



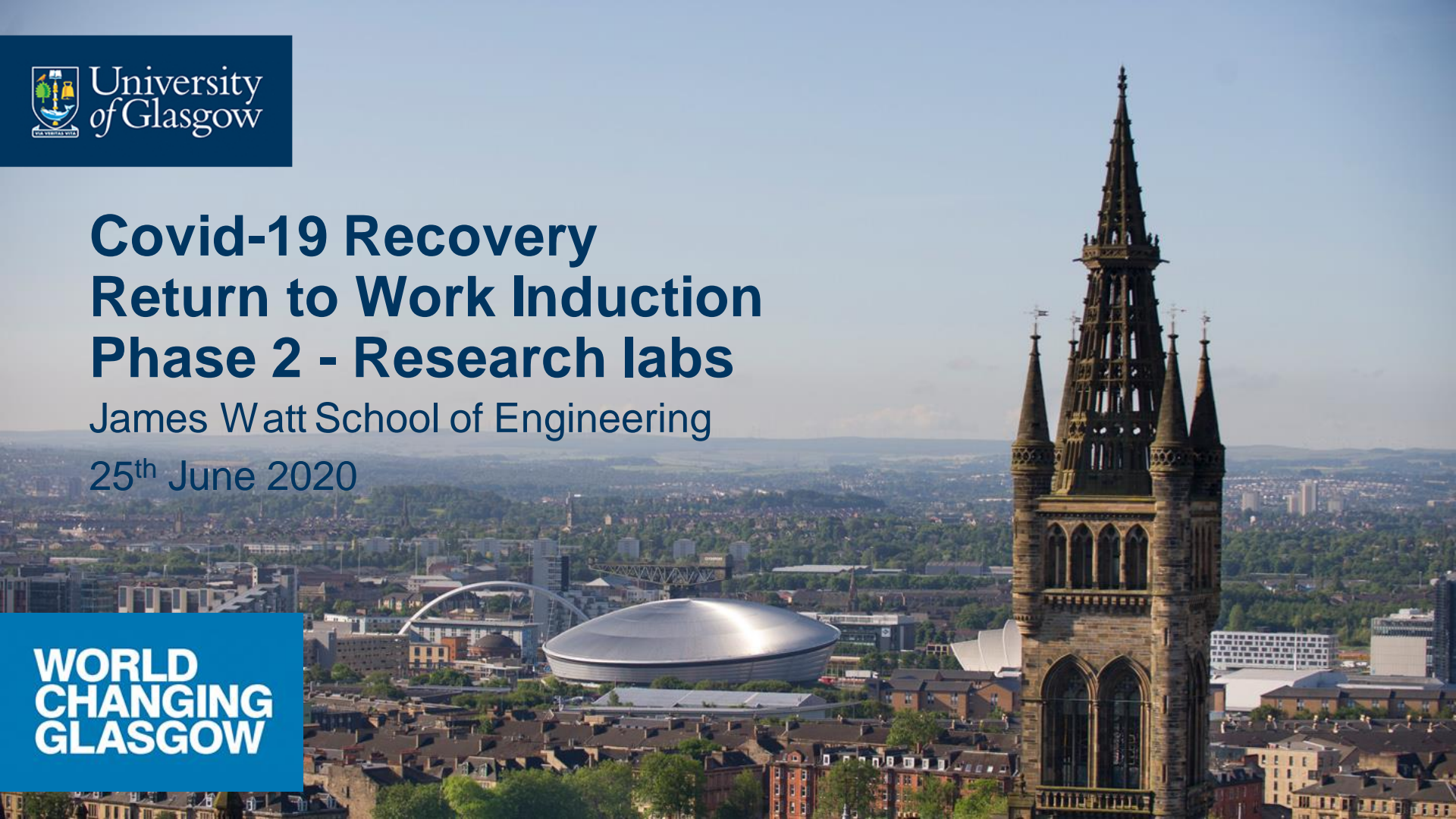
University  
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# Covid-19 Recovery Return to Work Induction Phase 2 - Research labs

James Watt School of Engineering

25<sup>th</sup> June 2020

**WORLD  
CHANGING  
GLASGOW**





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# Covid-19 Recovery Return to work Induction

