

Update on Covid-19 working

Craig Buttar

John Marshall

6/7/20

Building readiness

- ✓ E&B have signed-off the Kelvin Building
- ✓ Signage in corridors
 - Keep left, stand aside to let someone past, maintain 2m distancing
 - Optics and workshop area not covered yet
- ✓ Only one hand sanitizer station at main entrance
 - More are promised by E&B
 - It is important that groups put hand sanitizer in the labs
 - Hand sanitizer bottles will be located at lower entrance and main stairwells in new and old building
- ✓ Stores
 - Stores are open, Ian T will be in 8am-4pm
- ✓ Janitorial cover
 - Cover by Peter and Ian F from 8am-5pm

Building readiness

✓ Toilets

- All marked as single occupancy unless they are already single occupancy
- No locks on the doors, proceed with caution

✓ Cleaning

- Labs and offices will be cleaned as normal, except where offices are out of use
- Cleaners will be in throughout the day

✓ Lab occupancies signed off

- Note the lab occupancies given by John are the maximums based on floor area and observing the 2m rule. It does not take into account the layout for the labs, groups have to use their judgement on how to best arrange work while observing the 2m rule
- Minimal occupancy to be used for now as defined in the occupancy spreadsheet

✓ School safety web page now has Covid-19 information and links.

School Responsibilities

- ✓ Sign-off of accessible areas and lab occupancies with E&B
- There will be no common area for breaks
 - Please make sure group members understand this as some people are using the common room
- ✓ Set-up entrances and exits with hand-washing facilities with E&B
 - ✓ See access procedure in John's slides
- ✓ Define movement through Kelvin Building
 - ✓ Signage in place (except for Optics and Workshop area)
- ✓ Organise purchase of generic PPE – hand sanitiser and masks
- ✓ Building cleaning
 - ✓ Cleaners on site
- ✓ Prepare generic risk assessment and code of practice
 - ✓ Generic risk assessment will be revised
- ✓ Prepare Kelvin Building general induction
 - ✓ See John's slides
- ✓ Liaison with Estates & Buildings
- General funds can be used for PPE and lab preparation
 - Let Angela know about the costs

Some issues raised

- What to do if someone is ill
 - University will issue guidance on how respond to someone falling or reporting ill
 - University will also issue guidance on how to handle space where an ill person was working, cleaning and/or leaving empty
- People in the “vulnerable” category
 - Identify staff in the vulnerable category and discuss specific circumstances with them, staff should define if they are vulnerable
 - Advice for line managers can be found at:
<https://www.gla.ac.uk/myglasgow/humanresources/guideforlinemanagers/>
- Out of hours working
 - Is allowed, follow standard procedure: let security know when you enter and plan to leave and let them know when you actually leave
 - This should also be logged in KB calendar
- Information on the School webpage
 - <https://www.gla.ac.uk/schools/physics/studentstaff/safety/>

Risk assessments

- Kelvin Building risk assessment being updated
 - Specifically the reference to people older than 60 being in the vulnerable category
- Group risk assessments
 - Many sent in – thank you!
 - RGLs should sign-off by sending an email to Craig, John, Martin and Declan

DRAFT

Groups: what is needed now

- Labs to be prepared for work
 - Collect welcome back packs with signage, hand sanitizer and masks from stores -- will be available from Monday
 - No gloves are available centrally just now
- Groups to brief their staff
 - Induction slides from John
 - Discuss risk assessments
 - Staff to sign-off risk assessments (by electronic signature/email)
 - In addition to Covid-19 specific material, staff should be familiar with the school safety handbook and the standard risk assessments
 - Assign offices for staff to take breaks, ideally these should be single occupancy offices and be assigned only to one person
- Staff should complete the University Moodle induction
 - It is now available. Staff and PGR have until 13th to complete.
- Groups agree work rotas
 - Enter information in the Kelvin Building calendar, for this week by the day before, usually the week before

What is next?

- Groups can access from today to prepare labs
 - Access by emailing John Marshall and security
- What is required before starting research
 - Risk assessment(s) completed
 - Group induction and staff have signed off risk assessments
 - Prepared labs with hand sanitizer stations and signage
 - Assign offices to staff for breaks
- Martin will send out email to Kelvin Building
 - Limits to access ie those doing lab work except if going in briefly to get items from office
 - Access procedures: ie signed off by group, risk assessments, induction
 - If you are vulnerable, discuss with you line manager

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](#)
- [Covid-19 information on school web page](#)
- [Kelvin Building Calendar](#)

DRAFT