Return to Work at SCENE following Covid lockdown Induction
General

Staff returning to work at SCENE will need to make some considerable adjustments to the way in which they work.

These are required to:

• **reduce the risk of infection transmission,**

• **effect social distancing and**

• **work within government working guidance**

These changes are briefly summarised in this document.
Returning SCENE Personnel

- If you can work from home you should;
  - discuss with your PI /manager if you need to return to SCENE.

- You should not return to SCENE if you have any symptoms of a flu-like nature.

- Critical is compliance with social distancing guidelines of 2 m separation at all times

- You may find returning to work stressful:
  - There is good information on: https://www.gla.ac.uk/myglascow/humanresources/guideforlinemanagers/
  - Nic McCallum at SCENE and/or your PI can provide both support and access to wider UofG support facilities
Residents

- Those currently resident at SCENE have been isolating as a “family” unit during lockdown.
- In effect residents represent a single unit for infection risk.
- Each worker returning to work SCENE represents an additional single unit in terms of infection risk and need to be managed as such.

Communication

Information on how SCENE will be managed with respect to access to and the availability of facilities, will be passed to you through:

a) SCENE Lab meetings (on Zoom)
b) through your PI directly
c) through the SCENE email list.

If you think you are not receiving information updates please contact Matt Newton.

There is also support available from the BAHCM “Return to Work Group” who may be able to address wider process and procedural questions: bahcm-rtw-enquiries@glasgow.ac.uk
Travel and Car parking

Travel

• SCENE workers will almost certainly have to travel to SCENE by private transport.
• If SCENE workers do find themselves needing to travel by public transport they should consult Matt Newton in advance to attempt to find an alternative.

Car parking

• SCENE workers should ensure social distancing in the car parking area.
• If two workers arrive or attempt to leave at the same time one must wait until the other has emerged from, or entered, their car.
Entry and exit from the SCENE Maitland building

Only those workers who have secured permission to enter SCENE may do so – initial contact should be through Matt Newton or in his absence Colin Adams

• Entry and exit to the Maitland building should be via the main door or the yard door into the foyer.

• Both doors are glass and have line of sight and so entry should be made only when there is no one else attempting to leave or enter. If there is, step back to a safe distance and way until the doorway is clear.
**Sanitizing**

- Anyone entering or leaving must sanitise their hands, these are available throughout the building and by doorways.

- Door handles and banisters will be cleaned regularly, ethanol and wipes will additionally be provided for individual cleaning.

- The Slack Building remains closed to non residents.

- Desks and frequently used items should be wiped down daily.
The “labs” referred to here include the two dry labs on the first floor, the wet labs and animal rooms on the lower floor (three small animal rooms and the one large aquarium space), the flume areas and the freezer room.

All labs have a maximum capacity revised to take account of distancing and distancing will be required during their use.

All labs will have their maximum occupancy marked at on the entrance.

Each work station within each lab will be clearly marked by signage.

Each worker will be expected to disinfect the hard surfaces of their work area at the end of each working shift.

All workers will be required to book access to laboratory space for each shift that they wish to work in that laboratory.

To do this they will need to either email Matt Newton with their requirements or book on line though a OneDrive timetable. LINK TO BE PROVIDED
Access to the SCENE meeting room

- Meetings should be conducted by Zoom wherever possible, (Zoom can be downloaded here: https://zoom.us/download)

- The meeting room has been rearranged to allow for some use but within the maximum occupancy limit.

- If you wish to use the meeting room you must book this in advance either by email to Matt Newton or on-line though a OneDrive timetable. LINK TO BE PROVIDED
Restricted areas of SCENE

Only Scene residents are allowed to use the south stairs of the Maitland Building.

Only SCENE residents or essential maintenance staff are allowed access to the Slack building until further notice.

Non-residents should not use the communal computing facilities.

Non-residents should not use the foyer kitchen (see SCENE Workers Welfare for more detail).

Offices for non-residents will be single occupancy only.

South Stairs - Restricted

Main Stairs - Everyone

No-one should be using the lift until further notice (anyone with access problems should discuss this with Matt Newton).
SCENE Hygiene and Cleaning

- Good hygiene practice is the responsibility of every individual working at SCENE
- Critical is distancing of 2 m from others
- Communal areas of SCENE will be given a “deep clean” before the return of Phase 1 workers.
- Areas where touching of hard surfaces is inevitable will be cleaned twice each day. These include: toilets, door handles and the bannisters in the communal areas.
- Fire doors must remain closed during work hours but non-fire doors will be propped open at the beginning of the working day and closed at the end of the day to reduce contact.
- If possible, windows should be opened when a room is occupied to allow for a circulation of air
- Workers using labs or other facilities are expected to clean down hard surfaces (door handles, chair seats, etc) at the end of a shift.
- To use facilities common to others such as fridges, freezers, communal printers etc users are expected to wear disposable gloves.
- Facemasks are not mandatory where distancing is possible but may be required by specific risk assessments where it is not.
- Face masks, antiseptic wipes, gloves and sprays will be available in each working area.
- Procedures for any lab based accidents remain as before
Moving around SCENE

• The main stair is the only one available to non-residents to move between floors (1)

• The main corridor on the first floor and the short corridor on the lower floor are the only corridors available to non-residents (2+3)

• All three have line of sight from one end to the other.

• Waiting zones are identified at both ends of each.

• Users must check that there is no one using the stair/corridor before using it.

• If there is then they must wait until the route is clear. This procedure is flagged by signage.

• There are waiting zones marked at each end of the travel route.
Fire Procedures

- Your response to a fire alarm at SCENE should be unchanged with a few minor exceptions

- As before, there is a Fire Warden resident at SCENE to guide exit from the building

- There will be regular weekly fire alarm tests as before

- Fire evacuations will not be practiced until further notice

- If the alarm sounds: You should use the most appropriate exit to the building irrespective of social distancing guidelines

- The assembly point will remain the car park area north of SCENE, BUT you should remain 2m apart once assembled
Welfare facilities and First Aid

**Welfare facilities**

- Non-resident SCENE workers will be expected to bring their own food and drinks with them to SCENE for each shift.
- Additional kettles will be made available in single occupancy rooms to allow preparation of a hot drink, but to avoid sharing facilities.
- Breaks can be taken in the SCENE courtyard if the weather is appropriate and midges allow.

**First Aid**

- First aiders will remain unchanged from previously.
- Campus Security can provide additional support provision.
- The Security emergency number (0141 330 4444).
If you feel unwell

• SCENE residents who become unwell will be expected to follow full government isolation procedures (7 days) - a flat for isolation is available.

• SCENE workers who are not resident but who become unwell must isolate at home following current government guidelines

Deliveries and Essential Maintenance

• For the time being, only maintenance essential to the running of SCENE and health and wellbeing will be carried out at SCENE

• Contractors will be expected to comply with social distancing

• Deliveries can still be made to SCENE but drivers will be expected to leave deliveries at the door of the foyer – this area will be signposted
Use of SCENE vehicles

- Single occupancy of vehicles should be the default

- To achieve this, it might mean taking two vehicles where one would normally suffice

- Multiple users in SCENE (or private) vehicles should only occur when there is no alternative.

- The hard surfaces of SCENE vehicles (gearstick, door handles inside and out, steering wheel etc) should be sanitised before and after use – each vehicle will be provided with sanitising facilities

- If two people do need to travel together, then they should distance as much as is possible (one front, one in the back) and they should wear gloves and a face mask (these will be provided for each vehicle)