

The New Normal: Working in the time of Covid-19

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Outline

- Introduction, Craig
- Status of building readiness, John
- Guidance for Research Groups, Craig
- Kelvin Building Induction, John
- Questions and Discussion

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General Principles

- Reduce occupancy levels
- Implement working practices that allow physical distancing
- Reduce person-person contacts
- Stagger work patterns and breaks
- Increase cleaning – specifically high touch surfaces before and after use (door handles, computers,....)
- Controlled break areas for staff

Individual responsibility

- Illness
 - If you have Covid symptoms
 - Stay at home and follow NHS guidance
 - If you were at work within the last 14 days, inform your PI or line manager so that track and trace can be followed
 - If you have symptoms at work
 - Stop immediately
 - Inform PI or line manager and return home
- Respect the 2m distancing rule
- Wash your hands regularly
- Wear a mask (is recommended) when working with others and in common areas (break rooms, corridors..)
- Clean equipment, work surfaces and door handles before and after use

Individual responsibility

- All user access must be authorised,
- The University Covid Induction must be completed (Moodle)
- Read and sign the Kelvin Building general risk assessment
- Agree access and tasks with RGLs and Lab coordinators
- Read and sign RG specific risk assessments
- Be patient and sympathetic, everyone will be anxious about working under these circumstances

School Responsibilities

- Sign-off of accessible areas and lab occupancies with E&B
- Set-up common areas for breaks
- Set-up entrances and exits with hand-washing facilities with E&B
- Define movement through Kelvin Building
- Organise purchase of generic PPE – hand sanitiser and masks
- Building cleaning
- Prepare generic risk assessment and code of practice
- Prepare Kelvin Building general induction
- Liaison with Estates & Buildings

Group Responsibilities

- RGLs are responsible for ensuring safe working practices in their labs
 - Supported by lab coordinators and lab guardians
 - Sign off risk assessments
- Preparation of RG specific work practices and risk assessments
Some things to think about.....
 - Maintain 2m distancing
 - Lone working procedures: monitoring of staff in labs – buddy system, webcams etc
 - Ventilation
 - Movement in labs
 - Separate entrance and exit
 - Use of masks and gloves
 - Hand washing in labs

If not sure ask, John and Craig send round the drafts so that people can pick up good practice
- Preparation of labs
 - Establish a movement plan – one person working and one person moving at any one time
 - Separate entrances and exits where possible
 - Establish one-way system in labs where possible
 - Separation of workstations where possible, no hot-desking

Group Responsibilities



- Briefing of staff on group procedures
- Groups should have clear lines of reporting
- Signage: emergency contact numbers RGL/Lab coordinator/Lab Guardian should be in each lab
 - In addition, John Marshall and deputy contact details and University security
- Groups should have clear lines of reporting
- Purchase of PPE specific to RG activities and equipment to promote Covid-safe working e.g. personal laser goggles, personal small tool sets
- Prepare work rotas and ensure this is entered into Kelvin Building calendar
 - Enter Thursday before
 - Groups should maintain a record of their rotas and ensure any changes are logged in the [Kelvin Building calendar](#)
 - Tasks should be lab work, no office work: i.e. analysis, meetings etc.
- If in doubt, ask Craig and John

Kelvin Building

- Entrances and exits
 - Hand-washing at entrance and exit
- Location of break areas
 - Staggered break times
- Movement plan
 - In general a two-way system, stay left
 - Some areas will be one-way systems
 - Signage will direct you
- Toilets will be single occupancy regardless of number of seats
- Janitorial cover
- Cleaning
 - If cleaners are working in your area, you will have to wait
- Working hours
 - Out of hours working is allowed but must be agreed with John Marshall and there must be a specific risk assessment in place
- On-campus parking is free, spaces are on a first come, first served basis

Emergency Procedures

- Fire
 - Exit immediately by the quickest route and proceed to assembly point.
Observe 2m distancing at assembly point
- Medical or Security
 - Phone University Security on 4444
 - Phone 999 if life threatening and then inform University Security
- GU currently operating with reduced emergency support

