University of St Andrews - School of Medicine

COVID 19 ADJUSTMENTS PROTOCOL

1. **Context**. This document describes the processes (Risk Assessment) and information management strategies (Adjustment Register and bulletins) that the School will employ to manage teaching, research and physical interaction in the Covid 19 era[1]. This process has the following steps:

   a. **Examines** the hazards and risk activity[2] that operating in the Covid 19 era poses.

   b. Considers **direction** from Government, the Public Health community, a range of scientific disciplines and from the University (PO, Estates, EHSS etc).

   c. Considers the **expectations** of the School community and society more widely.

   d. Prioritises **essential outputs**; the conduct of research and delivery of medical education.

   e. Produces a list of '**adjustments**. These are '*Mitigating Measures'*; behavioural or physical measures that allow the desired activity to be conducted by reducing the damaging outcome in either impact[3] or probability[4].

   f. **Communicates** what the adjustments are; bulletins, advice, signage etc

2. **Tools of the Trade**:

   a. **Risk Assessment**. Given the unique nature of this event the RA is unusual. In most cases the RA scores impact and probability but in the case of Covid 19 the 'impact' on the individual who catches Covid 19 is dependent on their own physiology and health and not measures the school can affect. Accordingly, for the risks of catching Covid 19 all the mitigations are those which reduce the probability of catching the infection not lessening the impact on anyone who is subject to that infection. No attempt has been made to score these probabilities as all the mitigations are designed to reduce probability and the compound nature of layering mitigations generates a compound reduction. The RA has 6 sections:

      (1) Universal Mitigating measures. Protocols applicable to all, for example not attending work if unwell. This avoids repetition of measures like handwashing appearing repeatedly through the Risk Assessment.

      (2) The measures designed to reduce probability of catching Covid 19 by direct transmission of virus via aerosol or droplets or by person-to-person contact.

      (3) The measures designed to reduce probability of catching Covid 19 by indirect transmission of virus via 3rd party commonly touched surfaces.

[1] This phrase is used to describe the period from the end of lockdown until adjustments for Covid 19 are no longer a significant concern

[2] The hazard is the virus. The Risk Event is what the virus can do; make people ill if they catch it. The Risk Activity(s) are those actions that expose individuals to the hazard.

[3] The effect that's manifest if the risk activity occurs and harm is caused. Measured in 'damage' terms; injury / cost / reputation. A scale is required (Low / medium / high / very high or 1 to 5)

[4] The chances that the hazard will occur with normal mitigating measures in place. Described as 'odds,' the higher the odds the higher the score.

(4) The measures designed to reduce the probability and impact of service deliver failure.

(5) The measures designed to reduce the probability and impact of reputational damage.

(6) The measures designed to reduce the probability and impact of non-Covid related health risks associated with home working.[5].

b. **Adjustments list**. The things that will be done differently to minimise the probability or impact of the Risk Event occurring[6]. Adjustments are always nuanced. Attempting to mitigate against physical and conceptual risks and meeting the organisation's priorities may generate frictions. For example; closing the building reduces the risk of infection but increases the risk that the organisation fails in its mission to deliver research and teaching and poses substantial financial risk

c. **Bulletins and Information portal**. The list of adjustments is unlikely to be in a readable format so the bulletin(s) translate this into themed advice, eg protocols for using the kitchen. The bulletin should explain the underlying rationale and the adjustments in plain language.

3. **Risk interplay**. The adjustments required to minimise the probability of contracting Covid 19 will be generally at odds with the risks to service delivery. For example; shutting the school minimises the chances of contracting the virus but generate new risks in that the School will be unable to deliver service. Failure to deliver service is a reputational risk, but so would a Covid 19 **hotspot**.

4. **Decision making**. The School's Ops Gp therefore:

a. Keeps abreast of the direction set

b. Samples the community to understand concerns

c. Maintains a priority list

d. Considers risk reduction strategies for physical, service delivery and reputational risks.

Synthesises all these to generate a coordinated and balanced approach

e. Records this on an Adjustment register; behaviour, procedures, layout and infrastructure. There are 2 kinds of adjustments; the ones set to the School, which may need local detail, and School of Medicine specific (for example clinical Skills teaching).

f. Communicates the adjustments applied.

[5] for example, back pain from home working on poor DSE

[6]The impact of Covid 19 infection is fairly binary but the impact of non Covid risks can be quantified.

5. **Definitions:**

a. **An adjustment** is defined as a temporary modification to how the school operates and how people are to behave. The adjustments all interact with each other and can be categorised as:

Category	Subcategory/Type	Example of adjustment (indicative only)	Escalation scale
Behavioural *How individuals behave / conduct themselves*	- Health and Safety - Government regs/guidelines - University regs/guidelines - School regs/guidelines	- Good hand hygiene etc - Observing rules and guidelines - Use of kitchens	1
Procedural *New processes, ways of working or information*	- Working patterns - PPE, Testing & vaccination - Cleaning protocols	- Modification to working times/place - Shift work - Use of PPE, and testing - Cleaning shared equipment/spaces	2
Layout *of offices, circulation space, teaching rooms and labs*	- Workspace environment changes	- Tape on floor, signage, queueing - One-way system - Spacing of desks/beds - Moving power/data ports	3
Infrastructure *Physical adjustments normally made by Estates*	- Heating, Ventilation, Air Conditioning system (HVAC) - Modifications that require a tradesperson	- Adjust air flow volumes - built barriers or other works	4

Table 1. Adjustment categories and examples mapped to an escalation scale

b. **Government (UK and specific Scotland) definitions** must also be considered in the framework. There are several specific terms in use that are important to capture in the framework:

(1) Shielding: the concept of completely isolating those people who are clinically extremely vulnerable. Those shielding should not leave their homes and minimise face-to-face contact.

(2) clinically extremely vulnerable people

(3) clinically vulnerable people

(4) self-isolating: people who display symptoms of Covid-19 should self-isolate from others until symptoms have passed.

6. **Assumptions.** The framework is based on the following assumptions (this list be changed or enlarged):

a. Cleaning staff are properly trained in infection control measures and contracted by Estates with liaison to the School.

b. Teaching will be in dual delivery mode for semester 1 2020/21. This is a catch all term; some students will not be present in St Andrews, some will be quarantined due to illness or possible infection, not all teaching may be possible at a 'whole-class' scale.

c. Not all staff will need to return to the building at the same time. Some prioritising will be required.

7. **University priorities.** The safety of staff and students remains the university's (and the School's) main priority however the university will continue to deliver teaching and undertake research, albeit in a modified way. It is expected that the University will set pan-campus standards on dress, PPE, distancing etc.

8. **School priorities.** The School must list its priorities as this will dictate which adjustments are enacted. This priority list will be agreed by the Ops Group and published for staff and students to read. At this stage (early June) the priorities are likely to be, in order:

a. Complete the 2019/20 academic year and assessments.

b. Open the research labs for time-critical research.

c. Prepare teaching materials for on-line delivery in 2020/21.

d. Deliver the 2020/21 curriculum.

Note that there is no priority attached to staff returning to work *per se*, this will be driven by the staff required in the building to match the priorities listed above.

9. **Adjustments**. Adjustments will be categorised as essential, important or aspirational as they impact on the School's priorities. Adjustments will be escalated according to the table 1. The School will prioritise essential and important adjustments and address them from the lowest level of escalation (1) to highest level of escalation (4) in turn. The focus will be on achieving safe working and learning using the layering of low-level escalation adjustments and avoiding level 4 escalation adjustments where possible.

	Adjustment priority		
Escalation scale	Essential	Important	Aspirational
1			
2			
3			
4			

Table 2. Adjustment priorities and adjustment escalation scale showing where effort will be focussed (green = majority of effort, amber = moderate effort, red = minimal effort).

10. **Lifespan**. Adjustments will progress through a mapped life cycle with the following defined stages:

a. Proposed adjustment

b. Agreed/enacted adjustment

c. Rejected proposal

d. Retired adjustment (which may be re-enacted if necessary)

11. **Adjustments Register**. A register of adjustments will be kept recording which adjustments are proposed, enacted, rejected or retired at any one time. This will ensure that competing stakeholder needs can be managed efficiently and to avoid silo thinking/action. The Ops Group will have the final decision on adjustments. The opinion of an appropriate expert will be sought to ensure that any adjustment proposal is fit for purpose. An adjudication process will be developed to resolve any disputes. The master adjustment register can be accessed from the Handbook.

12. **Communication of adjustments**. All staff will have a view of the master adjustment register and regular Adjustment Bulletins will be published in the Handbook to keep all informed of any changes.

13. **Adjustment Coordination**. To ensure that the needs of all users are met, it is important that any changes or adjustments are coordinated both within the School and with the wider University. Responsibility for coordinating this lies with the Assistant School Manager.

14. **Key stakeholders, accountability and responsibilities.** The key stakeholders shown below are responsible for engaging with the adjustment coordinators to ensure that adjustments are made according to greatest need. Key experts will be asked to judge the appropriateness of adjustments to ensure each adjustment fulfils its purpose safely. The key stakeholder groups in the School are:

Stakeholder group	**Key people/function**
Research Community	DoR, DDoR, DoPGR (Res Sp Team)
Teaching Community	DoT, Prog Directors, (Teaching Sp Team)
Ops Gp	Office allocation and open plan distancing
LT team / IT central services	AV equipment/IT support
Infrastructure team	Procurement/Technician - furniture
Bute and School presidents	Key links to student body
Master's Office	Building access/relaxation of lockdown measures
Estates	Janitors, Trades
Other Schools operating in the building	Chemistry, Biology
RBS / Conference Gp Services	Café, Conference space

15. **Notes on PPE**. Setting the correct level of PPE is a multi-factorial decision:

a. **What does the emerging and established science say**? Noting that there is substantial conflict of opinion.

b. **What are others doing**? This affects the perspective of the staff and students, noting that all individuals have a differing, personal, perspective of risk.

c. **What is available**? No point in stipulating a specific level of PPE if these items are just not available to buy.

16. **School-specific rules**. Irrespective of any other proposal the following are over-arching rules:

a. Staff and students must not attend work if they think that they are ill or have symptoms of Covid-19. Follow government guidelines on isolation times for yourself and any in your household who may have symptoms

b. Fire doors must not be wedged open

c. Building security and integrity must remain intact.

HC Clark
for School Manager

10 June 2020

Appendices:

Risk Assessment
Adjustments Register
Bulletin (not started yet)

Appendix 2 - Estates Cleaners Risk Assessment

Work request no:	COVID 19

Author :	Gillian Jordan	Date :	17/03/20

Building Name :	All Schools & Units
Floor Number :	All
Room Number :	As above

Persons at risk	
Estates Staff	✓
University Staff	✓
Students	✓
Contractors	✓
Public	✓

Brief description of activity	Cleaning and Sanitising workplace: Entrances, Offices, Staff rooms, Seminar rooms, Lecture theatres, Library, Laboratories, Common rooms, Toilets: All touch surfaces- light switches, door handles, door plates, desk/table tops, hand rails,

Risk Type	Initial risk				Control Measures	Controlled risk			
	Ex	H	M	L		Ex	H	M	L
Contact with surfaces contaminated with Covid -19 virus		✓			a) Clean all touch surfaces - work surfaces, light switches, handrails, door handles, desktops, washrooms regularly with disinfectant cleaner b) Staff issued with COSHH assessment for Lime disinfectant to ensure they understand the hazards of the product and control measures of safe storage and handling. c) Staff must keep hygiene levels to a high standard ensuring hands are washed before and after cleaning activities following Government advice for 20 – 30 seconds, covering the full hand with soap and under the nails then rinse thoroughly. Email sent with WHO recommendations on hand washing to all staff. d) Wear disposable nitrile gloves supplied. Glider nitrile disposable powder and latex free gloves ISO 9001. Change gloves regularly – every hour, washing hands between changes. Dispose as clinical waste				✓
Contact with persons displaying symptoms of Covid 19 virus		✓			**a) Maintain social distancing 1 – 2 metres from other people especially if displaying symptoms** **b) Limit contact between persons to short durations of less than 10 minutes** **c) Wash hands regularly with soap and water and use hand sanitiser. Wear protective gloves at all times when working** **d) Report to Supervisor immediately if staff come into contact with someone who has identified that they have tested positive for covid-19. Follow Government advice if staff have mild symptoms. Check University website with links to advice.**				✓
Exposure to virus droplets.		✓			. a) PPE to be worn when entering rooms, disposable gloves, plastic aprons if necessary. b) PPE to be removed when cleaning is completed and disposed of in clinical waste				✓

					c) Hands to be washed paper towels disposed of. Hand sanitiser to be applied. Waste removed to collection point. d) Practice respiratory hygiene. Cover mouth and nose when sneezing				
					Click or tap here to enter text.				

Further documentation	YES	NO
Method statement required		✓
Permit-to-work required		✓
COSHH assessment required	✓	
HAV assessment required		✓
Noise assessment required		✓
MH assessment required		✓

Hierarchy of control considerations	YES	NO
Can this activity be Eliminated?		✓
Can this activity be Substituted?		✓
Have Engineering Controls been implemented?	✓	
Has Information, Instruction and Training been given	✓	
Have Signage & Administrative Controls been implemented?	✓	
Other: Click or tap here to enter text.		

Relevant permit to works	**Room access**				

PPE		**Type to be worn**
Hand protection	✓	Powder free nitrile gloves
Other		Disposable plastic aprons if required
		Click or tap here to enter text.
		Click or tap here to enter text.
		Click or tap here to enter text.
		Click or tap here to enter text.
		Click or tap here to enter text.

Operative / staff carrying out this operation will be:

- *Informed of the content of this assessment;*
- *Made aware of control measures;*
- *Instructed in safe working practices;*
- *Issues with correct PPE*
- *Suitably trained for the work;*
- *Adequately supervised in the work*

All participating staff should sign the assessment

Do the above controls adequately identify and control the risks?	YES	✓	NO	
Can the work be safely carried out?	YES	✓	NO	

	Signed	**Print Name**	**Date**

Assessment prepared by:		**Gillian Jordan**	**17/03/20**
Person supervising the work:			
Persons undertaking the work:	**Names**	**Signed**	**Date**
To note I have read and understood this Risk Assessment	**1)** **2)** **3)** **4)** **5)** **6)**		

Appendix 2A - Estates Cleaners Risk Assessment - Cleaning Area of COVID-19 Positive Person

<table>
<tr><th colspan="5">Risk Assessment</th></tr>
<tr><td>Primary purpose of those being assessed</td><td colspan="2">This risk assessment considers the controls that need to be implemented in order to permit the Estates Cleaning section to safely undertake a Deep Clean of a building following a report of a person who has either had the symptoms of Covid-19 or tested positive for the disease.</td><td>Date</td><td>18/05/2020</td></tr>
<tr><td>School/Faculty/Directorate</td><td>Estates</td><td>Assessor</td><td colspan="2">Michael Orr, Health & Safety Manager (Estates)</td></tr>
<tr><td>Line Manager/Supervisor</td><td>Hugh Graham, Head of EHSS</td><td rowspan="2">Primary site/location</td><td colspan="2" rowspan="2">All sites</td></tr>
<tr><td>Task/activity</td><td>Described above</td></tr>
<tr><td>Brief details/comments</td><td colspan="4">The activity involves the deep cleaning and sanitising of workplaces and will focus on

• entrances;
• offices;
• staff and seminar rooms;
• lecture theatres;
• library;
• laboratories;
• common rooms; and
• toilets

The cleaning will consider all hard surfaces, including but not limited to:

• walls;
• floors;
• light switches
• doors (inc handles, viewing panels, push plates
• desk and table tops;
• hand rails.

Any fabric surfaces (upholstery etc.) that are visibly contaminated and cannot be cleaned with available detergents may require to be steam cleaned or disposed of – refer any such items back to line management.

Guidance is drawn from Health Protection Scotland (at latest update 15/5/2020 this referenced Health Protection England https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings.)</td></tr>
<tr><td>Universal Controls</td><td colspan="4">The Universal Controls indicated within this risk assessment will follow the general principals of prevention as set out in the Management of Health and Safety at Work Regulations 1999 (as amended), Regulation 4 and Schedule 1.</td></tr>
</table>

	Avoid the risk – if as an employee you are feeling unwell and have symptoms of Covid-19, you must not come into work and must advise your line manager at the soonest possible opportunity. Thereafter you must follow Government and University guidance by self isolating for 7 days. If a member of your household develops symptoms of Covid-19 you should continue to self-isolate for a period of 14 days. This duty is the same for all persons, whether staff or students. **Evaluating the risks** which cannot be avoided – this risk assessment makes assessment of the residual risks – specifically the risk to cleaning staff who are asked to attend a part of the University where a person has been present who has exhibited symptoms or been tested and confirmed as having the virus. **Combating the risk** at source – the purpose of the activity is to clean a premises and thus render it safe for reoccupation and use. Whilst undertaking the cleaning operation there may be a risk to Estates Cleaning staff. The University will seek to protect staff by • distance (putting time between the last known instance of the virus being present) and by maintaining social distancing of 2 meters; • dilution (ventilation to reduce the amount of virus that may be present); • procedures (having cleaning procedures which are safe and do not increase the risk to staff, these include good personal hygiene standards for hand washing); • training (ensuring staff are informed and trained in the use of the cleaning products and techniques and in how to use any Personal Protective Equipment identified); • personal protective equipment.

