## COVID-19: Return to work Induction pack

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Building risk assessment
Please read the Building risk assessment this will outline the control measures put in place for the building/complex to mitigate the risk of infection from Covid 19 when you have read and understood the controls put in place tick the box on the Induction checklist.

Laboratory/Research Group risk assessment
A specific risk assessment has been written by each of the Principle Investigators. This outline controls put in place to mitigate the risk of infection from Covid 19 within their Laboratory/Write up area. You should read through the Risk assessment and tick the box in the Induction checklist to show you have read and understood the controls put in place. This risk assessment is in addition to the risk assessments already in place within laboratories.

Building/Room occupancy
Occupancy of building Laboratories and Offices have been determined by Estates in line with Government guidelines around social distancing. There are maximum occupancy of Laboratory and office space these must not be exceeded Please make yourself familiar with the occupancy levels assigned to your work area. Signage will indicate maximum occupancy.

Guidance on Covid 19 Symptoms -Self isolation
Please use the Scottish government guidance on covid 19 symptoms –

Any specific guidance from the University will be communicated to staff and students.

Fire Safety/Emergency Evacuations
Fire evacuation arrangements remain largely unchanged from pre-Covid systems with only minor variation. Fire alarm function and fire service attendance will be as normal. Fire alarm testing will continue as per the buildings designated day and time if you are unsure ask Building fire officer to confirm day and time.

- If one-way travel systems are in place within buildings these will cease on activation of the fire alarm and building users should exit as normal by the nearest evacuation route.
- If occupancy of the building is low and there is no crowding, infection risk during an evacuation will be low as all users will travel in the same direction with minimal face-to-face contact. If possible, try to maintain a 2m separation.
- It is beneficial if face coverings are worn during an evacuation where normal distancing may be compromised, if these are immediately available.
- On evacuating the building do not to congregate close together at any assembly points. 2m separation (minimum) should be maintained.
- Use the designated assembly points as indicated on fire signage if you are unsure of assembly points contact your local Fire officer. It is beneficial if face coverings are worn in assembly areas as a protection to others.
- Overall occupancy numbers will be low therefore the use of fire wardens will be greatly reduced
- No planned fire drills will be undertaken during the initial phase of Covid 19 control to avoid unnecessary physical contact between building occupants.
First Aid / Emergency Support
- Should an individual need emergency support or first aid, this is still available via the University Security team as a primary emergency support.
- Both the Gilmorehill emergency number (0141 330 4444) and Garscube emergency numbers (0141 330 2222) remain fully functional.
- Security staff can assist with attendance at an incident, first aid provision or with summoning any of the emergency services.
- **Use First Aid signage to contact local first aid trained staff**

Guidance for First Aiders
- Although Covid 19 presents a current infection risk, first aiders will be aware through their training that other human infections have always presented a risk during first aid and can apply this training to minimise infection risks.
- Where possible, first aiders should try to assist while maintaining a 2m distance. Unless direct intervention is needed e.g. for CPR or other direct physical assistance, much non-emergency advice and support can be provided without close contact.
- The risk from providing first aid support will normally be relatively low, unless the casualty has an active Covid 19 infection. Where the casualty has no infection, there is no Covid 19 risk from providing first aid.
- In many cases, help can often be provided at close quarters without those involved directly breathing onto one another. Close contact should be for as short a time as is possible.
- If any form of PPE is available, disposable gloves, masks/PPE or eye protection, these should be worn during any close contact.
- An on-site judgement (dynamic risk assessment) should be made on the likely risk presented by the individual, the urgency of their need for first aid assistance and the consequence if that is not provided.
- Chest compression CPR only can be performed as an alternative to mouth-to-mouth in accordance with current first aid organisation guidance.

Lab coats
Please mark with your name allocated lab coats  The Lab coats should be stored folded on the seat possible or stored in a bag on the seat  They **should not be hung over the back of seats** as this will prevent cleaning staff from accessing lab floors for cleaning  How we access the laundering processes for Lab coats is still to be given and guidance will follow. It is suggested at the end of work, areas most frequently touched cuffs collars sleeves pockets are sprayed lightly with 70% ethanol and the Lab coat left to air until used next.

Use of Toilets
As a general guide the intention should be to have one person at a time unless the toilet space is large 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. 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. Additional signage will be in place to encourage increased hygiene practices.
Use of Common Areas
The capacity of these areas has been greatly reduced to maintain social distancing. 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. Cleaning products will be provided in these areas for staff/students to clean before and after use of facilities.

Use of Lifts
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 indicate single occupancy. Traveling in lifts should be avoided where possible. If you are transporting goods/materials then if possible, place goods/materials in the lift and send to the desired floor where a colleague can collect.

Lunches and Tea breaks
Staff and students are encouraged to bring a packed lunch, flask and own drinks rather than use communal kitchens. There should be no shared use of cutlery, crockery, cloth hand towels, etc. Where possible hot water will be provided. Where possible time work patterns to have lunch off campus if you are working shortened daily hours. Use of fridges will be in line with local cleaning regimes.

Use of Offices/Write up areas
The default position is to work at home where possible. The use of write up areas and offices is limited to maximum occupancies in line with government guidance on social distancing. These areas should only be used in down time between experimental work or for analysis of ongoing research work.

Booking of shared areas
As occupancy and access levels will be greatly reduced please use booking systems for shared areas tissue culture, microscopy growth rooms equipment room etc. The established system may have change or been adapted. Please check with person responsible for the shared area.

Cleaning Equipment before and after Use
Please clean equipment before and after use. Cleaning materials will be provided for this purpose. Where possible this will be 70% ethanol sprayed onto paper towel. Where this is not appropriate alternative cleaning materials will be provided.

Signage
Please take notice of new signage and follow the instructions, these are intended to keep staff and students safe. If you see any missing or damaged signage please contact your local safety coordinator.

Facilities support
Facilities support is presently being reviewed. Glass cleaning and Waste management support will be communicated to staff and students by facilities management and senior technical managers. This will be dependent on staffing levels and statutory servicing and compliance of autoclaves MVLS.
stores is now open and orders can be placed, there may be initially limited stocks of certain items. Deliveries will still be made to laboratories.