Provisional Timeline

- W/C 22/6/20:
 - KB Risk Register signed off and distributed to staff
 - E&B complete operational checks of KB
 - Signage in place
 - Hand washing stations in place at entrances and exits
- W/C 29/6/20
 - Information session for RGLs, Lab coordinators and Lab guardians
 - Lab occupancies confirmed
 - RG Risk assessments signed off
- W/C 6/7/20
 - Labs prepared for work by lab coordinators and lab guardians
 - Work can start, KB will be accessible but not open

Questions

Documents

- [University Covid page](#)
- [University Covid-19 recovery guides for staff and students](#)
- [Campus management plan](#)
- [University Recovery Plan](#)
- University RASCI
- [SEPS Covid-19 resource centre](#)
- [SEPS guidance on lone working](#)
- Covid-19 signage protocol
- Kelvin Building Code of Practice
- Kelvin Building Risk Assessment
- School RASCI
- [School Safety webpage](#)
- [Kelvin Building Calendar](#)

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- Working in the Kelvin Building
 - Individual responsibilities
 - School responsibilities
 - Group Responsibilities
- Policies for safe operation
- Safe working in the Kelvin Building
- Modifications to normal working practices

Phase-2

The Scottish Government has also said that research labs will be allowed to open with physical distancing and hygiene measures in place from Monday 29 June. To ensure time to prepare for some research facilities on campus to reopen, activities detailed in Phase 2 of the UofG Route Map will commence from the beginning of July.

So what will happen on the UofG campuses in Phase 2?

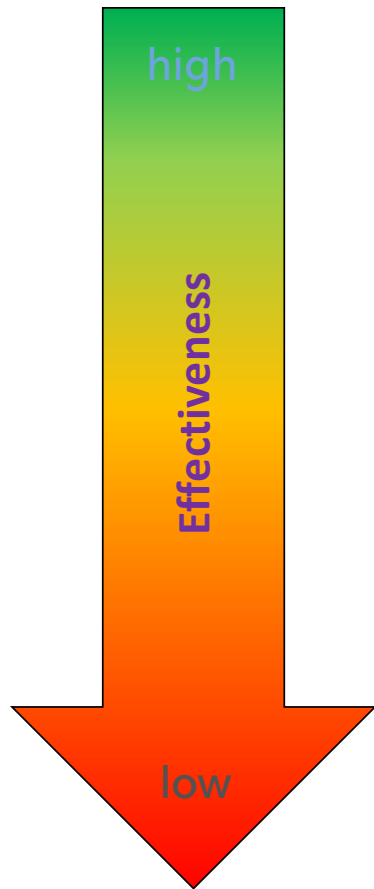
Continuing activities

- The default position for the majority of staff will continue to be working from home
- As in Phase 1, we will continue to facilitate access to offices and work spaces to pick up essential items
- We will continue to facilitate Covid-19 related research and other activities on campus
- We will continue to undertake essential maintenance activities

New activities

- From 1 July, we will facilitate visits to the campus by academic and other staff for the preparation of teaching materials or other preparatory activities which cannot be undertaken from home. These visits must be coordinated through the colleges or for University Services through the relevant Executive Director.
- Also from 1 July, we will increase access to labs for research work
- We will be working to open catering on the main campus, using The Gilchrist Postgrad Club on the Gilmorehill campus as a take-away facility

ERICPD



Eliminate - Home working, wash hands, disinfect surfaces

Reduce - Redesign space to increase physical distancing

Isolate - Isolate people e.g. sneeze guards/screens

Control - Control population density and movement

PPE - Wear PPE: face shields, face masks, gloves

Discipline - following a process, protocol, instruction, signs...

The New Normal: Covid-19 working practices

- Maintain 2m distancing
- Check corridors before entering, wait for a clear path
- Do not enter a room if it's already at capacity (limit signs will be on all doors)
- If there is more than one person in a room, only one person at a time should move around
- Staff must comply with these rules at all times.
- Repeated breaches will result in access rights being removed