The following assessment is a general one which supplements the Universal controls noted above and applicable to Estates staff. The risk hierarchy is applicable to determining measures to control all risks. [Add any other relevant notes here]

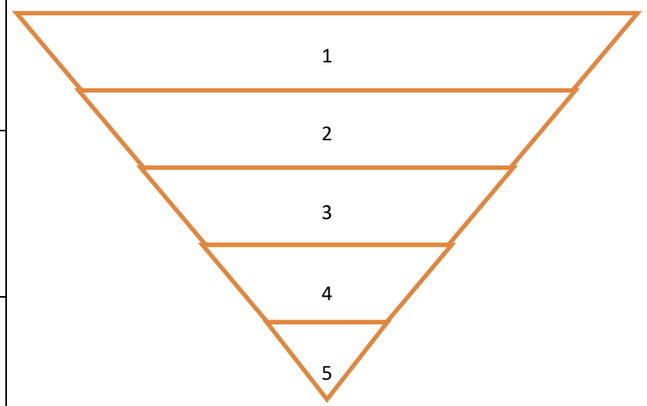
Hazard	Persons at risk	Potential Consequences	Inherent			Control measures (use the risk hierarchy)	Resi dual	Further controls (use the risk hierarchy)		
			Likelihood	Impact	Score		Likelihood	Impact	Score	
A failure to have effective systems in place to ensure any contaminated areas can be properly cleaned, may result in avoidable exposure of persons to the virus causing Covid-19. The reason for attending to undertake a deep clean is that a report has been received that a person or persons have been present in a building who have either been symptomatic for Covid-19 or who has tested positive for the disease.	Estates Cleaning Staff and Supervisory staff	Exposure to the virus that causes Covid-19, becoming infected and ill with the disease, potentially spreading the disease to other persons.	4	5	20	**AVOID THE RISK** 1) The primary control measure is for the virus not to get into the building and onto surfaces in the first place. Therefore persons who are feeling unwell with symptoms of the virus (whether staff or students) should not come into work. a) If the primary control fails, a building (or part thereof) is now potentially contaminated. b) Estates cleaning staff should not be asked to attend whilst the affected person (s) are still in the room / building. 2) The secondary control measure to avoid the risk is for the building (or any parts of the building) used by the person (s) in question to be closed off and left for a period of no less than 72 hours. a) Research indicates the virus is unlikely to survive outside of a host longer than this time-frame.	2	5	10	1(b) In line with University and Government guidance, any affected person(s) should have made their way home to self-isolate. Estates cleaning staff should not be in face to face contact with affected person(s).
			4	3	20	**COMBATING THE RISK AT SOURCE** 1) Where possible, the contaminated areas should be ventilated for a minimum of 60 minutes before starting the task. a) This can achieved by opening windows if these are present (ensure the windows are closed after the task).	1	5	5	

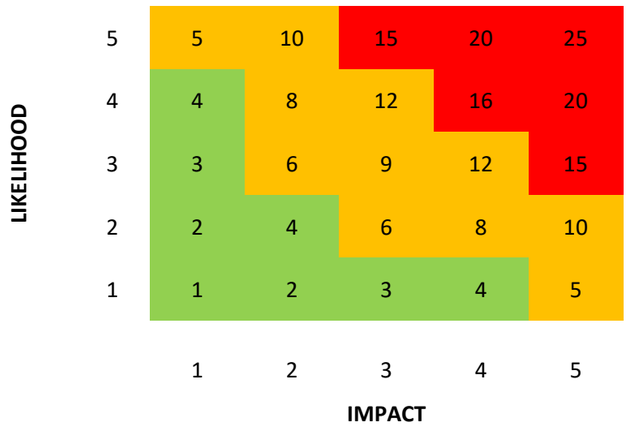
						b) For buildings with mechanical (forced) ventilation, these have been changed to operate on 100% fresh air and are not recirculating air. c) Research indicates that good ventilation can dilute and thus reduce the amount of virus present in the air. 2) When having to attend the building in order to clean it, cleaning staff should maintain a physical separation (social distance) from other persons of 2 meters. a) There should not be any activities undertaken by Estates Cleaning staff that require them be closer than 2 meters. IF staff find there are – **STOP** and inform line management - do not proceed, as the task will require a further risk assessment. 3) Clean all surfaces, walls, floors - work surfaces, light switches, handrails, door handles, desktops, washrooms with disinfectant cleaner. Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings. a) Research shows that standard cleaning products are effective at killing the virus that causes Covid-19, provided they are correctly applied for the designated contact time. b) Staff are issued with the COSHH assessment for Lime disinfectant must confirm they understand the hazards of the product and control measures for safe use, handling and storage. c) Any cloths and mop heads used must be disposed of in waste bags. These waste bags should be double bagged and stored in a secure location for 72 hours before being presented for collection. d) When cleaning toilets, ensure toilet seat is closed (where these exist) when flushing – research has shown Covid-19 virus remains live in human faecal matter, and flushing can cause droplets to rise into the air. 4) Use of good personal hygiene is a critical factor in preventing Estates cleaning staff from becoming infected with the virus. a) Avoid touching the face – transmission happens when the virus contacts eyes, nose or mouth. b) Wash hands frequently with warm water and soap and always before and after cleaning activities. Ensure you clean the full hand and wrist with soap, getting under nails and rinse thoroughly. Take no less than 20 seconds. Estates Staff have also been sent email with WHO video on hand			3) Avoid creating splashes and spray when cleaning – apply cleaning product to the cleaning cloth or paper towel (do not spray towards your face) and then apply to the surface and allow the appropriate contact time before wiping away (or allow to air dry if this is process). Taking this approach avoids bounce back from hard surfaces meaning cleaning staff shouldn't need to wear eye protection for the task.

						washing practices. Use paper towels to dry off – using hand blow driers may blow viruses back up into your breathing zone. c) Hand sanitisers are provided as a short term measure until staff can reach a wash hand station – they **are not** a replacement for washing your hands. Apply liberally, and allow to work into all parts of the hand. 5) Use of Personal Protective Measures is the last line of protection. a) Gloves which should be disposable nitrile powder and latex free to BS EN ISO 374-5:2016 and ISO 16604:2004 and display the symbol  b) Disposable apron should cover the front of the body from shoulders to knees. This should be tied at the back. c) Use of face coverings and masks is not believed to be required for controlling exposure to the Covid-19 virus during normal cleaning activities. If there is likely to be a high level of virus present (sleeping quarters) or where there is visible contamination with bodily fluids, then additional PPE will be required to protect the eyes, nose and mouth. IN these cases refer back to line management **BEFORE** undertaking the task. (This should be the exception and not the rule. The Estates Department has a contract with Graham Hygiene for cleaning of bodily fluid contamination.) d) Disposal of PPE should be in line with the waste disposal described in point 3 above. e) Always WASH HANDS after removing PPE.				3(c) If storage for 72 hours is not possible then the waste must be secured and arrangements made for it to be removed as Category B infectious waste 5(c) If the use of PPE for eyes, nose and mouth are required for Covid-19 protection then the Estates Department has access to Trend Air-Shield Pro helmets which are equivalent to FFP3 masks. These do not require Face Fitting but will require a brief familiarisation on their use – how to put on, tighten to fit, turn on and off.

PART G - Approval					
Declaration by responsible manager: I confirm that this is a suitable & sufficient risk assessment for the activities identified above and that all residual risks can be reduced to as low as is reasonably practicable (green).					
Signed		**Print name**		**Date**	
Declaration by Estates Department senior manager: I approve this assessment, confirm it is included within University insurance and accept the risks identified.					
Signed		**Print name**		**Date**	
Declaration by Estates Department cleaners: I have read and understood the risk assessment. I understand the control measures to be applied and agree to abide by them. If there is anything I cannot comply with I will advise my line manager immediately					
Signed		**Print name**		**Date**	

Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
4. Admin controls	Examples: training, supervision, signage		
5. Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual	



Likelihood	
1	Rare
2	Unlikely
3	Possible
4	Likely
5	Very Likely

Impact		Health & Safety
1	Trivial - insignificant	Very minor injuries e.g. slight bruising
2	Minor	Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered.
3	Moderate	Injuries or illness e.g. strain or sprain requiring first aid or medical support.
4	Major	Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks.
5	Severe – extremely significant	Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.

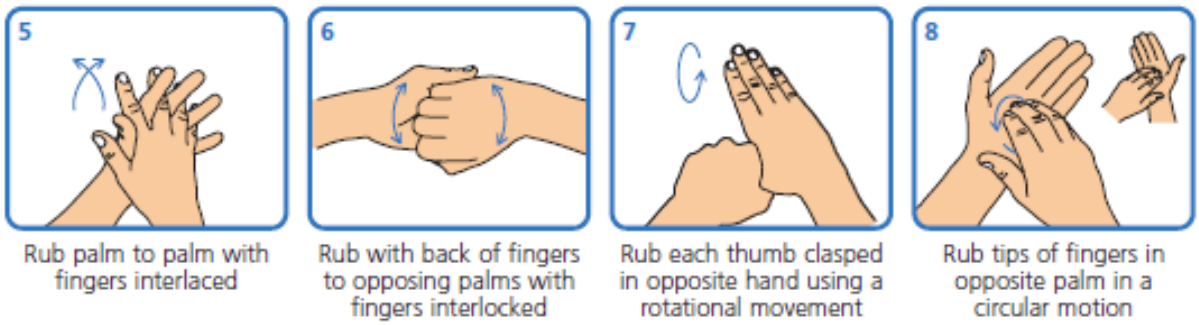
Risk process

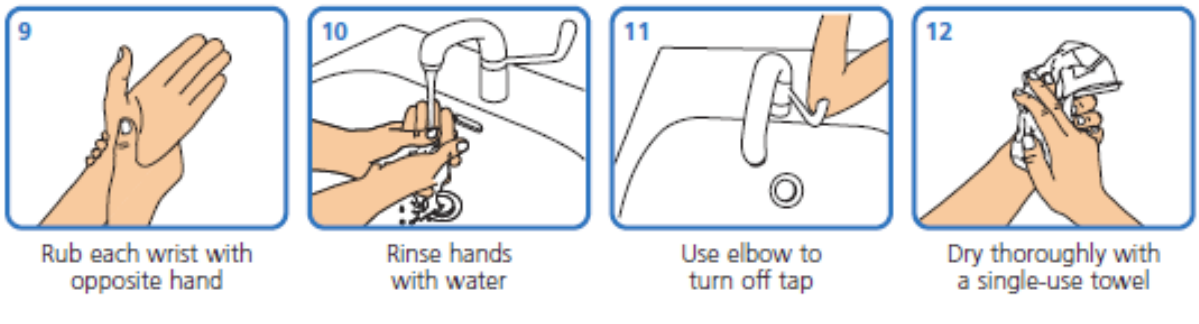
1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

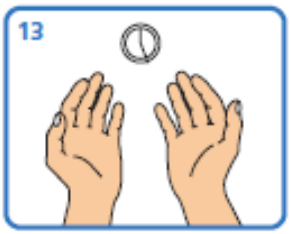
Appendix 3: Handwashing with soap and water/sanitiser techniques

NHS

Hand-washing technique with soap and water



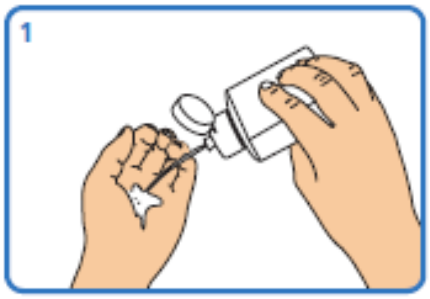




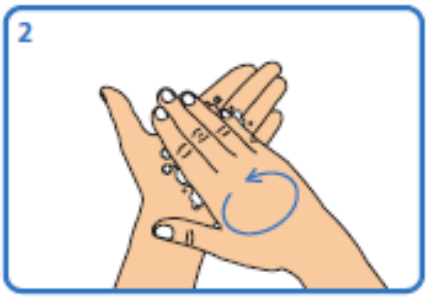
cleanyourhands campaign

NHS
National Patient Safety Agency

Alcohol handrub hand hygiene technique – for visibly clean hands



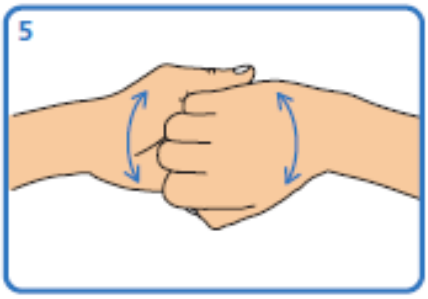
Apply a small amount (about 3 ml) of the product in a cupped hand



Rub hands together palm to palm, spreading the handrub over the hands

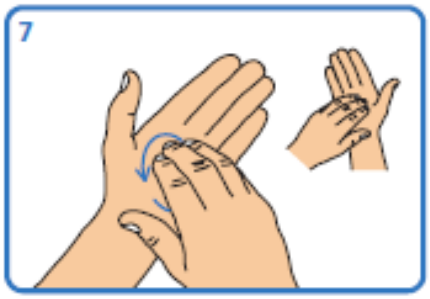
Rub back of each hand with palm of other hand with fingers interlaced

Rub palm to palm with fingers interlaced



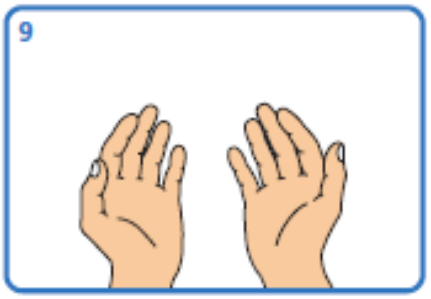
Rub back of fingers to opposing palms with fingers interlocked

Rub each thumb clasped in opposite hand using a rotational movement

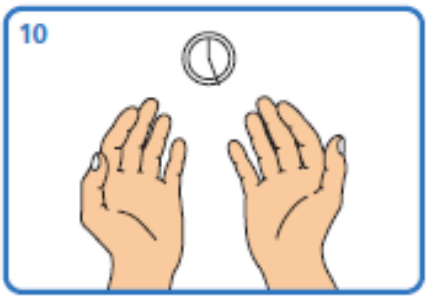


Rub tips of fingers in opposite palm in a circular motion

Rub each wrist with opposite hand



Wait until product has evaporated and hands are dry (do not use paper towels)



The process should take 15–30 seconds

cleanyourhands campaign

NHS National Patient Safety Agency

Appendix 4: Distancing signage example

Fig. 1 Example of 2 metre distancing signage

Appendix 5 - Temporary Homeworking Display Screen Equipment (DSE) Self-Assessment Checklist

The aim of this self-assessment is to help you set up a temporary workspace and meet health and safety requirements as far as reasonably practicable during the COVID-19 crisis. Before you start:

You should complete the Cardinus training programme and then use the template below to try to ensure that your workstation setup will protect you as far as is reasonably practicable

Complete the checklist once you have completed the on-line training and follow the suggested actions.

Item	The Chair	YES	NO	NA	Suggested Actions
1	Is your chair stable	☐	☐	☐	Use a chair which is stable and comfortable
2	Can the height of the chair be adjusted?	☐	☐	☐	Use pillows and or cushions to help adjust the height
3	Are your feet fully supported by the floor when you are seated?	☐	☐	☐	Use a box to support your feet.
4	Does your chair provide support for your lower back?	☐	☐	☐	Roll a towel or placeand place at the back to provide lumber support
Item	Keyboard and Mouse	YES	NO	NA	Suggested Actions
5	Are your keyboard, mouse and work surface/laptop at your elbow height? See EHSS Moodle site	☐	☐	☐	Use pillows and/or cushions to help adjust the height of your chair
6	Are frequently used items within easy reach?	☐	☐	☐	Rearrange the working area to ensure the most used items are closest to you
7	Is the keyboard close to the front of the table allowing space for the wrist to rest on desk surface?	☐	☐	☐	Use a separate keyboard / mouse to achieve the correct position

8	Is your mouse and keyboard next to each other?	☐	☐	☐	Move the mouse closer to the keyboard
Item	Workspace	YES	NO	NA	Suggested Actions
9	Is your workspace set up?	☐	☐	☐	Set up your workspace each morning and shut down at the end of the day.
10	Do you have enough space for your work	☐	☐	☐	If not try to find a space in the house where there is enough space and use this
11	Is the image on your monitor clear	☐	☐	☐	If not go to the HELP functions for the computer to identify what the problem may be and try to fix. If this is not possible, speak to IT Service Helpdesk
12	Is the screen (monitor) positioned directly in front of you?	☐	☐	☐	Adjust height of the screen using books or a tin. Ensure the screen is at arm's length Ensure screen height is slightly below eye level
13	Is the monitor screen and work surface/laptop free from glare?	☐	☐	☐	Draw curtains/blinds Reduce brightness on screen
14	Do you have sufficient light for reading or writing documents?	☐	☐	☐	Turn on a light or desk lamp for additional lighting.