To ensure a safe return to work  
for everyone

To support the safe reopening of  
research labs

To initiate feedback about  
measures in place





## Induction content

- I. Introduction to Covid-19 and current policies
- II. Information Portal
- III. Building access
- IV. Lab access
- V. Booking access to labs



## Introduction to Covid-19 and washing hands

- <https://openwho.org/courses/introduction-to-ncov>
- <https://openwho.org/courses/eprotect-acute-respiratory-infections>
- <https://youtu.be/N9hCY-MldMA>

Please follow the links and  
watch the videos



# Scottish Gov – Covid-19 framework

1

- Default was remote working, offices are closed
- Preparation work started (physical distancing, hand washing, cough/sneeze etiquette, face covering in public spaces, staggering arrivals)

28<sup>th</sup>  
May

2

- Default is **STILL** remote working, offices are closed
- Research labs can restart (physical distancing, hand washing, surface cleaning, cough/sneeze etiquette, face covering in public spaces, staggering arrivals, one-way system)

29<sup>th</sup>  
June

3

- Default will be remote working
- **Offices can reopen with physical distancing**
- **Limited on-campus learning (i.e. teaching labs)**

July /  
August  
?

4

- Remote / flexible working will be encouraged
- **All workplace can reopen with hygiene protocols**
- **Campus can reopen**

Unknown  
?



# HSE / UK Gov / Scottish Gov

University (SMG + ECS)

Principles and  
Guidance for staff  
and managers

College of Science and Engineering

Building  
access  
policy

Schools

Codes of  
Practice

Staff /  
Students

Line  
manager /  
Supervisors

Lab  
Guardians

Assess and  
Manage  
risks



## University of Glasgow Covid-19 guides and training

- <https://www.gla.ac.uk/myglasgow/news/coronavirus/uofgccommunity/guides/>
- UofG Covid-19 Online induction (link to be added when ready)

Please follow the links and explore content and videos



## School of Engineering - Staff Information Portal

- **Staff Information Portal (still in construction)**





## People returning into buildings (1)

- **Only come in if fit (no Covid-19 symptoms)**  
**and work cannot be done from home**
  - Offices remain closed, access is limited to research labs only
  - Maximum occupancy levels have been defined for labs and communal areas
  - All users **MUST** swipe their cards to enter the building
- NO TAILGATING!**
- **Online UofG Covid-19 induction must be completed**



## People returning into buildings (2)

- Follow building one-way system and general signage (except for accessing toilets and rest areas)
- Stick to your lab, limit movement around the building
- **Do not enter a space if already at capacity**
- Use the allocated rest area and toilet for your lab
  - ✓ Bring a packed lunch and flask rather than use communal kitchens
  - ✓ Do not share kitchen cutlery, crockery, kettles, cloth hand towels, etc.





# Covid-19 Floor signage



Reminder message on social distancing at all entrances to buildings



Indicates people traffic flow eg. one way systems, or access egress flows



Indicates safe positioning when moving through work spaces



Indicates queuing position or safe position eg. at lifts or service areas



Indicates safe social distancing on stairwells and corridor areas



Indicates safe positioning on passing places eg. stair landings



# Covid-19 Door and Wall signage





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# Covid-19 Door and Wall signage



