

## GUIDANCE ON USING GENERAL WORKSPACES (NON-LABORATORY) AND COMMUNAL FACILITIES ON THE SAMS SITE DURING LOCKDOWN RESTRICTIONS

If you still have concerns after reading this guidance, please discuss these initially with your line manager or supervisor. The team in HR or the Directorate, Rich Abell as the employee representative for health and safety, or Chris Clay as the Safety Health and Environment Advisor will be able to consider and address any concerns that remain outstanding. Tenants should please contact Nicola Cook in the first instance.

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Summary	
<ul style="list-style-type: none"> <li>• <b>The default position is to work from home. Only come onto site for activities that are deemed critical and essential*</b> (see below for definition)</li> <li>• <b>You must maintain physical distancing of 2m as far as possible.</b> If the 2m distance is to be broken, this must be for an essential activity that cannot be performed in another manner, a face covering must be worn and contact time minimised.</li> <li>• Face coverings must be worn in corridors and other key areas listed unless you are exempt.</li> <li>• Always employ good hand hygiene.</li> <li>• Try to restrict your use of shared spaces and facilities and <b>ALWAYS</b> respect an individual's space. They may be very concerned about the current situation.</li> <li>• <b>No face-to-face meetings are permitted during lockdown.</b></li> </ul>	

- Raise any concerns or improvements that you think may help. You should feel empowered to speak to a colleague if you do not think they are acting in the correct way. Otherwise, please speak to your line manager or supervisor, your staff representative, HR, a member of Directorate or the SHE Advisor.
- Continue to sign in and out. **Please ensure that this includes contractors and other visitors to the site.**
- Familiarise yourselves with the current first aiders on site

### SAMS' position

The Scottish Government announced a move from Level 4 restrictions to a temporary lockdown on 5<sup>th</sup> January for mainland Scotland.

It is therefore essential that staff and students should **only come onto site to complete activities that cannot be carried out remotely and that are deemed essential and critical\*** (see below for definition). This will include laboratory work, fieldwork and where access is needed to specialised facilities only available on site, such as high-powered computers. You should also consider if the activity on site is needed at this time or whether it can be legitimately delayed until nationwide restrictions are eased. **The default position remains that you should continue to work from home where possible.** SAMS continues to very carefully monitor the guidance issued by the Government and will update its own position as necessary.

**If you are suffering from any of the government-recognised symptoms of COVID-19, please DO NOT return to the workplace.** If you experience symptoms and have been on site or in contact with any SAMS member within the previous 48 hours, contact your line manager and HR to explain the circumstances. If you are a postgraduate student, please contact your supervisor and the Head of the Graduate School. It is important that the Deputy Director is informed as soon as possible of potential cases so that a risk assessment can be completed and further staff or students can be requested to self-isolate, if deemed necessary by him. **You must arrange a test through [NHSinform](#) immediately.**

This guidance note covers the use of offices, Reception, lifts, cafes, general meeting rooms (excluding lecture spaces), corridors and stairs. Further guidance is available for laboratory and fieldwork activities (including work on vessels) and for first aiders.

Tenants in SAMS' buildings should please adopt the principles contained in the guidance as far as they can.

Staff in Malin House should adopt guidance provided by HIE for circulation spaces, provided that it is at least equivalent to this guidance. Relevant guidance set out here should be adopted for activities in the Lismore Suite.

### \*Defining an 'essential activity'

Essential and critical work in laboratories and research facilities are defined in guidance issued by the Scottish Government.

It includes work that:

- Cannot be delayed until the protection level for the area is lowered;
- Cannot be carried out at home or outdoors;
- Is safe for the people involved

and (as related to SAMS):

- Any indoor activity that is needed to enable or support outdoor experiments, surveying, sampling, field trials or other field work;
- Any activity on long-term experiments, surveys, analysis or trials, the disruption or delay of which would have long-term negative research impacts that could not be easily undone at a later stage;
- Any work carried out by a postgraduate student, research student, apprentice or trainee, the disruption or delay of which would delay or endanger obtaining their degree or certification
- Any activity needed to look after living organisms or parts thereof on-site, or any other type of collection, machinery or other resource that needs regular attention on-site, or any other activity needed to safeguard health & safety or animal welfare on-site
- Any short term activity (such as testing, analysis, short experiments) that contributes to protecting, supporting or enabling any of the following:
  - National security
  - National critical infrastructure
  - Any other official process, investigation or certification
  - Biosecurity, plant health or animal health & welfare
  - Food security or food safety
  - Environmental protection
  - International trade
  - Manufacturing industries
  - A legal or statutory duty
- Any activity to support the above.