Item	Breaks	YES	NO	NA	Suggested Actions
15	Do you take micro-breaks for 3 mins every 20 minutes?	☐	☐	☐	Set the phone clock alarm to help remind you to take reasonable breaks. Keep moving by doing desk exercises (see Moodle DSE Training Programme) ;
16	Do you take small break for 5 mins every hour?	☐	☐	☐	
17	Do you take a one-hour break for lunch every day?	☐	☐	☐	

					get up to get a drink of water, keep hydrated, always break for lunch
18	Do you look away from the screen regularly to reduce eyestrain?	☐	☐	☐	Look away from the screen every 20 mins Focus on something in the distance.
19	Where relevant, do you allow time to help family/children/elderly with household responsibilities including shopping, schooling and caring?	☐	☐	☐	Speak to your line manager about work/life balance.
Item	Accessories	YES	NO	NA	Suggested Actions
20	Do you use a separate keyboard and or mouse?	☐	☐	☐	Speak to your line manager about purchasing a keyboard/mouse.
21	Do you have a headset/ headphones to use while on skype, teams or phone?	☐	☒	☐	Use headset or phone ear pods where this is practicable.
Item	Psychological Health and Safety	YES	NO	NA	Suggested Actions
22	Is the current temporary working from home affecting your psychological health and safety?	☐	☐	☐	Seek support from your line manager Speak to family and/or friends If necessary, speak to Occupational Health Adviser (e-mail: occhealth@st-andrews.ac.uk)
23	Are you able to seek protection from physical safety, violence and/or bullying/harassment?	☐	☐	☐	Speak to your line manager and/or HR Seek support from support service provider
24	Are you able to seek support about your workload management and workplace work/life balance?	☐	☐	☐	Speak to your line manager.
Item	Electrical Safety	YES	NO	NA	Suggested Actions

25	Do you do a visual check all electrical appliances before your start?	☐	☐	☐	Do not use any defective appliances. Never overload power boards or sockets.
26	Do you turn off your computer/laptop or surface off after finishing workday?	☐	☐	☐	Turn off computers, laptops or surface each night.
27	Does the plug to your equipment feel very hot	☐	☐	☐	If so remove the plug from the socket and work off the battery. If the plug continues to over heat speak to your line manager
Item	Fire Safety	YES	NO	NA	Suggested Actions
28	Have you developed a house emergency plan and shared it?	☐	☐	☐	Develop an emergency plan and share with the household.
29	Do you check heat/fire alarm is working?	☐	☐	☐	Press test button, if fitted or check green power light is illuminated.

Item	Slip, trips and falls	YES	NO	NA	Suggested Actions
30	Have you undertaken the Cardinus DSE Training programme and also looked tat the EHSS Moodle DSE Workstation Training programme	☐	☐	☐	If not, we strongly recommend that you go through these training programmes to give you guidance on setting up your workstation as well as is possible in these difficult times.
31	Do you maintain good housekeeping around your DSE workstation?	☐	☐	☐	Keep all floor areas around your workstation clear and clean

Appendix 6: School of Medicine Maximum Toilet Occupancy checklist

<table>
<tr><th>Question</th><th>Yes</th><th>Partial</th><th>No</th><th>N/A</th><th>Procedure/Process to ensure safe working</th></tr>
<tr><td>Toilets - Do you have single toilet facility?</td><td></td><td></td><td>x</td><td></td><td>If you have a single facility there is a need to maintain the requirements of the Health, Safety and Welfare regulations:

<table>
<tr><th>1
Number of people at work</th><th>2
Number of cubicles</th><th>3
Number of washbasins</th></tr>
<tr><td>1 to 5</td><td>1</td><td>1</td></tr>
<tr><td>6 to 25</td><td>2</td><td>2</td></tr>
<tr><td>26 to 50</td><td>3</td><td>3</td></tr>
<tr><td>51 to 75</td><td>4</td><td>4</td></tr>
<tr><td>76 to 100</td><td>5</td><td>5</td></tr>
</table>

<table>
<tr><th>1
Number of men at work</th><th>2
Number of cubicles</th><th>3
Number of urinals</th></tr>
<tr><td>1 to 15</td><td>1</td><td>1</td></tr>
<tr><td>16 to 30</td><td>2</td><td>1</td></tr>
<tr><td>31 to 45</td><td>2</td><td>2</td></tr>
<tr><td>46 to 60</td><td>3</td><td>2</td></tr>
<tr><td>61 to 75</td><td>3</td><td>3</td></tr>
<tr><td>76 to 90</td><td>4</td><td>3</td></tr>
<tr><td>91 to 100</td><td>4</td><td>4</td></tr>
</table>

(see URL: https://www.hse.gov.uk/pubns/priced/l24.pdf).

Thus where 2m separation allows the maximum occupancy needs to be as close to the numbers in this table.

As an example, where there are 200 people in the building (100 female staff and 100 male staff) there should be 5 female cubicles and 4 cubicles/4urinals in male toilet plus also disabled toilet access. With 2m separation and alternate cubicles/urinals in use to maintain 2m separation there would be 3 female cubicles (alternate cubicles taken out of action) and 2 male cubicles and 2 urinals (alternate facilities being taken out of action to maintain 2m separation</td></tr>
<tr><td>Do you have multiple toilet facilities</td><td>X</td><td></td><td></td><td></td><td>Do the facilities have:

• 2 cubicles/urinal but only 1 handwash basin - restrict to 1 person
• 2Cubicles and 2 hand wash basins but cannot maintain2m separation - restrict to 1 person
• 2 cubicles and 2 handwash basins and can maintain 2m separation - 2 people
• 4 cubicles plus 4 hand washbasins and can maintain 2m separation - 2 people (alternate booths taken out of service).</td></tr>
</table>

					Sign on the outside the toilet defining maximum occupancy:  In an emergency occupancy will allow people to enter but they must maintain 2m separation at the handwash basin.

School of Medicine Toilet Occupancy Table

Location and size	Size	Male/Female/Disabled	Maximum occupancy
Level 1 main corridor	8 cubicles/8 washbasins	F	3
Level 1 main corridor	2 cubicles/4 urinals/3 washbasins	M	1
Level 1 main corridor	1 cubicle/1 washbasin	Disabled	1
Level 1 near loading bay	1 cubicle/1 washbasin	Disabled	1
Level 1 tutorial room area	3 cubicles/3 washbasins	F	1
Level 1 tutorial room area	1 cubicle/1 washbasin	Disabled	1
Level 1 tutorial room area	1 cubicle/3 urinals/3 washbasins	M	1
Level 2 main corridor	8 cubicles/8 washbasins	F	3
Level 2 main corridor	2 cubicles/4 urinals/3 washbasins	M	1

Level 2 main corridor	1 cubicle/1 washbasin	Disabled	1
Level 2 near wedge	1 cubicle/1 washbasin	Disabled	1
Level 2 office area	3 cubicles/3 washbasins	F	1
Level 2 office area	1 cubicle/1 washbasin	Disabled	1
Level 2 office area	1 cubicle/3 urinals/3 washbasins	M	1
Level 3 main corridor	8 cubicles/8 washbasins	F	3
Level 3 main corridor	2 cubicles/4 urinals/3 washbasins	M	1
Level 3 main corridor	1 cubicle/1 washbasin	Disabled	1
Level 3 clinical skills	1 cubicle/1 washbasin	Disabled	1
Level 3 office area	3 cubicles/3 washbasins	F	1
Level 3 office area	1 cubicle/1 washbasin	Disabled	1
Level 3 office area	1 cubicle/3 urinals/3 washbasins	M	1

Appendix 7 - Checklist for Occupancy of Different Areas

University of St Andrews

Checklist for Occupancy of Specific Rooms when Reoccupying a building after SARS-CoV-2 Pandemic Lockdown

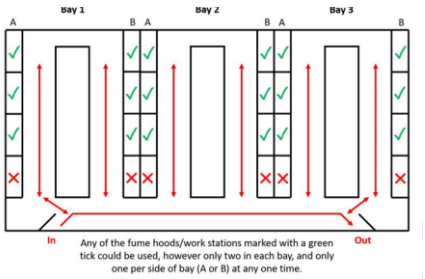
This checklist is only for the actions necessary during the re-occupation of buildings after the COVID-19 pandemic lockdown. It does not deal with any normal work activities being undertaken by staff/students/researchers which are controlled by normal risk assessments.

All the processes described below are based on the following assumptions:

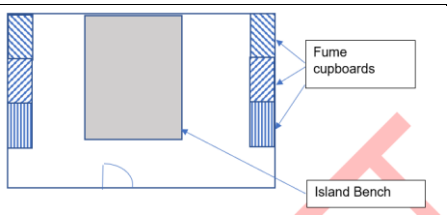
- All workers/students stay at home if they are showing any of the SARS-CoV-2 virus infection
- All staff and students regularly wash their hands in soap and water for at least 20 seconds on a frequent basis (or if soap and water is not available then using a hand sanitiser of 60-70% ethanol or isopropanol).
- Have a specific risk assessment for their normal work activity and comply with the control measures of this risk assessment including wearing appropriate personal protective equipment for this work activity.

For Laboratory Work					
Name of Assessor HC	Date 16/06/2020				Building: Medical
School: Medicine, with some Biology colleagues who share common space in labs	Room Number 249/248 and associated smaller side rooms				Supervisor's Name
Activity in the room: Research					
Question	Yes	Partial	No	N/A	Procedure/Process to ensure safe working
Diagram of the room (see below)	[redacted]				
What is the size of the room in m^2?	☐	☐	☐	☒	284.5 m2 an d217 m2 respectively
Is there an agreement on how all workers/students will be managed in the laboratory	☒	☐	☐	☐	PIs to manage groups. 2 people per bay +1 person allowed for short periods to use shared equipment.

How many people usually worked in this room	☐	☐	☐	☐	dependant on workload.
Can there be a 4m2 area around a person at the laboratory bench with 2m separation from somebody at the bench and somebody walking past them.	☐	☒	☐	☐	Occupancy will relate to number of clear 4m2 areas around the bench (ie free of equipment, benches etc)). If there is no clear 4m2 area or 2m separation, then other factors will need to be considered
If the normal occupancy would be 2 or less people?	☐	☐	☒	☐	If there is an ability to maintain 2m separation - then occupancy can be retained at 2 people. If 2m separation cannot be maintained, then only 1 person

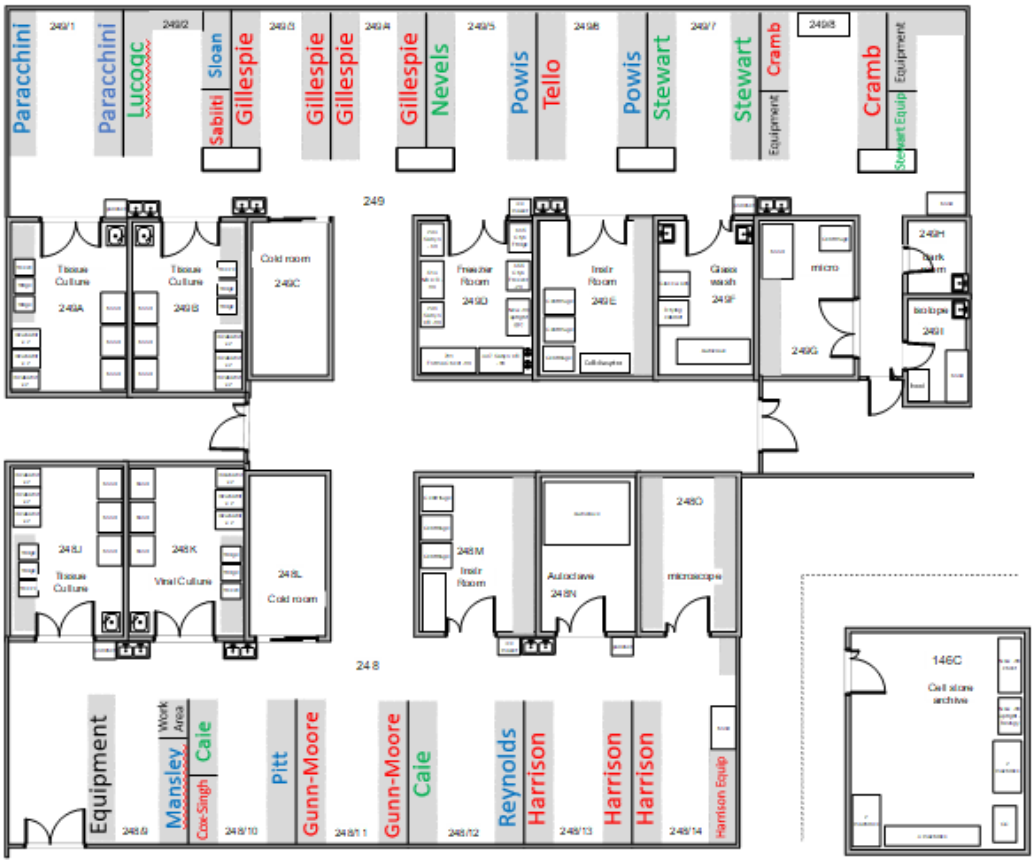
Question	Yes	Partial	No	N/A	Procedure/Process to ensure safe working
If it is not possible to maintain clear 4m2 around a person, then other factors have to be considered	☒	☐	☐	☐	considerations: • Rota 2 + 1 in any bay • less than 2m separation when people walk past each other – people to be collegial. • some shared equipment to be booked
Are there limiting factors for the use of this room (eg the number of fume cupboards etc)? If so what are they?	☐	☒	☐	☐	ability to maintain 2 m distancing will limit occupancy of labs and smaller rooms
Is there a 2m between benches?	☒	☐	☐	☐	People can work back to back in the bays.
Is there an ability to have a one system around the benches (see below)  	☐	☐	☒	☐	A one way system is not possible

Question	Yes	Partial	No	N/A	Procedure/Process to ensure safe working
If the lab does not have one way routes around benches	☐	☐	☐	☒	Communication between researchers will allow for adequate signalling of someone about to move through the area. Lab users are to stay as far away from each other as practicable.

					
Do you have a rota system in place for access to the laboratories?	☒	☐	☐	☐	Where communal equipment is required, put in place a strict rota system which is through a booking system
Is there a need for communal equipment	☒	☐	☐	☐	Communal equipment can be booked and All communal equipment should be wiped down with 30% isopropanol before the next user. Booking system in place for some equipment and rooms
Will work be undertaken at a piece of equipment which is negative pressure to the rest of the laboratory (eg Fume Cupboard, Microbiological Safety Cabinet)	☐	☒	☐	☐	Where there is a negative pressure in the direction of breathing, this means any virus will be drawn out of the laboratory and thus a 1m separation walkway (not continuous working) can provide protection to workers. Some fume hoods in labs, but mostly for storage
Can staff readily evacuate in an emergency	☒	☐	☐	☐	Make sure that staff are aware that emergency evacuation will take precedent over the 2m social distancing

Lab Layout and locations of research groups

- 2 people per bay with 1 other permitted to use shared equipment for a short time.



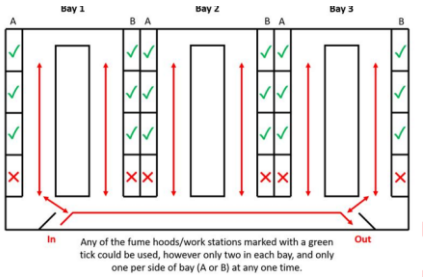
Location	Max occupancy	Comments
249	2 per bay + 1 other	PIs to manage
249 A	2	alternate hoods in use
249B	2	alternate hoods in use
249C	1	
249D	1	Sonicator to be locked when in use
249E	1	
249F	1	
249G	1	

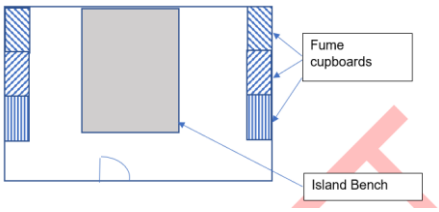
249H	1	
249I	1	
248	2 per bay + 1 other	
248J	2	alternate hoods in use
248K	2 (or 1) – see comment	This room can operate as one standard TC work and one Viral work or one TC ONLY - the online booking will reflect this.
248L	1	
248M	1	
248N	1	
248O	1	

