government and public health authorities.
4. We will support staff and students in adapting to new ways of working; everyone will undertake an induction before coming onto campus and will be required to abide by the University-wide rules.
5. Home working will continue to be the default position for many staff (with on campus attendance for specific purposes); we will provide staff who are home working with practical advice and support.
6. We will issue guidance to heads of academic and services units and require line managers to take local responsibility for implementing University-wide rules.
7. We will make appropriate use of risk assessments, working to a standard format.
8. We will undertake thorough health & safety and maintenance checks on all facilities before reopening.
9. We will implement a range of other health and safety measures to help keep individuals safe. These will include:
   a. Making specialist PPE available where risk assessments identify a need
   b. Installing hand sanitiser dispensers across campus
   c. Issuing reusable face coverings to all staff and students and encouraging their use in areas where physical distancing is difficult
   d. Putting in place a system to check the temperature of individuals on campus
   e. Managing the flow of people around the campus through clear consistent signage, one-way systems and by controlling the number of people in each building and space
   f. Instituting a comprehensive, enhanced cleaning regime
   g. Adhering to government and public health rules relation to physical distancing.
10. We will take account of the needs of those who are vulnerable due, for example, to health conditions.
11. We will seek to minimise the need for staff to use public transport at peak times through a range of measures.
12. We will place a high premium on communication – we will be open and transparent with staff and students and will work constructively with the campus trade unions.
Appendix 2

Alcohol handrub hand hygiene technique – for visibly clean hands

1. Apply a small amount (about 3 ml) of the product in a cupped hand.
2. Rub hands together palm to palm, spreading the handrub over the hands.
3. Rub back of each hand with palm of other hand with fingers interlaced.
4. Rub palm to palm with fingers interlaced.
5. Rub back of fingers to opposing palms with fingers interlocked.
6. Rub each thumb clasped in opposite hand using a rotational movement.
7. Rub tips of fingers in opposite palm in a circular motion.
8. Rub each wrist with opposite hand.
9. Wait until product has evaporated and hands are dry (do not use paper towels).
10. The process should take 15–30 seconds.

National Patient Safety Agency

NHS

University of Glasgow

COVID-19 Campus Management Plan
Hand-washing technique with soap and water

1. Wet hands with water
2. Apply enough soap to cover all hand surfaces
3. Rub hands palm to palm
4. Rub back of each hand with palm of other hand with fingers interlaced
5. Rub palm to palm with fingers interlaced
6. Rub with back of fingers to opposing palms with fingers interlocked
7. Rub each thumb clasped in opposite hand using a rotational movement
8. Rub tips of fingers in opposite palm in a circular motion
9. Rub each wrist with opposite hand
10. Rinse hands with water
11. Use elbow to turn off tap
12. Dry thoroughly with a single-use towel
13. Hand washing should take 15–30 seconds