

ADJUSTMENTS BULLETIN 12.01

1. **Context.** This bulletin contains details about the process of **re-opening research labs** and adjustments as outlined in the [risk assessment](#) and [appendices](#). Information about the [School's Covid-19 adjustments](#) are stored in the med handbook.

2. **Timeframe.** Preparation for return will begin on 22 June 2020. It is anticipated that the recommissioning phase will begin on 29 June 2020 and once that is completed research can re-start.

3. **Risk Assessment.** All lab users are required to read, understand and agree to abide by the measures outlined in the risk assessment documentation before they will be allowed to return. In order to record that all lab users have completed this, users are asked to reply to the email with the following:

"I confirm that I have read the risk assessment for the resumption of lab-based research in the School of Medicine building. I understand and agree to abide by all measures outlined in the document."

A register of those who have confirmed this will be kept.

4. **Access to the building.** Card services will be given a list of lab-based researchers to re-active their access cards to allow entry into the building and access to the labs in due course. Access prior to the main returning group will be requested for some technical and procurement staff to allow for preparation.

5. **Adjustments – in effect from 22 June 2020 until further notice**

a. **Universal adjustments:** All returning staff and students are to adhere to the "universal adjustments" as outlined in the risk assessment document.

Overarching directives:

If you become ill at work, leave immediately. Inform your line manager or supervisor. Use normal sickness absence protocol to report in if you become unwell when not at work.

If you appear to be unwell you may be asked to leave in order to maintain the confidence for other building users that the building is safe.

Follow [NHS and government guidelines](#) about self-isolation if you or a member of your household has symptoms of Covid-19.

General directives:

- (1) Work from home if possible
- (2) Wash hands regularly and avoid touching your face
- (3) Avoid face to face meetings (use Teams instead)
- (4) Maintain social distancing measures (currently at 2m)

b. **Common area adjustments (corridors/café/communal space)**

- (1) Follow rules and max occupancy as displayed in the safety signage (e.g. toilets, kitchens other common areas)

- (2) Keep left in corridors and maintain 2 m distancing where possible. There will not be any one-way systems in the building. Everyone is asked to show consideration and allow others to pass at wider “passing bays” where possible in corridors and use the landings of the stairs to allow for passing.
- (3) Wear a face covering when moving about the building in common areas (the university will supply these. Currently on order).
- (4) Avoid using lifts where possible.
- (5) Kitchens will be in operation and have a “1 in - 1 out” system. Please wash/sanitise your hands before touching things in the kitchens and wipe down any touched surfaces when you are finished (with the cleaning materials provided). It is unlikely that there will be communal milk in the restart phase, but as we move forward if communal milk is in the fridges, wipe down the container as you would do anything that you had touched. Dispose of paper towel in the bin provided. Tables and chairs will be temporarily removed from the Level 2 kitchen to allow efficient “1 in 1 out” use of this space.
- (6) Toilet facilities are at a much-reduced capacity due to social distancing requirements. Maximum occupancy is noted on the sign on the door. Minimise touching surfaces as much as possible. Wash hands thoroughly. Hot air hand driers have been disabled, so use the paper towel provided and dispose of it in the bin provided. Use a paper towel as a barrier when opening the door upon exit. Dispose of the paper towel in the bin.
- (7) Areas for lunch. At present the café will not be in operation, but the seating area may be used with social distancing. It is important to clean up after yourself. We will source paper towel and cleaning spray for this. The social gathering areas (couches) may be used with social distancing.
- (8) Emergencies: In the event of a building-wide evacuation comply with normal procedures. Social distancing does not need to be complied with during the evacuation but maintain social distancing at the muster point.

