Covid-19 Recovery
Return to Work Induction
Phase 2 - Research labs
James Watt School of Engineering
25th June 2020
Covid-19 Recovery
Return to work Induction

To ensure a safe return to work for everyone

To support the safe reopening of research labs

To initiate feedback about measures in place
Induction content

I. Introduction to Covid-19 and current policies
II. Information Portal
III. Building access
IV. Lab access
V. Booking access to labs
Introduction to Covid-19 and washing hands

- https://openwho.org/courses/introduction-to-ncov
- https://openwho.org/courses/eprotect-acute-respiratory-infections
- https://youtu.be/N9hCY-MIdMA

Please follow the links and watch the videos
### Scottish Gov – Covid-19 framework

<table>
<thead>
<tr>
<th>Stage</th>
<th>Details</th>
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| 1 | Default was remote working, offices are closed  
    • Preparation work started (physical distancing, hand washing, cough/sneeze etiquette, face covering in public spaces, staggering arrivals) |
| 2 | Default is STILL remote working, offices are closed  
    • Research labs can restart (physical distancing, hand washing, surface cleaning, cough/sneeze etiquette, face covering in public spaces, staggering arrivals, one-way system) |
| 3 | Default will be remote working  
    • Offices can reopen with physical distancing  
    • Limited on-campus learning (i.e. teaching labs) |
| 4 | Remote / flexible working will be encouraged  
    • All workplace can reopen with hygiene protocols  
    • Campus can reopen |

- **28th May**
- **29th June**
- **July / August ?**
- **Unknown ?**
University of Glasgow Covid-19 guides and training

- UofG Covid-19 Online induction (link to be added when ready)

Please follow the links and explore content and videos
School of Engineering - Staff Information Portal

- Staff Information Portal (still in construction)
People returning into buildings (1)

- Only come in if fit (no Covid-19 symptoms) and work cannot be done from home
- Offices remain closed, access is limited to research labs only
- Maximum occupancy levels have been defined for labs and communal areas
- All users MUST swipe their cards to enter the building
  NO TAILGATING!
- Online UofG Covid-19 induction must be completed
People returning into buildings (2)

- Follow building one-way system and general signage (except for accessing toilets and rest areas)
- Stick to your lab, limit movement around the building
- Do not enter a space if already at capacity
- Use the allocated rest area and toilet for your lab
  - Bring a packed lunch and flask rather than use communal kitchens
  - Do not share kitchen cutlery, crockery, kettles, cloth hand towels, etc.
Covid-19 Floor signage

- Reminder message on social distancing at all entrance to buildings
- Indicates people traffic flow eg. one way systems, or access egress flows
- Indicates safe positioning when moving through work spaces
- Indicates queuing position or safe position eg. at lifts or service areas
- Indicates safe social distancing on stairwells and corridor areas
- Indicates safe positioning on passing places eg. stair landings
Covid-19 Door and Wall signage
Covid-19 Door and Wall signage

Welfare Areas – On the doors of any toilet, kitchens, tea rooms & break-out areas

Next to bulk sanitiser stations across campus
Covid-19 Door and Wall signage

Indicates spaces that can be used

Indicates spaces that cannot be used due to physical distancing
Covid-19 Door and Wall signage

Positioned on all rooms to indicate occupancy levels that meet physical distancing guidance.

Maximum Occupancy At Any Time

In areas such as toilets or at lift areas where this may apply.

ONLY 1 Person at any one time
Covid-19 Door and Wall signage

Positioned on desk areas alongside 500ml sanitisation units to allow staff and students to clean their immediate work area.
In real life…
In real life...
Our policy is based on trust

**TRUST**
- Treat everyone as responsible persons

**MONITOR**
- Observe Behaviours
- Observe Occupancy levels
- Trace Covid-19 cases

**TAKE ACTIONS**
- Challenge poor behaviours
- Access restriction
- Disciplinary actions
- Isolate
People returning into labs…

- **1st July** - gradual return start (some labs might be later)
- Specific lab Covid-19 induction must be completed
- Revised lab CoP must be read and adhered to
- Access to the labs must be agreed with the respective lab guardian
- Do not enter the lab if already at capacity
- Lab activities need to be risk assessed in view of Covid-19 risks
Manage Risks

- **Carry out a Covid-19 risk assessment**
- **Manage risks** _As Low As Reasonably Practicable_
  1. Follow Scottish Government and University Guidance
  2. Work from home if possible (particular attention should be given to vulnerable individuals)
  3. Increase hand washing and surface cleaning
  4. Minimise numbers
  5. Keep people apart (2 m distancing) – redesign workspace, repurpose space, stagger and control movement within the building, etc…
  6. If not possible, **take all possible** mitigating actions (‘team bubbles’, face covering, face shield, changing clothes, etc…)
Covid-19 Risks

- Considerations for codes of practice and risk assessments can be found here (https://www.gla.ac.uk/schools/engineering/informationforstaff/safety/)

- Control Measures to reduce Transmission and infection of Covid-19
  - Physical distancing, Cleaning (hands, surfaces, materials), Protective equipment (face covering)

- Other risks
  - Reduced emergency support
  - Mental health
Booking access to a lab

- Agree access time to the lab with lab guardian and PI
  (an online booking system is being developed at School level)
- Plan ahead as far as possible
- Avoid multiple short sessions
ONLY COME IF FIT, BOOKED IN and CANNOT WORK FROM HOME - NO OFFICE WORK

Cough/sneeze etiquette
Wash hands frequently
Clean surfaces

Protect yourself and others
Thank you