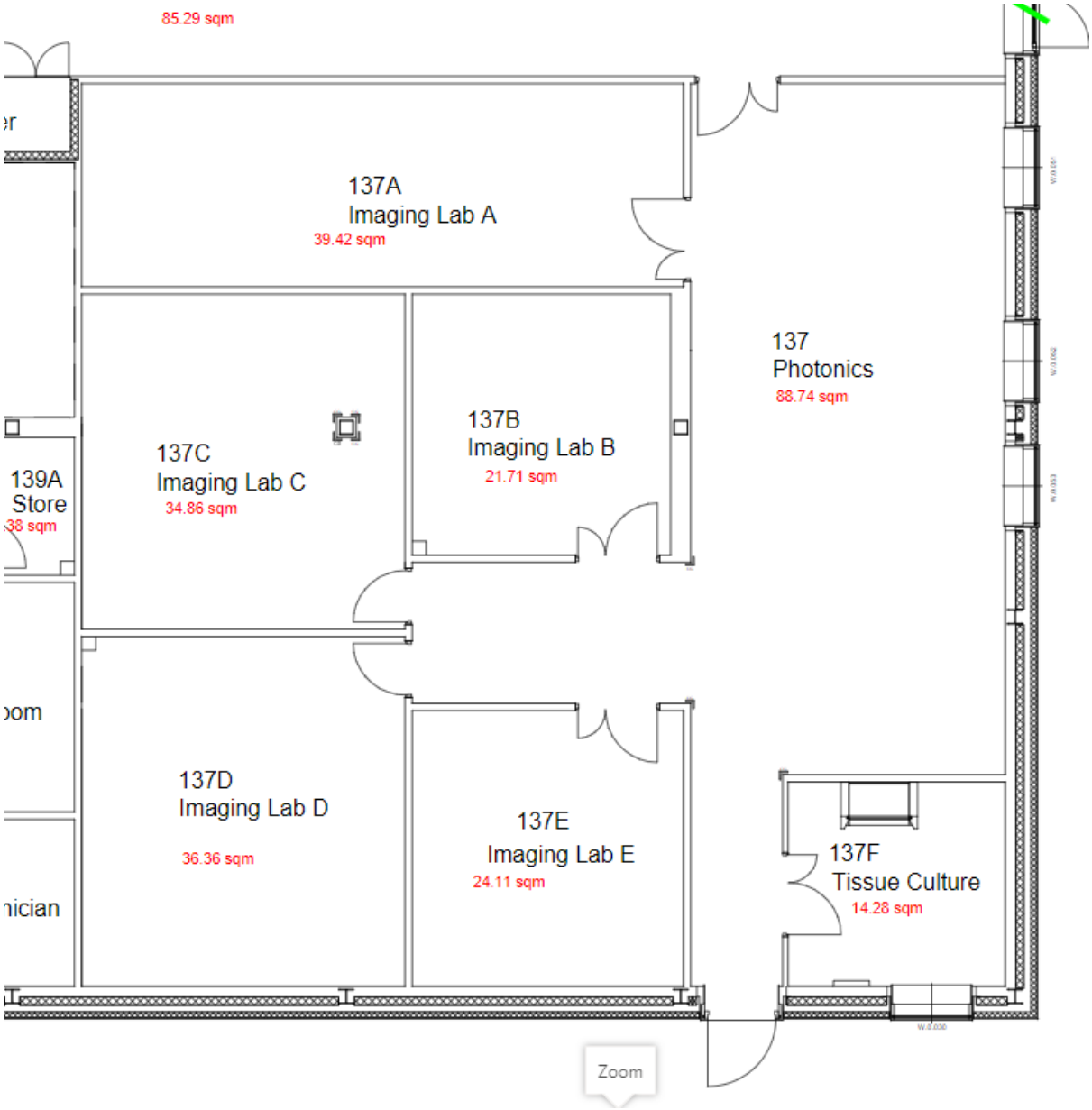
Biophotonics Suite

For Laboratory Work					
Name of Assessor HC	Date 16/06/2020				Building: Medical Building
School: Medicine, Biology, Physics shared space	Room Number 137 and smaller associated rooms				Supervisor's Name
Activity in the room: Biophotonics Research					
Question	Yes	Partial	No	N/A	Procedure/Process to ensure safe working
Diagram of the room (see below)	[redacted]				
What is the size of the room in m^2?	☐	☐	☐	☐	137 – 88m2

					137A – 39m2 137B – 22m2 137C – 35m2 137D – 36m2 137E – 24m2 137F – 14m2
Is there an agreement on how all workers/students will be managed in the laboratory	☒	☐	☐	☐	
How many people usually worked in this room	☐	☐	☐	☒	dependant on workload. Across all rooms the capacity is approx 15 people
Can there be a 4m2 area around a person at the laboratory bench with 2m separation from somebody at the bench and somebody walking past them.	☐	☒	☐	☐	Occupancy will relate to number of clear 4m2 areas around the bench (ie free of equipment, benches etc)). If there is no clear 4m2 area or 2m separation, then other factors will need to be considered
If the normal occupancy would be 2 or less people?	☐	☐	☒	☐	If there is an ability to maintain 2m separation - then occupancy can be retained at 2 people. If 2m separation cannot be maintained, then only 1 person

Question	Yes	Partial	No	N/A	Procedure/Process to ensure safe working
If it is not possible to maintain clear 4m2 around a person, then other factors have to be considered	☒	☐	☐	☐	considerations: • max 2 people per lab, except tissue culture which has max capacity of 1 • less than 2m separation when people walk past each other – people to be collegial and considerate of colleagues. Face away during passing
Are there limiting factors for the use of this room (eg the number of fume cupboards etc)? If so what are they?	☐	☐	☒	☐	
Is there a 2m between benches?	☐	☐	☐	☒	Each small room is a discrete lab.
Is there an ability to have a one system around the benches (see below)  	☐	☐	☐	☒	one way system is not possible.

Question	Yes	Partial	No	N/A	Procedure/Process to ensure safe working
If the lab does not have one way routes around benches 	☐	☐	☐	☒	
Do you have a rota system in place for access to the laboratories?	☒	☐	☐	☐	137B/C/D/E can be book through online system
Is there a need for communal equipment	☒	☐	☐	☐	Communal equipment should be booked and used as a rota. All communal equipment should be wiped down with 30% isopropanol before the next user. Booking system in place for some equipment and rooms
Will work be undertaken at a piece of equipment which is negative pressure to the rest of the laboratory (eg Fume Cupboard, Microbiological Safety Cabinet)	☐	☐	☐	☒	NA
Can staff readily evacuate in an emergency	☒	☐	☐	☐	Make sure that staff are aware that emergency evacuation will take precedent over the 2m social distancing. Fire escape nearby.



Biophotonics layout diagram

Biophotonics maximum capacity table.

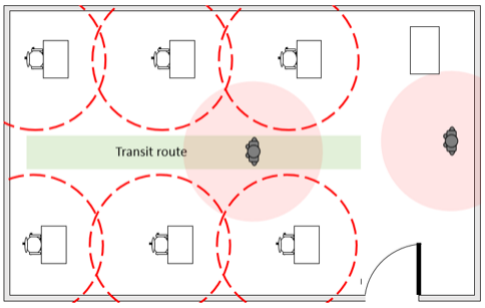
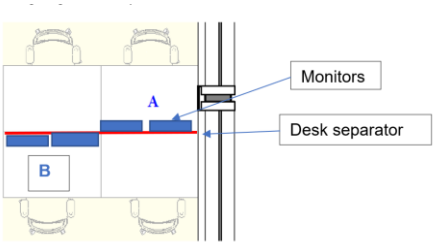
Room	Max capacity	Comment
137	8	write up area only in use with social distancing. Write up from home to be standard, but people can use desks for short time between experiments provided social distancing maintained.
137A/B/C/D/E	2 in each room	137B/C/D/E will use online booking system.

137F	1	

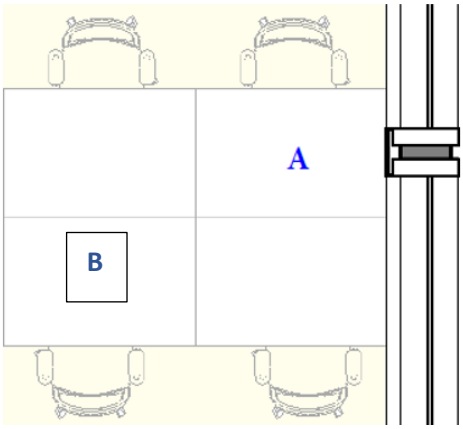
Appendix 8 – room checklist open plan office space

For Office Work					
Name of Assessor HC	Date 16/06/2020				Building: Medicine
School Medicine	Room Number: open plan 234 and 226				Supervisor's Name
Activity in the room: write up area/ large open plan spaces					
Question	Yes	Partial	No	N/A	Procedure/Process to ensure safe working
Diagram of the room (see below)	[redacted]				234 = 192 m2 226 = 91m2
What activity is done - ie is it a reception area or a write up area or a single use office. Open plan write up area.	☐	☐	☐	☐	Where there is a single office, then there is maintenance of 2m separation with a wall between other users of the building therefore occupancy can remain as a 1 person office **Where there is a shared -see below**
Is there adequate ventilation	☒	☐	☐	☐	Is there windows which allow some fresh air into the room. If an internal room, is there adequate mechanical ventilation - should be about 6 air changes per hour so far is reasonably practicable. If there is inadequate ventilation - May need to reduce the number of staff present in the building.
Is this a reception area	☐	☐	☒	☐	If this is a reception area, the occupancy should be split into 2 - The area where clients visit and the area where staff are. This should be a single person thus one in and one out. There should be a queue outside with 2m separation marks on the floor. Where there is a reception desk, there should be a perspex screen to separate workers from clients. The screen should be approximately 1m high. Where there is no formal reception desk, there should be a mark on the floor to show a 2m distance for the client to stand from receptionists. If any items have to be left for the receptionist, consideration should be given to providing hand sanitisers for the receptionists who handle such items **Staff location - see below**

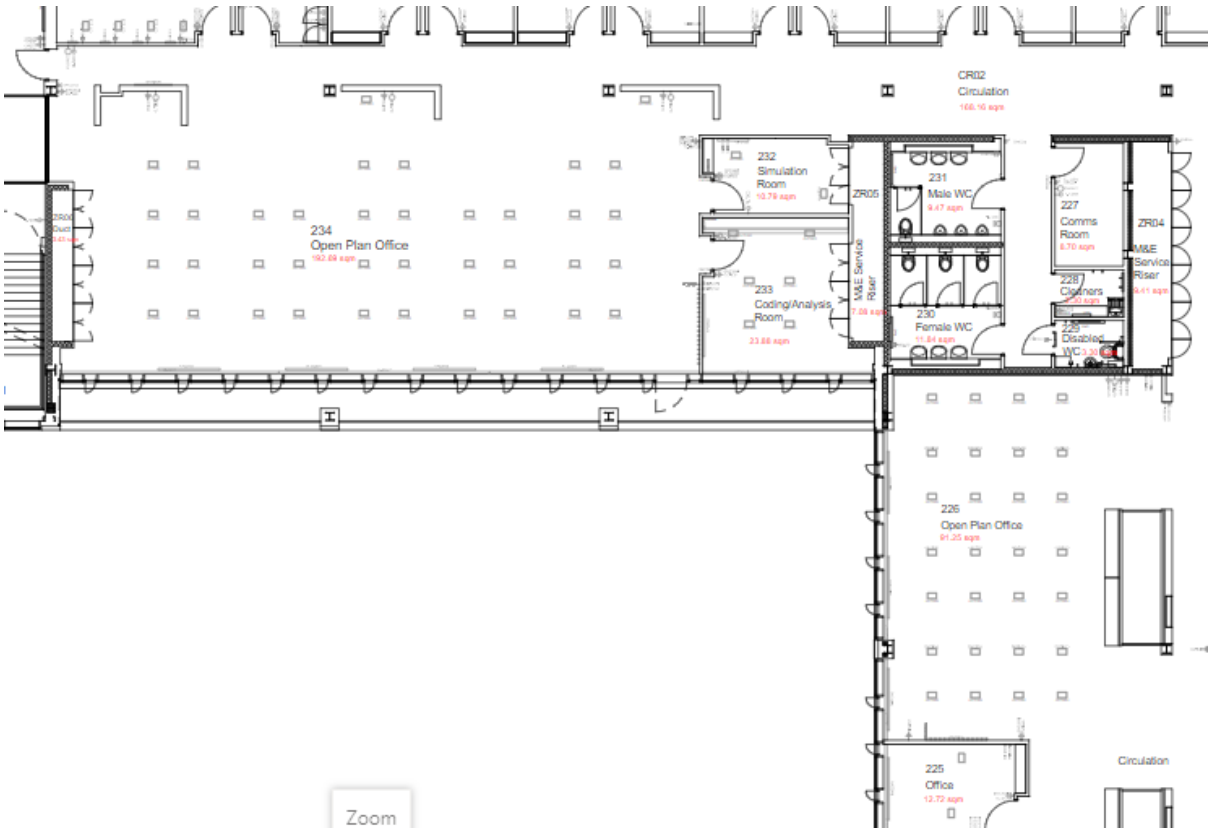
Appendix 8 – room checklist open plan office space

Location of staff in a secretarial office. Do you have staff in such an area	☐	☐	☒	☐	Do staff need to be at work. If not staff should work from home where this is reasonably practicable. Lab users may use their desks to store personal items and desks may be occupied during short breaks from the lab as long as there is 2m separation Examples would be:  The transit route should be no less than 1m separation from desk which would allow 2m separation between workers. Where the desks cannot allow 2m separation of workers, then only one side of desks should be used Each workstation must be kept for individuals and no sharing of equipment where people have contact.
Is this a write up area for researchers/students	☒	☐	☐	☐	Is this a write up area with small cubicle type writing areas. If yes, then it is recommended that only alternate cubicles are used to maintain 2m lateral separation. 2m separation and barriers will be obtained by the sides and front of the cubicle plus the use of monitors eg  If there are no monitors to provide a physical barrier then there should be alternate us of desks opposite such that there is nobody facing another person.

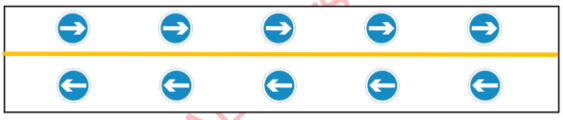
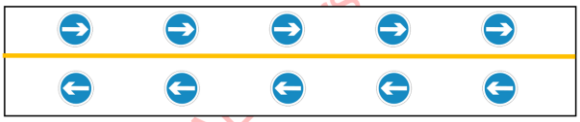
Appendix 8 – room checklist open plan office space

					 There will be issues about close contact for people moving in walkways but if people show reasonable behaviour (ie not coughing/sneezing on co-workers) this may not be an issue. Workers should have 2m separation if they are talking to each other Where 2m separation cannot be achieved then there should only be one person per aisle and nobody in front of them where there is no 2m separation

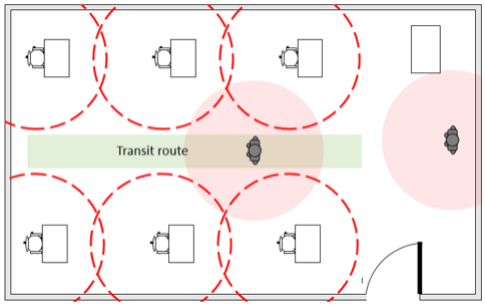
Open plan write up areas - diagram



Appendix 9 – Checklist for communal/corridor areas

For Communal /Corridor areas					
Name of Assessor HC	Date 16/06/2020				Building Medicine
School Medicine	Room Number – corridor areas/communal space/cafe				Supervisor's Name
Activity in the room: corridors and communal space, including café area					
Question	Yes	Partial	No	N/A	Procedure/Process to ensure safe working
Can a single entrance and separate exit be achieved?	☐	☐	☒	☐	This was considered but found to be unworkable and caused more problems than it solved All emergency exits must be maintained as emergency exits with one action emergency ironmongery.
Is there the ability to create one way system within the building	☐	☐	☒	☐	If one way systems can be put in place they have to be well marked with appropriate signs which meet legislation eg  Most buildings will not allow this on the basis of the width of the corridors. There is however a need to ensure that there is reasonable separation of staff going in different directions **This was considered but found to be unworkable.**
Are the corridors 2m wide or greater	☐	☒	☐	☐	If the corridors are 2m wide they could be split:  variable width of corridors in the building. Overarching protocol is to "keep left"
Is there an ability to keep people 2m separation to the side as well as to people in front	☐	☒	☐	☐	If there is not then there needs to be a review of how people will flow around the building. System of "keep left" and maintain 2 m distance to be implemented
Are there safe passing places within corridors which allow staff to pass	☐	☒	☐	☐	In office area – there are passing places. Landings will be passing places in stairwells
People entering corridor - Is there a safe procedure for	☒	☐	☐	☐	To ensure that there is adequate social distancing, School needs to have a procedure in place for such situations:

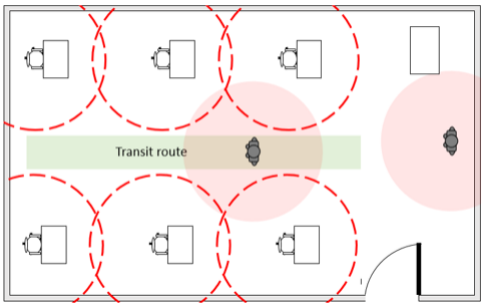
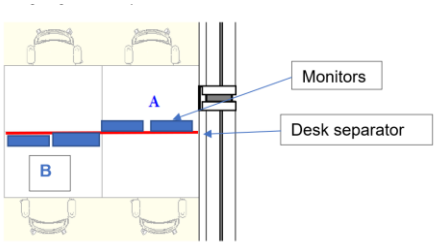
Appendix 9 – Checklist for communal/corridor areas

people leaving offices into a corridor which may be busy					People to use common sense to see if there is adequate room to join the flow of socially distanced traffic
Will there be an area for the consumption of food/drink/discussions	☒	☐	☐	☐	Café space  Café area may be set up to allow for consumption of food with social distancing measures in place. Decision pending from RBS on when the café will be re-opened for business. Couches in central landing areas (level 2 & 3) – may be used but 2 m distancing to be maintained. Tables and chairs to be removed from level 2 kitchen.

