Returning to Campus Induction

MVLS Facilities
Davidson/Wolfson/Sir James Black Complex
Henry Wellcome Complex

https://www.gla.ac.uk/myglasgow/news/coronavirus/
Induction

This document is intended for use in conjunction to the Inductions provided by your Research Institute/School/Service where appropriate and will be superseded by the University Induction Module when made available.
Guidance on COVID-19 Symptoms


University guidance will be communicated to staff and students via internal communication and University Website.
Risk Assessments

• Please read risk assessments related to your specific management unit. This will outline the control measures put in place by your Research Institute/School/Service to mitigate the risk of infection from COVID-19.

• When you have read and understood the controls, complete the appropriate section of the induction checklist provided by your RI/Sch/Service.
Signage

Signage has been erected throughout university buildings.

Please familiarise yourself with where meanings.
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Building/Room Occupancy Levels

Occupancy levels for campus buildings, detailed by room, office, laboratory have been determined by Estates in line with Government guidelines around social distancing. There are maximum occupancy of these areas which must not be exceeded. Please make yourself familiar with the occupancy levels assigned to your work area. Signage will indicate maximum occupancy.
Pedestrian Traffic Routes

Each building/complex has appropriate signage displayed detailing pedestrian route to be used to enter, exit and move round the buildings safely.

Due to the layout of the buildings it was seen as no benefit to have a one-way system in place, however some areas, where signage indicates are one-way or entrance/exit only. There is also a keep left policy when walking along corridors.

Please use doorways and appropriate wide corridors for appropriate passing places. No loitering or obstructing passing safely in any way.
Fire Safety /Emergency Evacuations

Fire evacuation arrangements remain largely unchanged from pre-COVID arrangement. 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.

In the event of an evacuation, occupants should leave the building via the nearest safe exit. One-way route do not apply at this time.

No planned fire drills will be undertaken during the initial phase of Covid 19 control to avoid unnecessary physical contact between building occupants.

2M distancing should be adhered to when at assembly point.
First Aid / Emergency Support

Emergency support or first aid assistance, is available via the University Security team, contactable at -

Gilmorehill emergency number 0141 330 4444
Garscube emergency numbers 0141 330 2222

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 available at
https://www.gla.ac.uk/myglasgow/seps/az/sepscovid-19resourcecentre/
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.

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.
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.
Social Spaces/Common Areas

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 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.
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.
Stores Deliveries

MVLS stores is open with reduced staffing levels. Orders can be placed, however note there are limited stocks of certain items.

Deliveries of both Stores Orders and External Goods are being carried out. Deliveries will be made to designated areas out with laboratories and maintaining 2m social distancing. Items do not require to be signed for unless it is safe to do so.
Prep/Washroom Provisions

Prep/Washroom functions are currently under review with equipment maintenance booked in. It is expected that a reduced staff level will return early July 2020, with constant review thereafter.

New procedures for glass cleaning and waste management support will be communicated to service users in due course.
Updates

Updates can be found at
https://www.gla.ac.uk/myglasgow/news/coronavirus/

Campus Management Plan can be found at
https://www.gla.ac.uk/media/Media_725323_smxx.pdf