**Welfare Areas – On the doors of any toilet, kitchens, tea rooms & break-out areas**



**Next to bulk sanitiser stations across campus**



# Covid-19 Door and Wall signage



Indicates spaces that can be used



Indicates spaces that cannot be used due to physical distancing



## Covid-19 Door and Wall signage

**Maximum Occupancy  
At Any Time**

**Positioned on all  
rooms to indicate  
occupancy levels that  
meet physical  
distancing guidance**

**ONLY 1  
Person  
at any  
one time**

**In areas such as toilets or at lift  
areas where this may apply**



# Covid-19 Door and Wall signage



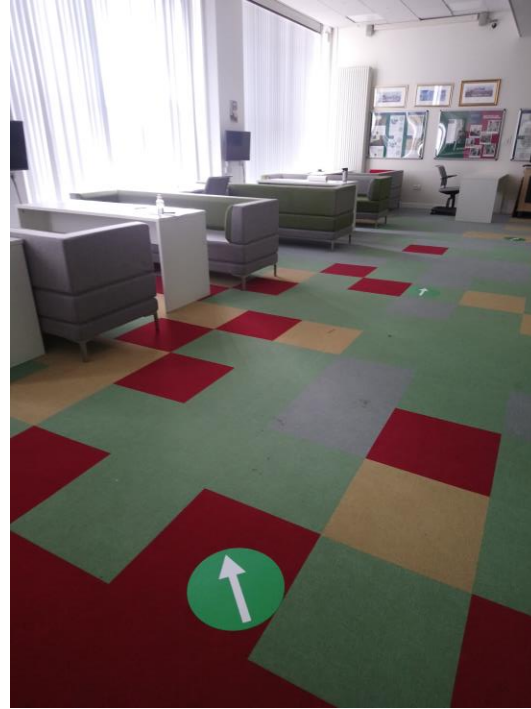
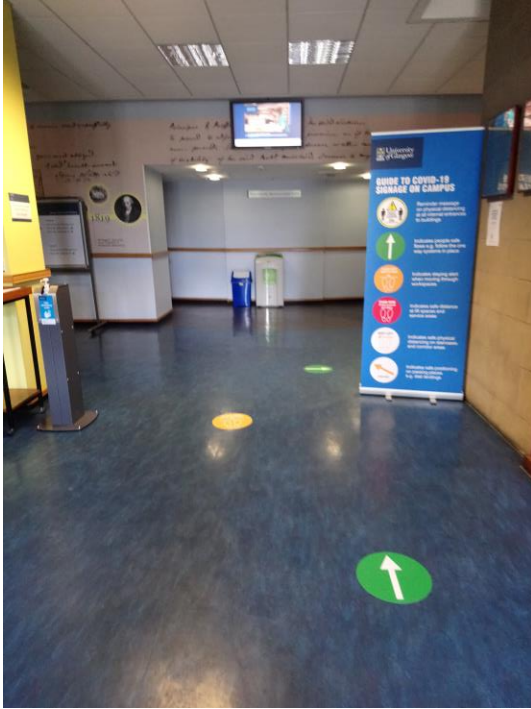
**Positioned on desk areas  
alongside 500ml sanitisation units  
to allow staff and students to  
clean their immediate work area.**





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# In real life...





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# In real life...





## Our policy is based on trust

### TRUST

Treat everyone as responsible persons

### MONITOR

Observe Behaviours  
Observe Occupancy levels  
Trace Covid-19 cases

### TAKE ACTIONS

Challenge poor behaviours  
Access restriction  
Disciplinary actions  
Isolate



## People returning into labs...

- **1<sup>st</sup> July - gradual return start (some labs might be later)**
- Specific lab Covid-19 induction must be completed
- Revised lab CoP must be read and adhered to
- Access to the labs must be agreed with the respective lab guardian
- **Do not enter the lab if already at capacity**
- **Lab activities need to be risk assessed in view of Covid-19 risks**



## Manage Risks

- Carry out a Covid-19 risk assessment
- Manage risks **As Low As Reasonably Practicable**
  1. Follow Scottish Government and University Guidance
  2. Work from home if possible (particular attention should be given to vulnerable individuals)
  3. Increase hand washing and surface cleaning
  4. Minimise numbers
  5. Keep people apart (2 m distancing) – redesign workspace, repurpose space, stagger and control movement within the building, etc...
  6. If not possible, take all possible mitigating actions ('team bubbles', face covering, face shield, changing clothes, etc...)



## Covid-19 Risks

- **Considerations for codes of practice and risk assessments can be found here**  
**(<https://www.gla.ac.uk/schools/engineering/informationforstaff/safety/> )**
- **Control Measures to reduce Transmission and infection of Covid-19**
  - ✓ Physical distancing, Cleaning (hands, surfaces, materials), Protective equipment (face covering)
- **Other risks**
  - **Reduced emergency support**
  - **Mental health**



## Booking access to a lab

- **Agree access time to the lab with lab guardian and PI  
(an online booking system is being developed at School level)**
- **Plan ahead as far as possible**
- **Avoid multiple short sessions**



ONLY COME IF FIT,  
BOOKED IN and  
CANNOT WORK  
FROM HOME

-

NO OFFICE WORK

Cough/sneeze  
etiquette  
Wash hands  
frequently  
Clean surfaces

Protect yourself  
and others





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Thank you

#UofGWorldChangers



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