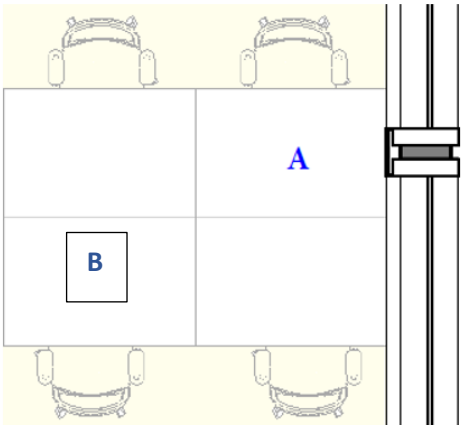
Appendix 10 – room checklist tutorial/interview room as workspaces

For Office Work					
Name of Assessor HC	Date 23/06/2020				Building: Medicine
School Medicine	Room Number: 13 x tutorial and 6 x interview rooms				Supervisor's Name
Activity in the room: **normally small group teaching, but repurposed by central university over the summer period to be bookable workspaces for staff and PG students**					
Question	Yes	Partial	No	N/A	Procedure/Process to ensure safe working
Diagram of the rooms (see below)	[redacted]				Single occupancy workspaces to be managed by central university booking system. Estates are responsible for cleaning.
What activity is done - ie is it a reception area or a write up area or a single use office. Tutorial rooms and interview rooms.	☐	☐	☐	☒	Where there is a single office, then there is maintenance of 2m separation with a wall between other users of the building therefore occupancy can remain as a 1 person office **Where there is a shared -see below**
Is there adequate ventilation	☒	☐	☐	☐	Is there windows which allow some fresh air into the room. If an internal room, is there adequate mechanical ventilation - should be about 6 air changes per hour so far is reasonably practicable. If there is inadequate ventilation - May need to reduce the number of staff present in the building.
Is this a reception area	☐	☐	☒	☐	If this is a reception area, the occupancy should be split into 2 - The area where clients visit and the area where staff are. This should be a single person thus one in and one out. There should be a queue outside with 2m separation marks on the floor. Where there is a reception desk, there should be a perspex screen to separate workers from clients. The screen should be approximately 1m high. Where there is no formal reception desk, there should be a mark on the floor to show a 2m distance for the client to stand from receptionists. If any items have to be left for the receptionist, consideration should be given to providing hand sanitisers for the receptionists who handle such items **Staff location - see below**

Appendix 10 – room checklist tutorial/interview room as workspaces

Location of staff in a secretarial office. Do you have staff in such an area	☐	☐	☒	☐	Do staff need to be at work. If not staff should work from home where this is reasonably practicable. With  The transit route should be no less than 1m separation from desk which would allow 2m separation between workers. Where the desks cannot allow 2m separation of workers, then only one side of desks should be used Each workstation must be kept for individuals and no sharing of equipment where people have contact.
Is this a write up area for researchers/students	☐	☐	☒	☐	Is this a write up area with small cubicle type writing areas. If yes, then it is recommended that only alternate cubicles are used to maintain 2m lateral separation. 2m separation and barriers will be obtained by the sides and front of the cubicle plus the use of monitors eg  If there are no monitors to provide a physical barrier then there should be alternate us of desks opposite such that there is nobody facing another person.

Appendix 10 – room checklist tutorial/interview room as workspaces

					 There will be issues about close contact for people moving in walkways but if people show reasonable behaviour (ie not coughing/sneezing on co-workers) this may not be an issue. Workers should have 2m separation if they are talking to each other Where 2m separation cannot be achieved then there should only be one person per aisle and nobody in front of them where there is no 2m separation

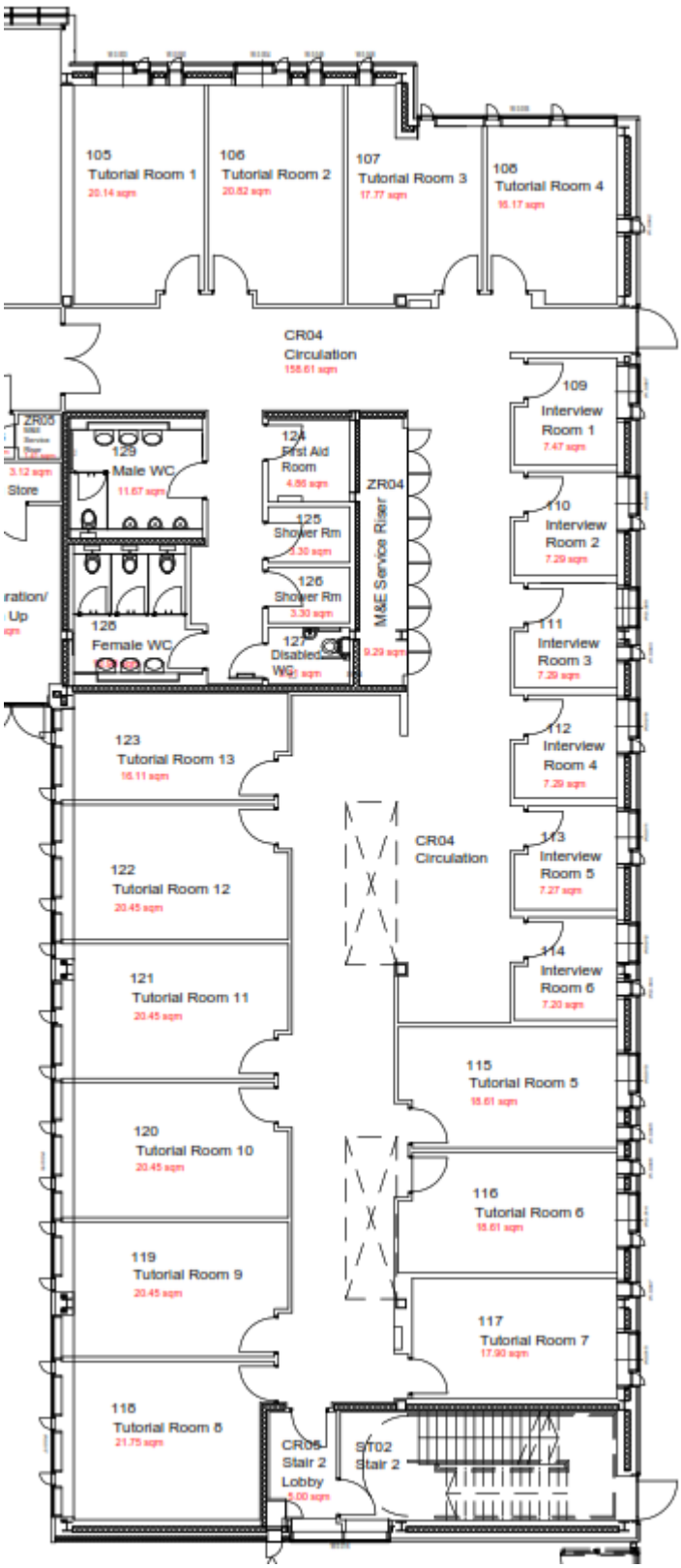
Room location – Tutorial Rooms and Interview Rooms

There are 13 tutorial rooms, which have been designated as single occupancy by Estates. These are to be utilised as bookable workspaces for staff and PG students.

There are 6 interview rooms, which have designated as single occupancy by Estates. These are to be utilised as bookable workspaces for staff and PG students.

Estates are responsible for the cleaning regime of these rooms.

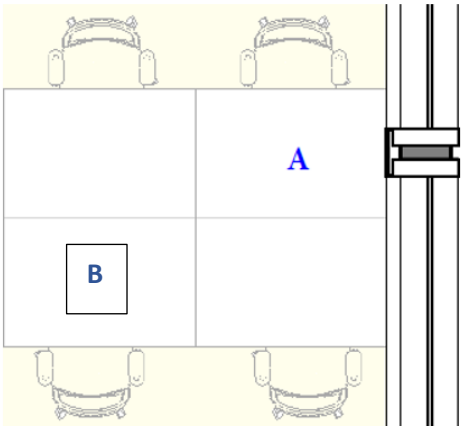
Appendix 10 – room checklist tutorial/interview room as workspaces



Appendix 11 – Tier 3 RA academic and professional services offices

Office spaces					
Name of Assessor HC	Date 15/07/2020				Building: Medicine
School Medicine	Room Number: academic & PS offices (level 1, 2 and 3, including multiple occupancy rooms)				Supervisor's Name
Activity in the room: academic and support staff offices					
Question	Yes	Partial	No	N/A	Procedure/Process to ensure safe working
Diagram of the room (see below)	[redacted]				Level 2 – typical size = 11.8m^2 Level 3 – typical size = 11.8m^2 Multiple occupancy – various sizes (listed in table).
What activity is done - ie is it a reception area or a write up area or a single use office. academic work. Some single occupancy offices, most are shared 2 people offices.	☒	☐	☐	☐	For single occupancy offices, there is maintenance of 2m separation with a wall between other users of the building therefore occupancy can remain as a 1 person office. Any visitors need to be socially distanced. For 2 people offices (11.8m^2) – move furniture to maximise distance for back to back working (2m). This allows for both people to occupy the office at the same time only IF ABSOLUTELY NECCESARY. **The strong preference is for a rota to be in place so that only one person is in at a time**. Social distancing applies to any visitors. Staff in 2 person offices to agree a rota
Is there adequate ventilation	☒	☐	☐	☐	Is there windows which allow some fresh air into the room. If an internal room, is there adequate mechanical ventilation - should be about 6 air changes per hour so far is reasonably practicable. If there is inadequate ventilation - May need to reduce the number of staff present in the building. Windows present in most offices. Open window signs in place.
Is this a reception area	☐	☐	☒	☐	No. Reception area will not be in use. Any guests by prior arrangement. Bell system in place for staff to attend to any visitors in socially distanced way.

Appendix 11 – Tier 3 RA academic and professional services offices

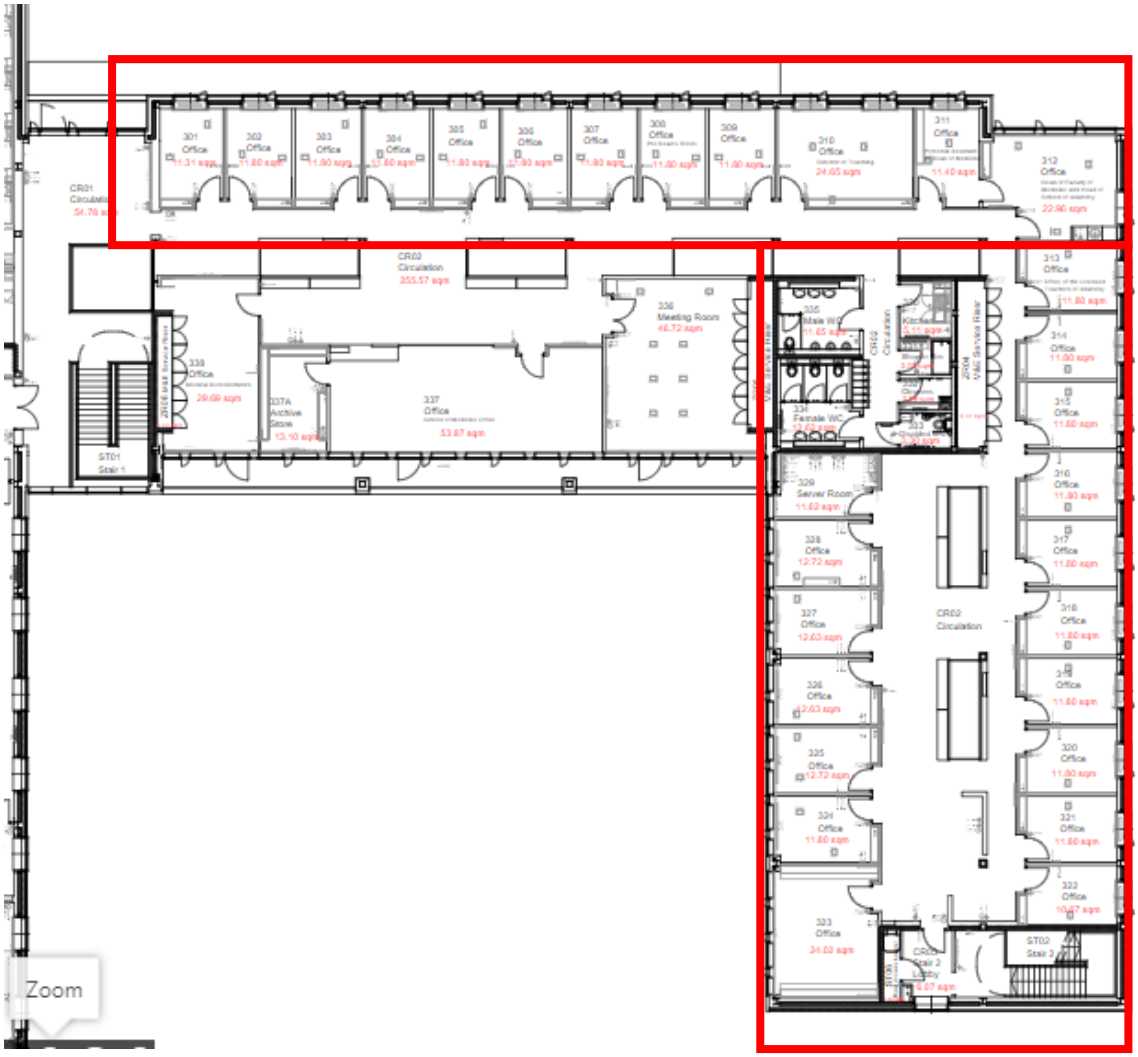
Location of staff in a secretarial office. Do you have staff in such an area	☒	☐	☐	☐	Shared office space: rota developed for socially distanced working/home working. Avoiding hotdesking. Room 223: (research support) Room 323: (learning technology) Room 310: (assessment team) Room 337 (teaching support team) Room 337 A (admissions team) Room 338 (med dems) Room 101A/102 (GCM room) 
Is this a write up area for researchers/students	☐	☐	☒	☐	No.

Appendix 11 – Tier 3 RA academic and professional services offices

Academic Offices – Level 2

Appendix 11 – Tier 3 RA academic and professional services offices

Academic Offices –Level 3



High/multiple occupancy rooms:

Room	Area (m^2)	Max occupancy	Special measures
101A/102	31.95	Normally: 13 Covid-19: 6	GCM room: Rota in place – alternate workspaces occupied at any time. Wipe down of desks and IT equipment at end of use. Windows open for ventilation.
Room 223: (research support)	27.82	Normally: 6 Covid-19: 3 +1	Rota to allow 3 workspaces to be occupied with social

Appendix 11 – Tier 3 RA academic and professional services offices

			distancing. 1 visitor with social distancing
Room 323: (learning technology)	24.02	Normally: 5 Covid-19: 3 + 1	Rearrange desks to allow for rota to allow 3 workspaces to be occupied with social distancing. 1 visitor with social distancing
Room 310: (assessment team)	24.65	Normally: 5 Covid-19: 3 + 1	Rota in place to allow 3 workspaces to be occupied with social distancing. 1 visitor with social distancing
Room 337 (teaching support team)	53.87	Normally: 10 Covid-19: 5 + 2	Rota to allow 5 workspaces to be occupied with social distancing. 2 visitors (stationery area) with social distancing. Also pass through area for admissions office
Room 337 A (admissions team)	13.10	Normally: 3 Covid-19: 2	Rota to allow 2 workspaces to be occupied with social distancing.
Room 338 (med dems)	29.69	Normally 10 Covid-19: 6	Rota to allow 6 workspaces to be occupied with social distancing.

Appendix - Checklist for Occupancy of Different Areas

University of St Andrews

Checklist for Occupancy of Specific Rooms when Reoccupying a building after SARS-CoV-2 Pandemic Lockdown

This checklist is only for the actions necessary during the re-occupation of buildings after the COVID-19 pandemic lockdown. It does not deal with any normal work activities being undertaken by staff/students/researchers which are controlled by normal risk assessments.

All the processes described below are based on the following assumptions:

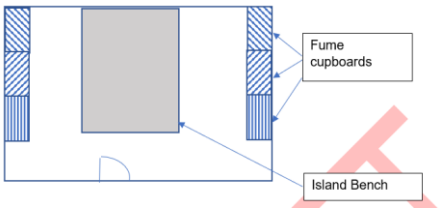
- All workers/students stay at home if they are showing any of the SARS-CoV-2 virus infection
- All staff and students regularly wash their hands in soap and water for at least 20 seconds on a frequent basis (or if soap and water is not available then using a hand sanitiser of 60-70% ethanol or isopropanol).
- Have a specific risk assessment for their normal work activity and comply with the control measures of this risk assessment including wearing appropriate personal protective equipment for this work activity.