#### Face coverings

In line with Scottish Government guidance, face coverings must be worn in the following areas and circumstances:

- When using corridors in the JMB, SMB, ECMB, Malin House, ARC Wing, Old Directorate, Hebrides and Reception.
- When it is not possible to maintain a distance of 2m between individuals during a work activity.
- When sharing a vehicle for a work-related activity.
- When using the library in the JMB.
- In the drinks preparation areas of the cafes in the SMB and JMB, and the SRSL kitchenette in Malin House
- Visiting the Margaret Barnes Building if residents are there.

You are also reminded that face coverings must be worn by law in shops and on public transport.

Face coverings are not required:

- in offices, laboratories and when seated in the JMB and SMB cafes, where arrangements have allowed for suitable physical distancing. Incidental exposure where an individual may momentarily pass within 2m of a colleague, for example when moving within an office, is considered insignificant and a face covering is not required;
- during work activities where 2m can be maintained, other than in circulation spaces listed above;
- for Reception and library staff, when working with protective screens or in distinct office areas separated from circulation areas;
- for residents of the Margaret Barnes Building, who will form a 'household';

- in toilets, where occupancy has been previously restricted to one person;
- when moving about the site externally, providing that 2m is maintained.

**Please remember that physical distancing is more effective than using a face covering and should always be used as the first measure of protection.**

Face coverings are not required if you are exempt, an indicative list for which is available [here](#). **We ask you to not challenge people if they are not wearing a face covering as this may be for personal reasons which they are reluctant to disclose.**

When using a face covering, please ensure that you wash or sanitise your hands before applying or removing it. Between uses, you should place the face covering into a washable or disposable bag or container. Please avoid placing it on surfaces.

**We encourage you to use your own reusable face covering to limit waste.** A face covering should be able to cover your nose and mouth, be made of cloth or textiles and should preferably have 2 or 3 layers of material. A supply of disposable face coverings will be available at the Staff Entrance for use by staff, tenants, students and visitors if required. These have loops which should be placed behind the ears and an adjustable nose band that can be pinched against your nose. Please discard the face mask when wet or dirty in a normal 'black bag' waste bin, and after a day's use. They should not be recycled. Reusable face coverings should be replaced and washed at the highest temperature setting suitable for the fabric after they become wet or dirty, or after each day's use. Ironing the cotton and linen on reusable coverings can kill remaining germs.

#### Guidance on commuting

You should try to **walk or cycle** to the site where possible and **minimise the use of public transport**.

If you have to use public transport, SAMS is encouraging staff to avoid peak times and will allow flexibility in your work start and end times. You must use a face covering on public transport in line with Scottish Government guidance. Try to maintain social distancing and make use of a hand sanitiser before and after travelling. Further guidance is available [here](#).

If you are using a private car you should **avoid car sharing** with people outside of your normal household. If you must share, you should try to:

- share with the same people each time
- keep to small groups
- open the car windows for ventilation
- consider seating arrangements to maximise distances between people
- wear a face covering
- clean common touch points like door handles between journeys

#### Building opening hours

Building opening hours remain as normal.

For fire safety reasons, please continue to use the signing in book at the Staff Entrance whenever you are on site.

Staff are encouraged to discuss with their line manager and HR increased flexibility with their working hours to enable a staggered start and end to the day.

### Reception and Visitors

Hosts should consider if a visitor coming to site is absolutely necessary, particularly if there are alternatives to face-to-face meetings that are suitable. This includes contractors. Legitimate reasons may include for necessary maintenance work or to fulfil statutory requirements.

Hosts are responsible for briefing their visitors on the protocols in place and for ensuring that these are followed.

The following protocols will remain in place for Reception:

- 1 Reception will currently be staffed 11-2. The staff entrance door should be used for visitors.
- 2 Should you see a member of staff sitting behind the reception desk, please maintain proper social distancing if you approach them.
- 3 Reception staff will not issue temporary staff badges. Should you forget yours, you will need to return home to collect.
- 4 Should you have any visitors coming onto site, please ensure that you have made them aware of the processes we have in place.
- 5 You will need to meet your visitor at the staff entrance and sign them in. **It is important that details of visitors are recorded for the purposes of [Test and Protect](#).**
- 6 A generic visitor pass will be available from the table in Reception. A named pass can be made available if sufficient notice is given.
- 7 Reception will also provide a Fire/building safety information sheet for the visitor to read, available from the 'Signing in table'.
- 8 When the visitor leaves, please ensure they have signed out. A box will be on a table outside Meeting Room 1 to return the visitor pass.
- 9 If access badges are required (e.g. for lab access) the lab induction will be required after which an access sheet will be signed off by Chris Clay or Axel Miller (remotely). Contact Reception in good time if you need a visitor access pass.

### General precautions

It is essential that **good hygiene** is maintained. Please continue to regularly wash your hands for at least 20 seconds where facilities are available.

Hand sanitiser gels are available at the entrance to each building. Please use these when you enter and leave each building.