6. Sequencing of lab-based research re-start.

a. Recommissioning phase (anticipated from 29/6/2020)

- (1) Full building fire safety audit completed
- (2) Estates reinstate a cleaning schedule. Labs conform to required standard of cleanliness.
- (3) All lab users have read, understood and agree the Risk Assessment and measures in place
- (4) PIs to complete monthly lab safety checks
- (5) PIs to ensure their lab area is clean, equipment is in good order and that all consumables needed are available.
- (6) Procurement requests/orders should be placed by email to medproc@st-andrews.ac.uk, rather than in person.

b. **Research restarts – Adjustments in effect from 29/06/2020**

- (1) Labs: rooms 248, 249 and Biophotonics Suite-137.
- (2) Normal hours are 8am – 6pm. Outside of this the [lone/late working policy](#) comes into effect. Single working should be avoided; another person should be in the vicinity when working outside normal hours.
- (3) For labs 248 and 249 maximum occupancy of any bay is 2 people + 1 extra person for a short time (<10 minutes) to use communal equipment with 2 m social distancing maintained. Where possible researchers should work back to back. For

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“facing” benches, screens have been ordered and are expected in the coming weeks. In the meantime, workers are asked to arrange themselves such that they are 2 m apart, noting that someone in the bench across from you will already be close to fulfilling the 2 m social distancing requirement.

(4) PIs are responsible for managing their group’s work pattern using a baseline of a PI with 1 allocated bay can schedule 2 workers at any one time over the course of a “normal” 10 hour day, half a bay = 1 worker for a normal 10 hour day (or 2 workers for 5 hours a day), a quarter bay = 1 worker per 5 hour day. Research Groups are asked to communicate to ensure that shared bays operate efficiently and fairly. A booking system in [Clustermarket](#) is being set up.

(5) Social distancing (2 m) in the labs will require a cooperative effort. A one-way system is not possible in the lab, so keep left when moving about.

(6) Tech support, procurement and IT support may be limited in the restart phase. Please plan accordingly.

(7) Occupancy of lab bays, small side labs and equipment rooms. For equipment/space that can be booked, please register with and use [Clustermarket](#). Contact Mike Fearon for more information.

Lab	Room number	Max occupancy	Comment	Will Space/equipment be bookable?
249	All bays	bay = 2 + 1	bay left and right bookable	Yes
249	249A	2	alternate hoods in use	Yes
249	249B	2	alternate hoods in use	Yes
249	249C	1		Yes
249	249D	1	Sonicator to be locked when in use	Yes
249	249E	1		Yes
249	249F	1		Yes
249	249G	1		Yes
249	249H	1		Yes
249	249I	1		Yes
248	All bays	bay = 2 + 1	bay left and right bookable	Yes
248	248J	2	alternate hoods in use	Yes
248	248K	2 (or 1) – see comment	This room can operate as one standard TC work and one Viral work or one TC ONLY - the online	Yes

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			booking will reflect this.	
248	248L	1		Yes
248	248M	1		Yes
248	248N	1		Yes
248	248O	1		Yes
137 - Biophotonics	137A	2		Yes
137 - Biophotonics	137B	2		Yes
137 - Biophotonics	137C	2		Yes
137 - Biophotonics	137D	2		Yes
137 - Biophotonics	137E	2		Yes
137 - Biophotonics	137F	1		Yes

- 7) **Write up areas in the open plan space (Level 2 areas & Biophotonics):** In the initial research lab restart phase write up activities should continue to be done from home. The exception is when people are actively working in the lab, on a trial basis desks may be used in the open plan areas for *short periods* between experiment *runs if social distancing can be maintained*. An example of appropriate social distance in the open plan area would be if diagonally opposite workspaces were occupied. Personal belongings may be stored here when working in the lab. If people feel that this does not allow them fair or proportionate access to their desk, then a rota pattern will be discussed for occupancy of open plan areas once the work pattern in the labs is stable and working well. A collegial approach by all is encouraged.
- 8) **PPE.** Use standard PPE as needed for your work. Face coverings in the lab are at the discretion of individuals. To minimise shared personal PPE such as safety glasses individuals will be issued with a pair. If an activity requires a visor, a small stock will be held for cases of genuine need.
- 9) **Emergencies.** For a lab-based safety incident (eg chemical spill) be pragmatic about social distancing. Seek an alternate route if possible or try to minimise proximity to others.
- 10) **Cleaning.** Estates are responsible for cleaning floors and hand basins. Lab users are responsible for cleaning work surfaces. Please ensure that you clean your work surface before you leave to allow for the next person to have a clean work area. Shared equipment should be cleaned appropriately after each use.