For Dissection Room and associated prep areas					
Name of Assessor – Helen Clark	Date: 28/07/2020				Building: Medical
School - Medicine	Room Number: 343 Dissection Room and prep rooms				Supervisor's Name
Activity in the room: Anatomy dissection room and prep areas					
Question	Yes	Partial	No	N/A	Procedure/Process to ensure safe working
Diagram of the room (see below)	[redacted]				(see below)
What is the size of the room in m^2?	☐	☐	☐	☒	Main teaching space = 307.24 m^2 (see table at end for all room sizes)

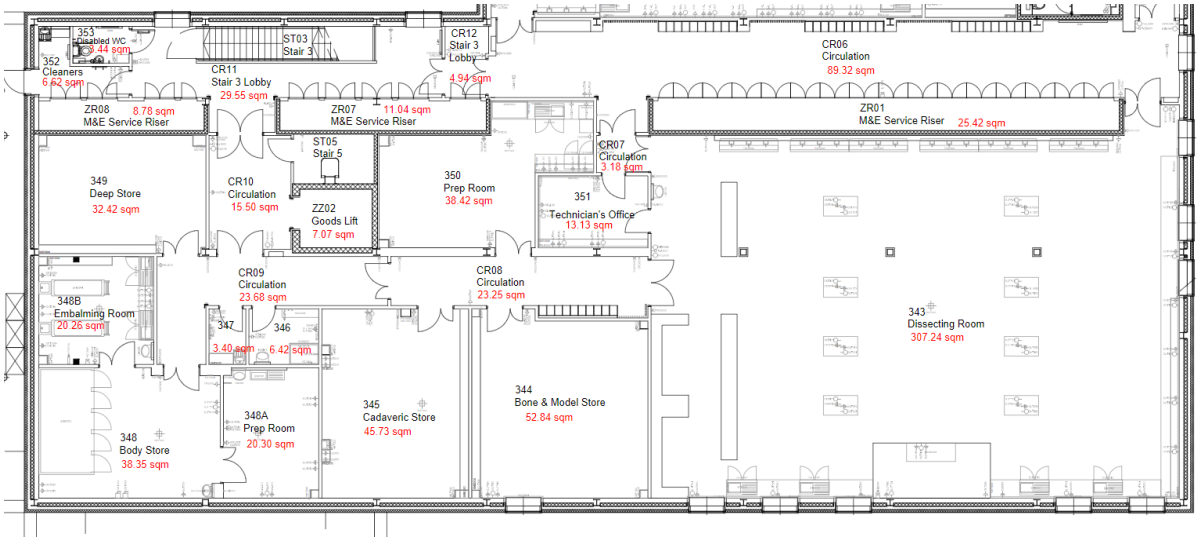
Is there an agreement on how all workers/students will be managed in the laboratory	☒	☐	☐	☐	Class sizes & staff numbers to support classes Room set up: 16 tables with cadavers 2-3 students per table per session. BSc student session = 40 student per session Staffing level = 11 Year 1 BSc uses 9 tables for a couple of prac classes. 5 students per table in this case. ScotGEM – year 1: prosection-based teaching. 28 students per class 3-4 students per table per session. Staffing level = 8 . PPE in place: students (surgical masks IIR type, lab coat, googles, nitrile gloves). Staff PPE: full face visor, surgical mask (IIR), lab coat, nitrile gloves <u>Traffic flow in the room</u> Students wait in the corridor (with social distancing) and enter the class through NE door. At the end of the class they exit through the technician's door. All students encouraged to exit down SW stairwell, after retrieving personal belongings from lockers in the adjacent corridor.
How many people usually worked in this room	☐	☐	☐	☐	Usual staff: 1 anatomy lecturer 5 Technical staff 8 Medical demonstrators BSc class: Normally 80 students but reduced to 40 per class for covid-19 measures ScotGEM class: Normally 55 students but reduced to 28 for covid-19 measures.
Can there be a 4m2 area around a person at the laboratory bench with 2m separation from somebody at the bench and somebody walking past them.	☐	☐	☒	☐	Occupancy for teaching will be 50% reduced class size, PPE in place. This will allow for safe working for medical school staff and students.

If the normal occupancy would be 2 or less people?	☐	☐	☒	☐	NA

Question	Yes	Partial	No	N/A	Procedure/Process to ensure safe working
If it is not possible to maintain clear 4m2 around a person, then other factors have to be considered	☒	☐	☐	☐	Considerations: medical students are classified as key workers and have access to PPE for their training. Anatomy teaching (dissection) requires proximity for the students to achieve the learning outcomes. PPE is in place to mitigate this risk. PPE in stock for students and staff. Staff to wear lab coats, full face visors, surgical grade masks IIR, nitrile gloves Students to wear lab coats, eye protection (safety goggles), surgical grade masks type IIR, nitrile gloves.
Are there limiting factors for the use of this room (eg the number of fume cupboards etc)? If so what are they?	☒	☐	☐	☐	The limiting factor for the DR is the number of tables to hold cadavers: 16 tables. The class size will be reduced to 40 for BSc (hands on dissection class) and 28 for ScotGEM (prosection-based teaching). Sessions will be recorded and put online for the other half of the class. Students swap between in person and online class week about.
Is there a 2m between benches?	☒	☐	☐	☐	There is enough space between tables, but there are multiple students per table and staff need to be at close quarters to demonstrate dissections etc.
Is there an ability to have a one system around the benches (see below)	☐	☐	☒	☐	Outline any processes for managing flow of students. Do you ask them to enter/exit a particular way? <u>Traffic flow in the room</u> Students wait in the corridor (with social distancing) and enter the class through NE door when called in. At the end of the class they exit through the technician's door. All students encouraged to exit down SW stairwell, after retrieving personal belongings from lockers in the adjacent corridor.

Question	Yes	Partial	No	N/A	Procedure/Process to ensure safe working
If the lab does not have one way routes around benches 	☐	☐	☐	☒	Not applicable.
Do you have a rota system in place for access to the laboratories?	☒	☐	☐	☐	Only staff needed to be present for teaching will occupy the space. Class rota is reflected in timetabling of classes. Class size reduced. Half the class receives the content online. They swap week about.
Is there a need for communal equipment	☒	☐	☐	☐	All communal equipment/surgical kit will be cleaned appropriately between uses. Citrosolo is the specialist disinfectant used in Dissection Room. <u>Cleaning regime</u> Specialist technical cleaner cleans the tables, benches and screens after each class. <u>Estates cleaner cleans floors, sinks daily.</u>
Will work be undertaken at a piece of equipment which is negative pressure to the rest of the laboratory (eg Fume Cupboard, Microbiological Safety Cabinet)	☒	☐	☐	☐	High flow, low extract air system in place in the DR. This is performing optimally for air volume turnover.
Can staff readily evacuate in an emergency	☒	☐	☐	☐	Defined escape routes in place. Staff and students are aware that emergency evacuation will take precedent over the 2m social distancing. Smaller class size allows for faster evacuation.

DR room layout and prep rooms



Location (room #)	Area (m^2)	Max occupancy (live people)	Comments
343	307.24	BSc max = 51 (including teaching staff) ScotGEM = 39 (including teaching staff)	Variable class sizes, but all staff and students will wear PPE to allow for <2 m interactions. Class sizes of 40 for BSc and 28 for ScotGEM.
344	52.84	4	1 workspace set up to allow for socially distanced working
345	45.73	4	Cadaveric store. Prosections stored here.
346	3.4	1	Cleaners cupboard
347	6.42	1	Shower
348A	20.3	2	Saw room
348	38.35	3	Body store. Minimum of 2 people needed to move a cadaver.
348B	20.26	3	Embalming room.
349	32.42	2	Deep store (historical collection
350	38.42	2	Prep room
351	13.13	3	Technician office: 2 people seated at computer workspaces + 1 on a chair (visitor)

Appendix - Checklist for Occupancy of Different Areas

University of St Andrews

Checklist for Occupancy of Specific Rooms when Reoccupying a building after SARS-CoV-2 Pandemic Lockdown

This checklist is only for the actions necessary during the re-occupation of buildings after the COVID-19 pandemic lockdown. It does not deal with any normal work activities being undertaken by staff/students/researchers which are controlled by normal risk assessments.

All the processes described below are based on the following assumptions:

- All workers/students stay at home if they are showing any of the SARS-CoV-2 virus infection
- All staff and students regularly wash their hands in soap and water for at least 20 seconds on a frequent basis (or if soap and water is not available then using a hand sanitiser of 60-70% ethanol or isopropanol).
- Have a specific risk assessment for their normal work activity and comply with the control measures of this risk assessment including wearing appropriate personal protective equipment for this work activity.

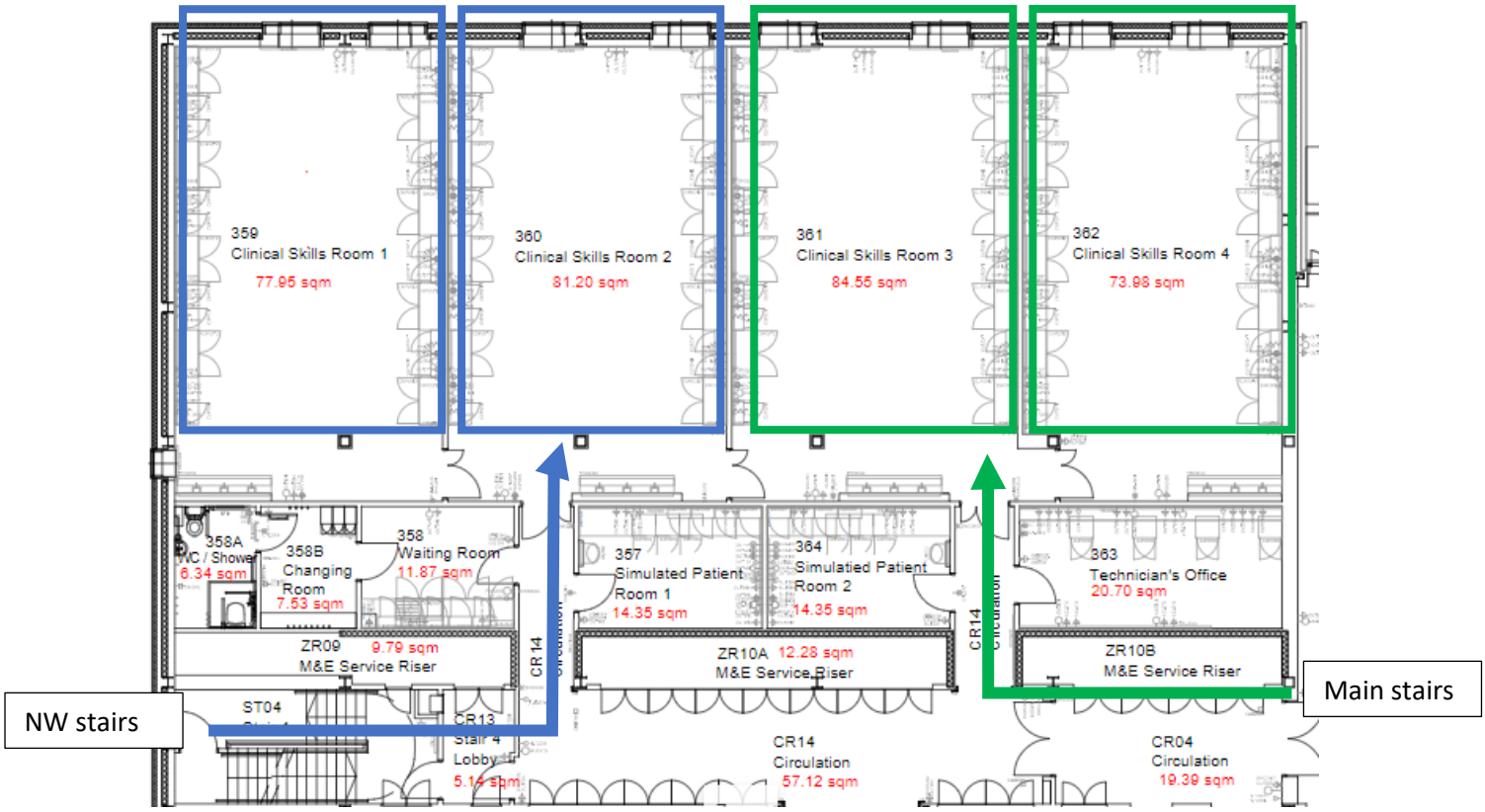
For Clinical Skills Suite					
Name of Assessor – Helen Clark	Date: 28/07/2020				Building: Medical
School - Medicine	Room Number: Clinical Skills Suite (including side rooms, store rooms)				Supervisor's Name
Activity in the room: Clinical Skills teaching, teaching preparation, waiting room and store room areas					
Question	Yes	Partial	No	N/A	Procedure/Process to ensure safe working
Diagram of the room (see below for floor plan of clinical skills suite)	[redacted]				
What is the size of the room in m^2?	☐	☐	☐	☒	(see table at end for all room sizes and max occupancies)

Is there an agreement on how all workers/students will be managed in the laboratory	☒	☐	☐	☐	Physical distancing of 2 metres will be followed where possible. Where 2m physical distancing cannot be maintained, for example in direct contacts, the use of PPE in accordance with guidance will be worn to reduce the risk of exposure Medical students are classed as "key workers" and have access to PPE as needed for training purposes. PPE will be used in line with recommendations from PHS for primary care (table 2). https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe Group start times will be staggered where required. Each group will be designated a room and a route to reach that room. For example, students who are scheduled to be in room 361 or 362 will access the Clinical Skills Suite from the main stairwell. Students scheduled to be in rooms 359 or 360 will access the Clinical Skills Suite from the North West stairwell. No aerosol generating procedures will be performed or taught in clinical skills – only external examinations, ScotGEM venepuncture class will have eye protection Specific exits/entrances to be used at the beginning/end of classes.
How many people usually worked in this room	☐	☐	☐	☐	Normal Group/Class size for BSc: 16+2 per room (halving occupancy for covid-19 measures) Normal ScotGEM group size is 8 students plus one tutor. In year 2 room occupancy is normally one group per room (8+1), in year 1 occupancy is normally two groups per room (16+2). Each group has a tutor.
Can there be a 4m2 area around a person at the bed with 2m separation from somebody at the bed and somebody walking past them.	☐	☐	☒	☐	Maximum Occupancy for 359-362 will be: 20 in each room. Other room occupancies listed in the table at the end of this document. Proximity is essential for the intended learning outcomes in physical examination. In order to mitigate this PPE will be in place.
If the normal occupancy would be 2 or less people?	☐	☐	☒	☐	NA

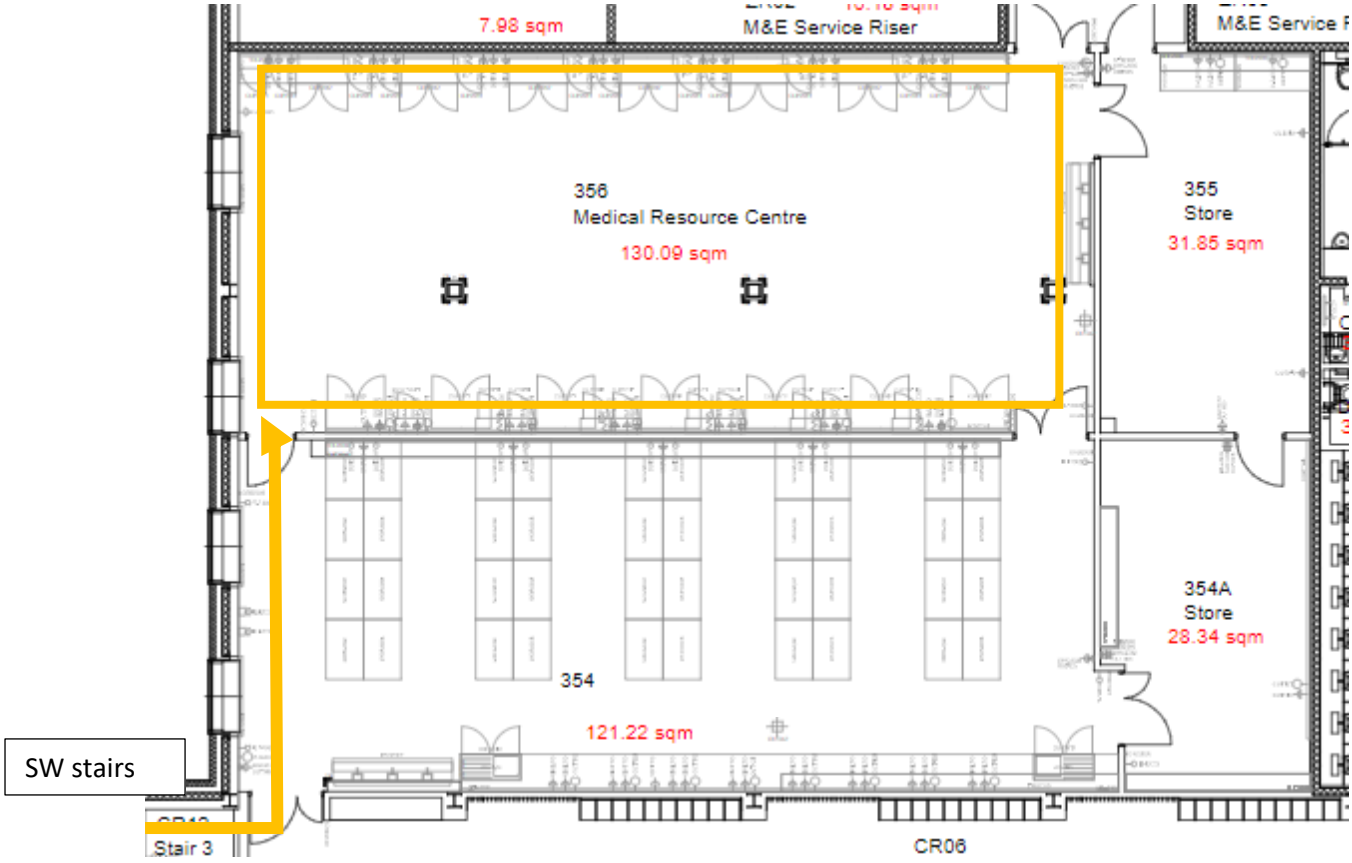
Question	Yes	Partial	No	N/A	Procedure/Process to ensure safe working
If it is not possible to maintain clear 4m2 around a person, then other factors have to be considered	☒	☐	☐	☐	PPE in place for staff and students: (surgical masks IIR, nitrile gloves, plastic aprons) Process in place for putting on PPE and removing it at the end of the session. Used PPE to be put in special bin for autoclaving before disposal. "Cohort working" where students will work in the same pair consistently will be in place for ScotGEM cohort. "Live and learn communities" for BSc cohort (halls of residence groupings/learning groups). Posters on safe use of PPE will be clearly displayed in clinical skills and students will be trained in how to put on and remove PPE appropriately. Clinical handwashing will be carried out at the beginning of each session and as needed throughout the session.
Are there limiting factors for the use of this room (eg the number of fume cupboards etc)? If so what are they?	☒	☐	☐	☐	The number of beds in each room is the limiting factor for the teaching spaces in normal circumstances. Group sizes have been reduced (up to 50%) to minimise room occupancy.
Is there a 2m between beds?	☒	☐	☐	☐	There is enough space between the beds for social distancing, but there are multiple students per bed, and staff need to be at close quarters to demonstrate clinical examination skills. For all teaching programmes there will be one pair of students at each bed space, which will be 2m distant from other student pairs.
Is there an ability to have a one-way system in the rooms?	☐	☒	☐	☐	ScotGEM students will not move between rooms. Staggered start times and rota system mean one way system is not required *within* the clinical skills centre. BSc students' start times may not need to be staggered. Different approach routes to rooms minimise crowding in foyer area.

