

Kelvin Building Covid-19 Code of Practice

This document provides some general guidance in reviewing local codes of practice and risk assessments in view of Covid-19 risks. The background to the Scottish Government's guidelines and instructions can be found on these webpages:

- <https://www.gov.scot/collections/coronavirus-covid-19-guidance/>
- <https://www.gov.scot/publications/coronavirus-covid-19-framework-decision-making-scotlands-route-map-through-out-crisis/pages/1/>

Additional information is also given here:

- <https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf>
- <https://assets.publishing.service.gov.uk/media/5eb9752086650c2799a57ac5/working-safely-during-covid-19-labs-research-facilities-update-11-may.pdf>
- <https://www.gla.ac.uk/myglasgow/seps/>
- <https://www.gla.ac.uk/myglasgow/news/coronavirus/>

The following policies will be effective for working in the Kelvin Building during Phases 1 & 2 of the Scottish Government framework.

General Principles

- Staff should not attend for work if they have symptoms consistent with Covid-19 infection. Common symptoms of infection are i) fever, ii) a new consistent cough, and iii) loss or change in normal sense of smell/taste. Any staff, including those in their household, who develop such symptoms should follow government advice on self-isolating. They should also call or e-mail their line manager.
- Staff should discuss with their line managers flexible working arrangements to fit their personal circumstances. This would include avoiding busy times for use of public transport, childcare responsibilities, having a medical condition or living with a person in an at-risk group for developing COVID-19.
- Staff should observe physical/social distancing (i.e. in line with Scottish Gov't advice, currently 2m) as much as possible.
- The wearing of face masks is recommended in areas where you are working with people (offices and labs) and in common areas (corridors and break areas).
- In confined areas (such as small laboratories), wearing of masks and/or visors is advised in circumstances where physical distancing is difficult to achieve.
- Regular handwashing for 20 seconds and cleaning of surfaces (door handles, lab bench surfaces, frequently used equipment [particularly in kitchen areas such as microwaves] and desks) is essential.
- Hot desking is prohibited, all staff/students should use only their own computer or computer allocated to them.

Within the Kelvin Building, the principle types of working environment include:

Shared office space (for administration, technical, research, PhD, PGR, UGT and academic personnel)
Single occupancy rooms for the above
Computer clusters
Stores
Lecture Theatres
Experimental research laboratory areas
Teaching laboratory areas
Workshops (Mechanical, Electrical)
Communal areas (toilets, coffee rooms, meeting rooms etc)

Although working in each of these areas may involve slightly different protocols, the underlying guidance to be observed through this Code of Practice is that of people working at a physical distance of at least 2 metres apart, as per the Scottish and UK government guidelines.

The risks associated with working within any of the Kelvin Building specific to the Covid-19 pandemic can be summarised as follows:

Transmission of Covid-19 to other persons
Covid-19 infection
Anxiety or stress related to the pandemic and work environment/travel
Reduced availability of emergency support (first aid and fire safety) in the event of accidents associated with normal working practices occurring and likely risks associated with lone working.

Controlling the Risk:

Since encounters that are closer than the recommended 2m will inevitably occur in some situations (corridors, stairs, communal rooms and labs etc.) the first mitigation strategy to reduce the chances of transmission is to restrict the numbers of people in the buildings both overall, and in particular areas or groups of laboratories.

This can best be achieved by people working from home whenever possible, and when not possible, attending the buildings, doing so according to a pre-arranged rota or schedule at various points during the day. Note, there will be constraints on the number of people allowed to be in the building at any one time and thus attendance must be pre-arranged in advance. (details to follow)

The second route to mitigating the risk is to minimise 'contact transfer', that is from contaminated surfaces. This will involve the disinfection of surfaces, keyboards, common equipment etc. The use of disinfection wipes or paper towels soaked with a suitable disinfectant is encouraged.

The third route is to use face coverings where physical distancing cannot be achieved, on public transport and appropriate PPE (as indicated by Risk Assessment).

Hygiene

To minimise the risk of infection, adherence to thorough hygiene is crucial. Staff are strongly advised to wash their hands regularly for at least 20 seconds. Surfaces such as door handles, lab benches, equipment, particularly communal items, office desks and computing equipment should be wiped with disinfecting agent on a regular basis.

Specific advice is as follows:

- Use hand sanitiser provided at entrances when entering and leaving the building.
- Wash hands regularly for at least 20 seconds. **(Please be aware of the risk of contact dermatitis that may be associated with increased hand washing)**
<https://www.gla.ac.uk/myglasgow/seps/az/healthsurveillance/>
- Avoid touching nose and face.
- Cough or sneeze into tissue or arm.
- Regular cleaning of door handles and general surfaces.
- Physical distancing regulations also apply in toilets and shower facilities. Clean workstations and equipment before and after use.
- Decontaminate benches and equipment before and after use paying particular attention to communal equipment with high touch frequency.
- Where possible disengage doors with digi lock controlled access.
- No personal deliveries through mail service.

Other Factors

Emergencies should still be reported in the same way, from a University phone dial 4444 and state the nature of the emergency.

During emergencies (e.g. building evacuation or chemical spills in laboratories), physical distancing rules may be relaxed to deal with any issue as safely and effectively as possible. Hygiene measures listed above should be adopted as soon as possible after any emergency or incident. In the event of a fire alarm activation any 'one-way' or single direction' stairwell is suspended.

First Aid provision is likely to be limited due to the reduced occupancy of the building and will be subject to a first aid risk assessment (TO FOLLOW). Oxygen therapy will be suspended and as such any tasks requiring it are also suspended.

Reduced occupancy may impact on the nature of processes taking place and be subject to a lone working risk assessment.

Lift Use

The Kelvin Building has 2 lifts and is specifically for the carriage of material or people that are unable to use the stairs safely in which case they are limited to single occupancy. Common surfaces should be cleaned before and after use.

Fire

In the event of a fire alarm activation, physical distancing is suspended until evacuation is complete. There is likely to be less AFO staff available and on evacuation staff/students should resume physical distancing at the muster points. Normal evacuation processes for staff or students that require a PEEP will apply.

Risk Assessments

Research facilities and services will provide site specific risk assessments.

All tasks that are normally undertaken by more than one person (e.g. moving a cylinder) will require a Covid-19 risk assessment)