### Cleaning and welfare

SAMS has implemented an **increased cleaning schedule** throughout the pandemic to ensure that common touch points like door handles and taps are cleaned regularly.

When using washroom taps, turn them on and off with your elbow or using paper towel if possible.

Please try to keep your office door open during the day. This will avoid the need to continually touch common points and will increase ventilation. Door wedges are available from Iain MacCorquodale. Remove the wedge at the end of the day. **FIRE DOORS MUST NOT BE PROPPED OPEN.**

Sanitising wipes are available in common areas like the cafes, the ECMB meeting room, the library, Stores (for the trolleys) and at photocopiers. Please use them before and after using a space to wipe down the desk tops, handles and controls. Provision of these cleaning materials will always be subject

to availability which has seen extremely limited supplies at times during the pandemic. Please remember that there is no substitution for regular hand washing.

It is better to try and avoid using common facilities in the cafes. Please bring your own food and drink in and where possible, eat this at your desk. Try to avoid using shared cutlery, fridges and the microwaves. The tables and chairs in the café have been rearranged to allow suitable distancing-Please do not rearrange them and do not use the fabric seats. Weather permitting, try to use outdoor spaces for breaks. Limit the number of people in the drinks prep area in the JMB café to two only

There are temporary kettles etc available at Rm3 (Purple Room) and the Breakout area outside IT office.

Colleagues are responsible for keeping their workstations clean. Line managers should encourage this.

#### **Stores, meeting rooms, toilets and circulations spaces**

You will now be wearing face coverings in corridors. However, please continue to respect other people in corridors and allow them to pass maintaining as much reasonable distance between you as you can. Please **avoid chatting with colleagues** in circulation spaces as even if you are maintaining a distance between you, it can make others feel uncomfortable.

Most meeting rooms will be re-purposed for temporary office spaces. **Face-to-face meetings must be avoided during the lockdown restrictions.** Please make use of remote solutions like Microsoft Teams.

You should avoid using the **lifts** if you can. If this unavoidable, they must be **limited to one person** at a time.

Please restrict the use of toilets to one person at a time. There is a sign at the entrance door which you should use to show that the toilet is in use.

Stores will continue to be managed. You are asked to keep occupancy to one person at a time when collecting goods. Please wipe down the handles of trolleys before and after use with a sanitising wipe.

#### **Showering facilities**

The Rockall showering facilities are open. The following will be implemented:

- The facilities will only be open until 2pm
- Only one cubicle will be in use
- Cleaning staff will clean the facilities at the end of their shift
- Strictly only one person. You can lock the facilities at the entrance door
- You must please wipe down the shower, tray and tiles after use using the general purpose cleaning spray provided
- Wipe down hard surfaces (seating, handles etc) using sanitising wipes which are provided. Please discard these in the bins provided
- Do not keep personal items in the facilities apart from in lockers

These arrangements will be regularly monitored and rely on users to follow the protocol above for the showers to continue to be used.

#### **First aid and fire safety**

**First aiders will sign a whiteboard available at Staff Entrance to indicate they are in the building.** Please get into the habit of taking note of who is available on that day. You should try to be familiar

with who your nearest first aider is and posters with contact details are displayed throughout the buildings.

In the event of a **fire alarm, please evacuate as normal using the nearest available fire exit. Proceed to the assembly point as normal.** At the assembly point, use your allocated space as far as possible but maintain 2m distance between colleagues.

Under normal circumstances, **fire wardens** are also available in each area to respond when the fire alarm is activated. Again, fire wardens may not be available. While those that are should respond as normal, it is imperative that **everyone acts immediately** and evacuates if the fire alarm sounds and **reports any concerns or observations** to the team at the fire panel in Staff Entrance.

The **Security Team** will continue to monitor the security telephone 24/7. **The number, 07767 245164, can be found on the back of your security pass.**

**If someone become unwell at work with symptoms of COVID-19**

They should immediately inform their line manager or supervisor by a remote means.

If the symptoms are mild, they should immediately go home and self isolate. Try to minimise contact with others (eg use a private vehicle). If using public transport, they should keep try to keep away from others and catch coughs into a tissue or the crook of their elbow. **A face covering must be worn on public transport.** If no suitable material is available, a small supply of face coverings will be available in the First Aid Room **for emergency use only,** or at the Staff Entrance.

If there is an unavoidable delay in leaving the site, or the person requires an ambulance, the individual should be isolated behind a closed door with the window open. The First Aid Room is a preferred option. If dialling 999, advise the call handler that you are concerned about COVID-19. A first aider should be called as required. The individual should avoid touching surfaces as far as possible and all used tissues should be collected into a bag or bin.

When the individual has left the site, the relevant areas will be cleaned as per Government guidance.

Directorate must be kept informed through the line manager or supervisor.

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