Question	Yes	Partial	No	N/A	Procedure/Process to ensure safe working
Do you have a "rota system" in place for use of the space?	☒	☐	☐	☐	ScotGEM year 1- rota system will have one group (8 students) per room, which is half normal size. Sessions will be reduced duration, with additional online work. ScotGEM year 2- already within room capacity of one group (8 students) per room. BSc students also use a rota system in groups (8 students).
Is there a need for communal equipment	☒	☐	☐	☐	All surfaces have been cleared of extraneous equipment. Only essential clinical equipment will be provided, students will be taught how to clean all equipment and workspaces after each use. Appropriate wipes in place for cleaning surfaces/anatomical models.
Will work be undertaken at a piece of equipment which is negative pressure to the rest of the laboratory (eg Fume Cupboard, Microbiological Safety Cabinet)	☐	☐	☒	☐	NA
Can staff & students readily evacuate in an emergency	☒	☐	☐	☐	Defined escape routes in place and these are communicated to staff and students. Staff and students are aware that an orderly emergency evacuation will take precedent over the 2m social distancing. The small class size will allow for quicker evacuation.

Clinical Skills Suite layout (part A) (access security zone I – 9am – 5pm all medical students).
Double doors off override: all students must swipe in and "green button" out.



Part B (MRC – room 356). Note room 354 is the Anatomy Resource Centre



Location (room #)	Area (m^2)	Max occupancy	Comments
354	121.22	32	ARC. This will be a spill-over teaching space with appropriate social distancing in place. Occupancy differs with configuration with distancing (ie set up with tables/chairs, or with lecture-style seating). Students will enter through ARC to access MRC.
354A	28.34	3	Store room. Compactus storage installed
355	31.85	3	Store room. Compatcus storage installed
356	130.09	32	MRC: 2 students per bed (14 beds) plus staff. Covid-19 measures (BSc) mean only half the number of beds in use.
357	14.35	3	Simulated Patient room 1: Normally used for patient history taking. Student/patient/tutor can be arranged with social distancing.
358	11.87	2	Waiting room for simulated patients. Sim patient sessions will be mostly on-line and only younger sim patients will be scheduled for in-person sessions. Appropriate PPE will be in place. Waiting room use will be minimal
358B	7.53	2	Changing room. Need for changing room decreased due to fewer sim patients for in person sessions
358A	6.34	1	combined toilet & shower. Normal occupancy.
359	77.95	20	CS rm 1: 2 students per bed (8 beds) plus staff & sim patients. BSc programme using 50% of beds
360	81.20	20	CS rm 2: 2 students per bay (8 beds) plus staff & sim patients. BSc programme using 50% of beds
361	84.55	20	CS rm 3: 2 students per bay (8 beds) plus staff & sim patients. BSc programme using 50% of beds
362	73.98	20	CS rm 4: 2 students per bay (8 beds) plus staff & sim patients. BSc programme using 50% of beds
363	20.70	4	Office. 2 workspaces plus adequate room for 2 others with social distancing

364	14.35	3	Simulated Patient room 2: Normally used for patient history taking. Student/patient/tutor can be arranged with social distancing. PPE in place for <2m interactions.

University of St Andrews

Checklist for Occupancy of Specific Rooms when Reoccupying a building after SARS-CoV-2 Pandemic Lockdown

This checklist is only for the actions necessary during the re-occupation of buildings after the COVID-19 pandemic lockdown. It does not deal with any normal work activities being undertaken by staff/students/researchers which are controlled by normal risk assessments.

All the processes described below are based on the following assumptions:

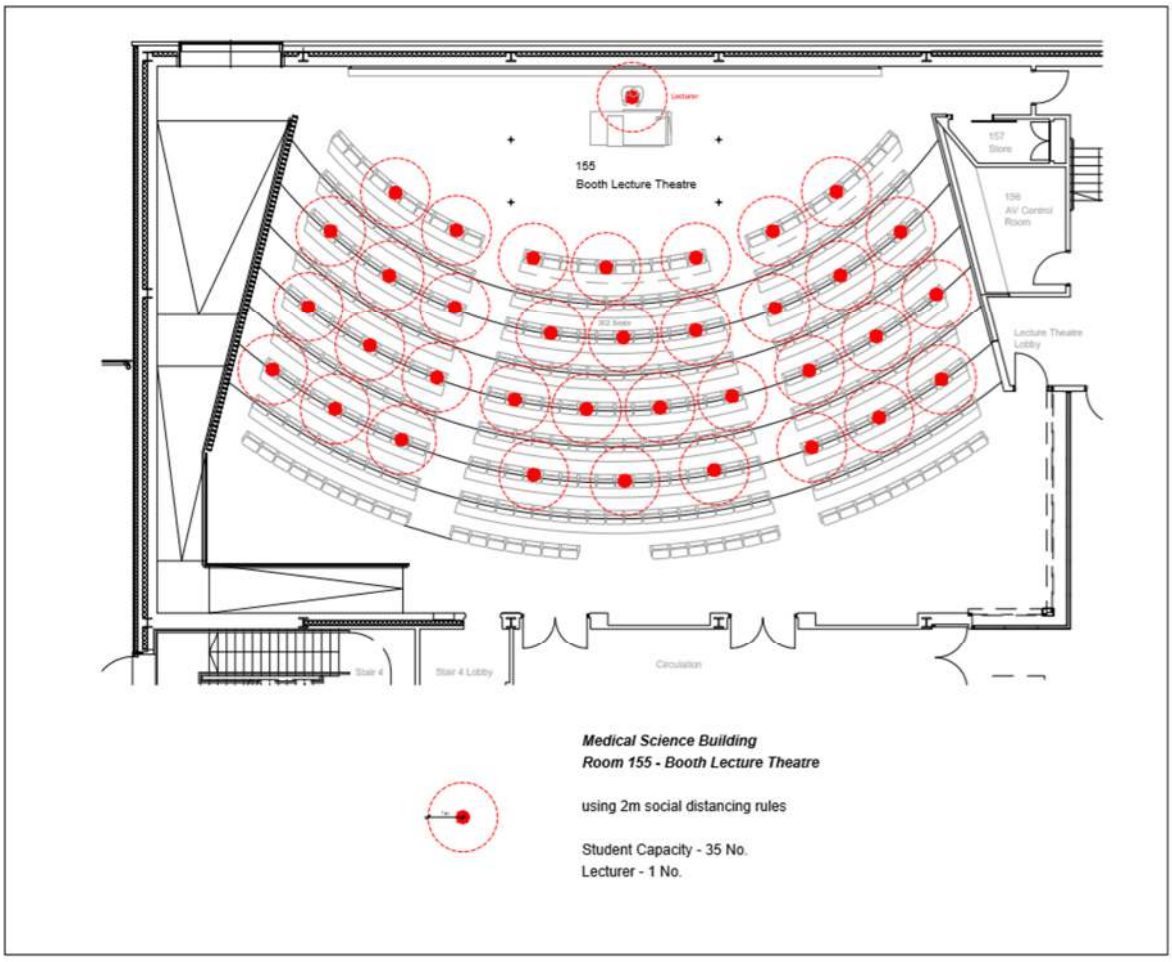
- All staff/students stay at home if they are showing any of the SARS-CoV-2 virus infection
- All staff and students regularly wash their hands in soap and water for at least 20 seconds on a frequent basis (or if soap and water is not available then using a hand sanitiser of 60-70% ethanol or isopropanol)
- All staff / students wear face coverings whilst moving around (only removing when seated)
- Have a specific risk assessment for their normal learning and teaching activity and comply with the control measures of this risk assessment including wearing appropriate personal protective equipment for this activity.
- All maintenance / contractor / technical personnel should follow their respective departmental Covid-19 guidance when accessing Teaching space

For Teaching Spaces – Lecture Theatre					
Name of Assessor – Gillian Nicoll	Date – 30.7.20				Building – 253-A Medical Sciences Building
School - Central teaching space	Room Number – room code 155 – Booth Lecture Theatre				Supervisor's Name – Mark Simpson
Activity in the room – Teaching					
Question	Yes	Partial	No	N/A	Procedure/Process to ensure safe working
1. What is the occupancy for the room to ensure the risk of COVID-19 is minimised (approximately) i.e. each person having $4m^2$ to allow 2m separation					36 including the tutor
2. Can there be a 2m separation from somebody at the Lectern / Teaching base and somebody walking past them.	☒	☐	☐	☐	Where possible, apply hazard tape to lectern area on the carpet, and 2m distancing stickers on carpet for students occupying the front row of seating Minimise movement of tutor to Teaching desk where practicable
3. Will there be support staff for disabled persons? If YES, how will social distancing/separation be managed	☐	☐	☐	☐	Refer to generic guidance for care assistants. (Any carer / assistant should be included in the overall Covid capacity for the room)

Question	Yes	Partial	No	N/A	Procedure/Process to ensure safe working
4. Is there signage on the door to identify maximum occupancy?	☐	☐	☒	☐	Requires 2 signs, 1 per set of double doors – max cap 36 = 35 students / 1 Tutor
5. In terms of access / egress to the teaching space, can people enter via one door and exit via a different door?	☒	☒	☐	☐	Students on entry to the room should occupy the seat at the furthest away corner and work forwards / backwards towards the door, e.g. from the back of the LT to the front. Students on exit from the room should leave from the front to the back to avoid cross over. Also requires signage - entry only / exit only on doors - keep left or arrow stickers on carpet to delineate required circulation around the room

Question	Yes	Partial	No	N/A	Procedure/Process to ensure safe working
6. If there is only one door to the teaching space, is there a protocol for using it?	☐	☐	☐	☒	
7. Is it possible to have a one-way system around the teaching space?	☐	☐	☐	☐	Where students can enter from one door and exit via another – mark with keep left or directional arrows where appropriate. Also see section 5 above
8. Are there arrangements to accommodate late arrivals?	☐	☐	☐	☐	Classes run 5 past the hour to 10 to the hour -students / tutors to be advised to arrive on the hour, and MUST vacate the room at 10 to the hour. – late comers should be advised to go online for the teaching session
9. Is there adequate signage regarding maintaining 2m social distancing, and for regular washing of hands?	☐	☒	☒	☐	Cleaning station present with hand gel but couldn't see a signed displayed. Will require further signage for maintaining 2m distance.
10. Is there signage to indicate in an emergency such as FIRE the priority is to evacuate safely (social distancing requirements are suspended until persons are safely at a mustering point when it should be observed again)	☐	☐	☐	☐	Additional signage required to reinforce teaching room 'etiquette' including fire compliances under Covid / emergency protocol
11. Where there is fixed furniture such as in a lecture theatre, are seats which can and cannot be used to maintain social distancing clearly marked out?	☐	☐	☒	☐	Requires red/green stickers to LT benches
12. Where there is not fixed furniture, has the layout of the room been determined to ensure social distancing can be maintained?	☐	☐	☐	☒	
13. Is there signage to show the correct layout of the furniture and to instruct it must not be moved?	☐	☐	☒	☐	Will require A4 sign/layout plan to main door access to highlight approved layout and that furniture must not be moved
14. Are there adequate arrangements in place to enable staff and students to clean the touch surface of their desk and chair arms at the start and end of each teaching session?	☐	☐	☐	☐	Cleaners will clean in the morning and / or afternoon only. Users to clean as they enter/exit the classroom as appropriate

15. Are there adequate arrangements in place to enable staff to clean the IT equipment they use at the start and end of each teaching session?	☐	☐	☐	☐	Standard signage to use cleaning products available, with Wipes provided for keyboards, mice, cameras
16. Circulation	☐	☐	☒	☐	Queuing for entry to classroom, must be clearly signed and where appropriate, identify resource to ensure 2m distancing / filter / one-way systems are maintained wherever possible.



University of St Andrews

Checklist for Occupancy of Specific Rooms when Reoccupying a building after SARS-CoV-2 Pandemic Lockdown

This checklist is only for the actions necessary during the re-occupation of buildings after the COVID-19 pandemic lockdown. It does not deal with any normal work activities being undertaken by staff/students/researchers which are controlled by normal risk assessments.

All the processes described below are based on the following assumptions:

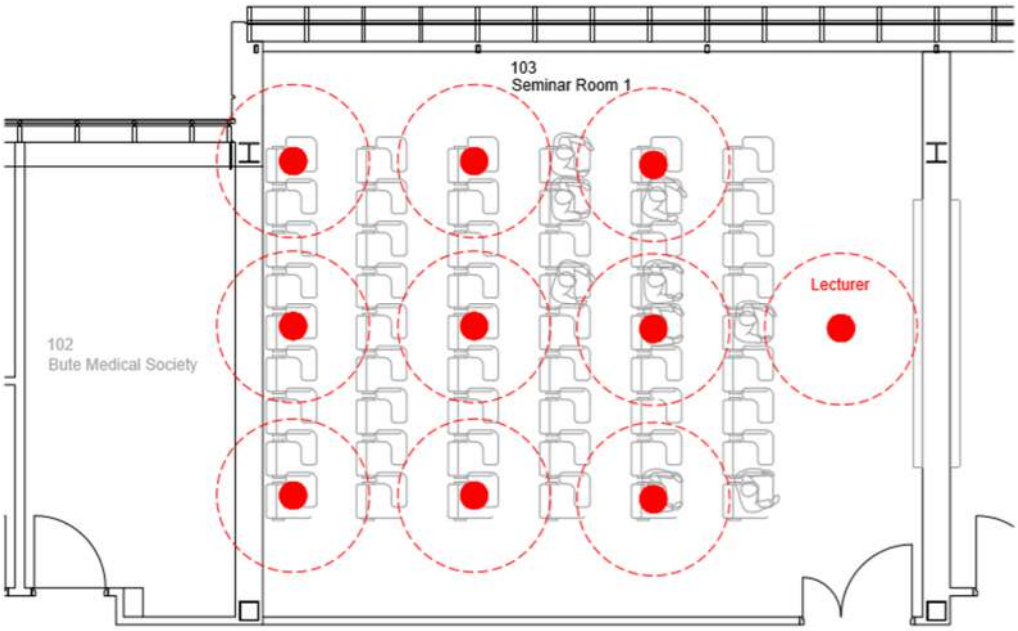
- All staff/students stay at home if they are showing any of the SARS-CoV-2 virus infection
- All staff and students regularly wash their hands in soap and water for at least 20 seconds on a frequent basis (or if soap and water is not available then using a hand sanitiser of 60-70% ethanol or isopropanol)
- **All staff / students wear face coverings whilst moving around (only removing when seated)**
- Have a specific risk assessment for their normal learning and teaching activity and comply with the control measures of this risk assessment including wearing appropriate personal protective equipment for this activity.
- All maintenance / contractor / technical personnel should follow their respective departmental Covid-19 guidance when accessing Teaching space

For Teaching Spaces – Seminar & Tutorial					
Name of Assessor – Gillian Nicoll	Date – 30.7.20				Building – 253-A Medical Sciences Building
School - Central teaching space	Room Number – 103 – Seminar room 1				Supervisor's Name – Mark Simpson
Activity in the room – Teaching					
Question	Yes	Partial	No	N/A	Procedure/Process to ensure safe working
1. What is the occupancy for the room to ensure the risk of COVID-19 is minimised (approximately) i.e. each person having $4m^2$ to allow 2m separation					10 = 9 students / 1 tutor
2. Can there be a 2m separation from somebody at the Lectern / Teaching base and somebody walking past them.	☒	☐	☐	☐	Where possible, apply hazard tape to lectern area on the carpet, and 2m distancing stickers on carpet for students occupying the front row of seating Minimise movement of tutor to Teaching desk where practicable
3. Will there be support staff for disabled persons? If YES, how will social distancing/separation be managed	☐	☐	☐	☐	Refer to generic guidance for care assistants. (Any carer / assistant should be included in the overall Covid capacity for the room)

	Question	Yes	Partial	No	N/A	Procedure/Process to ensure safe working
4.	Is there signage on the door to identify maximum occupancy?	☐	☐	☒	☐	For single door entry, provide university standard occupancy sign with max capacity displayed –

5. If there is only one door to the teaching space, is there a protocol for using it?	☒	☐	☐	☐	The tutor should leave last from teaching podium/lectern and ensure that students maintain a safe distance at all times. The tutor should then signal to the incoming class that the room is clear. On entry students should keep left and fill up seats from back row at window through to nearest seat at front row next to door On exit students should start from seat at front nearest door through to back row seat at window.
6. Is it possible to have a one-way system around the teaching space?	☐	☐	☒	☐	See above
7. Are there arrangements to accommodate late arrivals?	☐	☐	☐	☐	Classes run 5 past the hour to 10 to the hour -students / tutors to be advised to arrive on the hour and MUST vacate the room at 10 to the hour. – late comers should be advised to go online for the teaching session where available
8. Is there adequate signage regarding maintaining 2m social distancing, and for regular washing of hands?	☐	☐	☒	☐	2m social distancing stickers required for circulation and around tutors lectern / AV desk. Standard signs to remind them to use the products at the cleaning station at present with hand gel.
9. Is there signage to indicate in an emergency such as FIRE the priority is to evacuate safely (social distancing requirements are suspended until persons are safely at a mustering point when it should be observed again)	☐	☐	☒	☐	Additional signage required to reinforce teaching room ‘etiquette’ including fire compliances under Covid / emergency protocol

Question	Yes	Partial	No	N/A	Procedure/Process to ensure safe working
10. Where there is fixed furniture such as in a lecture theatre, are seats which can and cannot be used to maintain social distancing clearly marked out?	☐	☐	☐	☒	
11. Where there is not fixed furniture, has the layout of the room been determined to ensure social distancing can be maintained?	☒	☐	☐	☐	See plan attached
12. Is there signage to show the correct layout of the furniture and to instruct it must not be moved?	☐	☐	☒	☐	Will require A4 sign/layout plan to main door access to highlight approved layout and that furniture must not be moved Writing tablets can be removed from chairs and surplus chairs stacked in room OR chairs taped over and required chairs can then be placed at 2m distancing and marked as 'do not move or similar'
13. Are there adequate arrangements in place to enable staff and students to clean the touch surface of their desk and chair arms at the start and end of each teaching session?	☐	☐	☒	☐	Cleaners will clean in the morning and / or afternoon only. Users to clean as they enter/exit the classroom as appropriate Require hand sanitisers and cleaning station
14. Are there adequate arrangements in place to enable staff to clean the IT equipment they use at the start and end of each teaching session?	☐	☐	☒	☐	Standard signage to use cleaning products available, with Wipes provided for keyboards, mice, cameras / lectern desktop
15. Circulation	☒	☐	☐	☐	Queuing for entry to classroom, must be clearly signed and where appropriate, identify resource to ensure 2m distancing / filter / one-way systems are maintained wherever possible.



Medical Science Building
Room 103 - Seminar Room 1

using 2m social distancing rules

Student Capacity - 9 No.
Lecturer - 1 No.

University of St Andrews

Checklist for Occupancy of Specific Rooms when Reoccupying a building after SARS-CoV-2 Pandemic Lockdown

This checklist is only for the actions necessary during the re-occupation of buildings after the COVID-19 pandemic lockdown. It does not deal with any normal work activities being undertaken by staff/students/researchers which are controlled by normal risk assessments.

All the processes described below are based on the following assumptions:

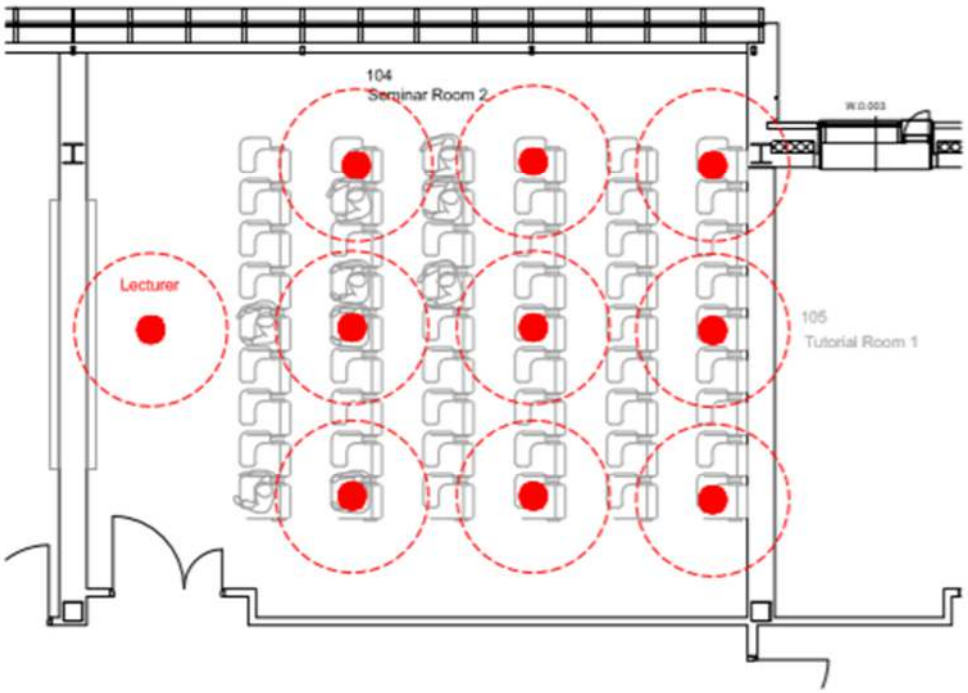
- All staff/students stay at home if they are showing any of the SARS-CoV-2 virus infection
- All staff and students regularly wash their hands in soap and water for at least 20 seconds on a frequent basis (or if soap and water is not available then using a hand sanitiser of 60-70% ethanol or isopropanol)
- **All staff / students wear face coverings whilst moving around (only removing when seated)**
- Have a specific risk assessment for their normal learning and teaching activity and comply with the control measures of this risk assessment including wearing appropriate personal protective equipment for this activity.
- All maintenance / contractor / technical personnel should follow their respective departmental Covid-19 guidance when accessing Teaching space

For Teaching Spaces – Seminar & Tutorial					
Name of Assessor – Gillian Nicoll	Date – 30.7.20				Building – 253-A Medical Sciences Building
School - Central teaching space	Room Number – 104 – Seminar room 2				Supervisor's Name – Mark Simpson
Activity in the room – Teaching					
Question	Yes	Partial	No	N/A	Procedure/Process to ensure safe working
1. What is the occupancy for the room to ensure the risk of COVID-19 is minimised (approximately) i.e. each person having 4m^2 to allow 2m separation					10 = 9 students / 1 tutor
2. Can there be a 2m separation from somebody at the Lectern / Teaching base and somebody walking past them.	☒	☐	☐	☐	Where possible, apply hazard tape to lectern area on the carpet, and 2m distancing stickers on carpet for students occupying the front row of seating Minimise movement of tutor to Teaching desk where practicable
3. Will there be support staff for disabled persons? If YES, how will social distancing/separation be managed	☐	☐	☐	☐	Refer to generic guidance for care assistants. (Any carer / assistant should be included in the overall Covid capacity for the room)

	Question	Yes	Partial	No	N/A	Procedure/Process to ensure safe working
4.	Is there signage on the door to identify maximum occupancy?	☐	☐	☒	☐	For single door entry, provide university standard occupancy sign with max capacity displayed –

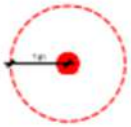
5. If there is only one door to the teaching space, is there a protocol for using it?	☒	☐	☐	☐	The tutor should leave last from teaching podium/lectern and ensure that students maintain a safe distance at all times. The tutor should then signal to the incoming class that the room is clear. On entry students should keep right and fill up seats from back row at window through to nearest seat at front row next to door On exit students should start from seat at front nearest door through to back row seat at window.
6. Is it possible to have a one-way system around the teaching space?	☐	☐	☒	☐	See above
7. Are there arrangements to accommodate late arrivals?	☐	☐	☐	☐	Classes run 5 past the hour to 10 to the hour -students / tutors to be advised to arrive on the hour and MUST vacate the room at 10 to the hour. – late comers should be advised to go online for the teaching session where available
8. Is there adequate signage regarding maintaining 2m social distancing, and for regular washing of hands?	☐	☐	☒	☐	2m social distancing stickers required for circulation and around tutors lectern / AV desk. Standard signs to remind them to use the products at the cleaning station at present with hand gel.
9. Is there signage to indicate in an emergency such as FIRE the priority is to evacuate safely (social distancing requirements are suspended until persons are safely at a mustering point when it should be observed again)	☐	☐	☒	☐	Additional signage required to reinforce teaching room ‘etiquette’ including fire compliances under Covid / emergency protocol

Question	Yes	Partial	No	N/A	Procedure/Process to ensure safe working
10. Where there is fixed furniture such as in a lecture theatre, are seats which can and cannot be used to maintain social distancing clearly marked out?	☐	☐	☐	☒	
11. Where there is not fixed furniture, has the layout of the room been determined to ensure social distancing can be maintained?	☒	☐	☐	☐	As per attached plan
12. Is there signage to show the correct layout of the furniture and to instruct it must not be moved?	☐	☐	☒	☐	Will require A4 sign/layout plan to main door access to highlight approved layout and that furniture must not be moved Surplus chairs can be either taped over OR Writing tablets can be removed from chairs and surplus chairs stacked in room. Required chairs can then be placed at 2m distancing and marked as 'do not move or similar'
13. Are there adequate arrangements in place to enable staff and students to clean the touch surface of their desk and chair arms at the start and end of each teaching session?	☐	☐	☒	☐	Cleaners will clean in the morning and / or afternoon only. Users to clean as they enter/exit the classroom as appropriate Require hand sanitisers and cleaning station
14. Are there adequate arrangements in place to enable staff to clean the IT equipment they use at the start and end of each teaching session?	☐	☐	☒	☐	Standard signage to use cleaning products available, with Wipes provided for keyboards, mice, cameras / lectern desktop
15. Circulation	☒	☐	☐	☐	Queuing for entry to classroom, must be clearly signed and where appropriate, identify resource to ensure 2m distancing / filter / one-way systems are maintained wherever possible.



Medical Science Building
Room 104 - Seminar Room 2

using 2m social distancing rules



Student Capacity - 9 No.
Lecturer - 1 No.

Appendix - Checklist for Occupancy of Different Areas

University of St Andrews

Checklist for Occupancy of Specific Rooms when Reoccupying a building after SARS-CoV-2 Pandemic Lockdown

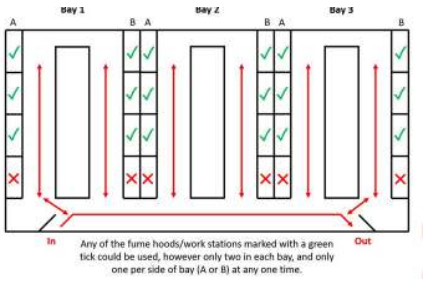
This checklist is only for the actions necessary during the re-occupation of buildings after the COVID-19 pandemic lockdown. It does not deal with any normal work activities being undertaken by staff/students/researchers which are controlled by normal risk assessments.

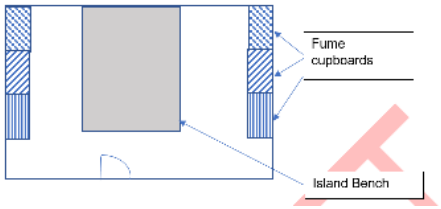
All the processes described below are based on the following assumptions:

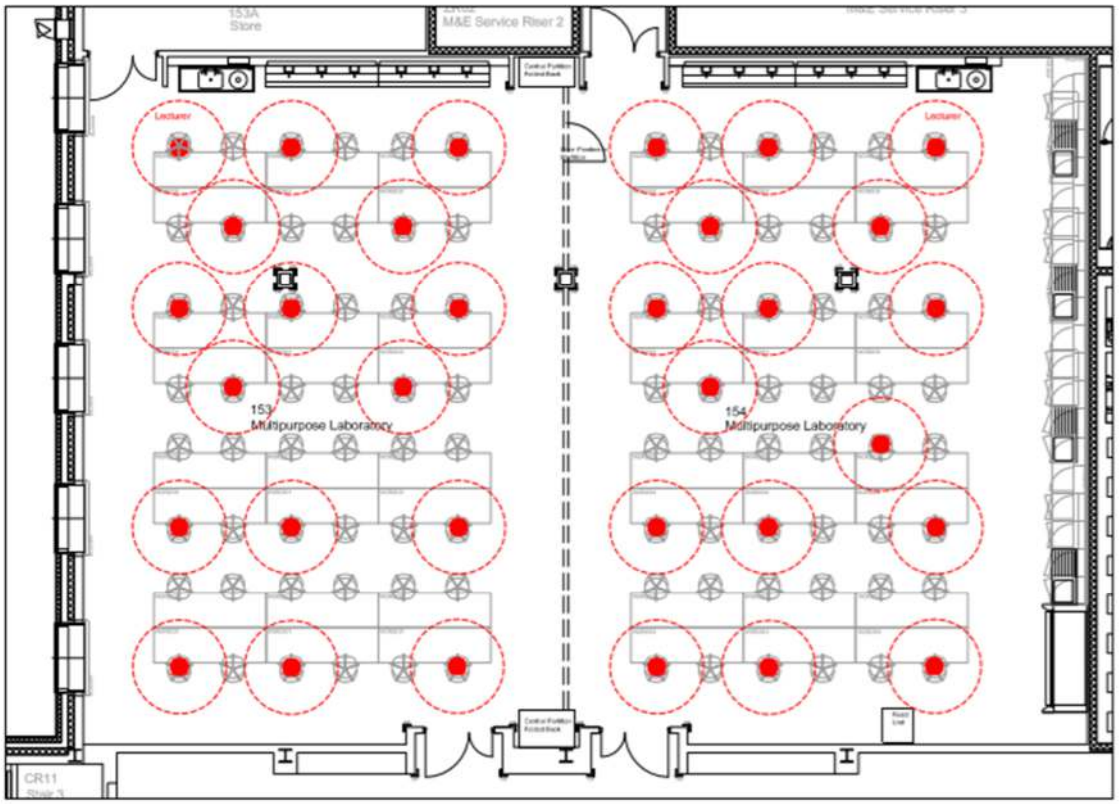
- All workers/students stay at home if they are showing any of the SARS-CoV-2 virus infection
- All staff and students regularly wash their hands in soap and water for at least 20 seconds on a frequent basis (or if soap and water is not available then using a hand sanitiser of 60-70% ethanol or isopropanol).
- Have a specific risk assessment for their normal work activity and comply with the control measures of this risk assessment including wearing appropriate personal protective equipment for this work activity.

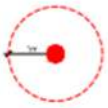
For Laboratory Work					
Name of Assessor Helen Clark	Date 12.8.20				Building Medicine
School Central teaching lab	**Room Number 153 and 154 - Multi-purpose lab** **NB THIS ROOM CAN BE SPLIT INTO 2 LABS**				Supervisor's Name Helen Clark
Activity in the room: Teaching for medical students and biology students.					
Question	Yes	Partial	No	N/A	Procedure/Process to ensure safe working
Diagram of the room	[redacted]				See plan below
What is the size of the room in m^2?	☐	☐	☐	☐	Approx. 310m2
Is there an agreement on how all workers/students will be managed in the laboratory	☒	☐	☐	☐	

How many people usually worked in this room	☐	☐	☐	☐	96
Can there be a 4m2 area around a person at the laboratory bench with 2m separation from somebody at the bench and somebody walking past them.	☒	☐	☐	☐	Occupancy will relate to number of clear 4m2 areas around the bench (ie free of equipment, benches etc). If there is no clear 4m2 area or 2m separation, then other factors will need to be considered.
If the normal occupancy would be 2 or less people?	☐	☐	☐	☒	If there is an ability to maintain 2m separation - then occupancy can be retained at 2 people. If 2m separation cannot be maintained, then only 1 person

Question	Yes	Partial	No	N/A	Procedure/Process to ensure safe working
If it is not possible to maintain clear 4m2 around a person, then other factors have to be considered	☐	☐	☐	☒	Is it possible: • Have a rota system such that there is a possibility to maintain 4m2 around a person • Is it possible to maintain 4m2 around a person but have less than 2m separation when people walk past each other? • Is it possible to restrict one laboratory bench aisle to one person? Is it possible to maintain 1m separation in the walkway between workers but maintain 2m seated lateral separation
Are there limiting factors for the use of this room (eg the number of fume cupboards etc)? If so what are they?	☐	☐	☒	☐	Occupancy will be the separation of the workstation that people have (ie if fume cupboards then there should be an empty fume cupboard between workers). The fume cupboard not in use. The only practical limiting factor is the number of benchspaces. The reduced capacity of the room means overrides available bench space.
Is there a 2m between benches?	☐	☐	☒	☐	If there is then can people work back to back in alternative bays
Is there an ability to have a one system around the benches (see below)  	☒	☐	☐	☐	Then a one way system should be developed to ensure people do not have to walk close by other researchers. This was considered but deemed not practical for classes.

Question	Yes	Partial	No	N/A	Procedure/Process to ensure safe working
If the lab does not have one way routes around benches 	☐	☐	☐	☒	In this situation then there has to be arrangements put in place to allow researcher from dead end of the area to pass somebody at the door end of the walkway. Procedure will be put in place a marking to get people to move out of the way to maintain 2m separation. Floor marked to identify place where people have to walk to. Work in such areas should be with alternative fume cupboards
Do you have a rota system in place for access to the laboratories?	☐	☐	☐	☒	Where communal equipment is required, put in place a strict rota system which is through a booking system (eg Microbiological safety cabinets)
Is there a need for communal equipment	☒	☐	☐	☐	All communal equipment should be wiped down with 70% isopropanol before the next user. Microscopes are the main pieces of communal equipment. These will be cleaned between classes.
Will work be undertaken at a piece of equipment which is negative pressure to the rest of the laboratory (eg Fume Cupboard, Microbiological Safety Cabinet)	☐	☐	☒	☐	Where there is a negative pressure in the direction of breathing, this means any virus will be drawn out of the laboratory and thus a 1m separation walkway (not continuous working) can provide protection to workers. Although there is a fume hood in the room, it is only used to store things and is not an actively used piece of equipment.
Can staff readily evacuate in an emergency	☒	☐	☐	☐	Make sure that staff are aware that emergency evacuation will take precedent over the 2m social distancing





Medical Science Building
Room 153 / 154 Multipurpose Laboratory

Existing Seating Capacity 96 No.

using 2m social distancing rules
Student Capacity - 30 No.
Lecturer - 1 No.

Note: capacity for students increased to 32.