

COVID-19 STAFF GUIDANCE FOR CAMPUS ACCESS

This guidance is for any member of staff accessing the College campuses. The continued health, safety and welfare of all staff, students and visitors is our highest priority. Please note that in line with Government guidance where possible, staff who can, should continue to work from home. Staff will be supported to continue with this mode of work where possible.

Staff should not attend College buildings if they are symptomatic or have been advised by Test and Protect that they should isolate.

Should you begin to feel unwell while on site, please leave the premises immediately and return home. Ring/email your Line Manager to notify them about this development and contact NHS Inform to book a Covid-19 test. If a positive result is obtained for Covid-19, notify your Line Manager immediately to enable the College to comply with its legal duties in support of the government's Test and Protect Strategy.

A number of changes have taken place, redefining our pre-lockdown operations. We have carried out a generic Covid-19 risk assessment with control measures to mitigate the risk of contracting or transmitting the disease on campus. The controls in relation to staff on campus are as below:

- One-way traffic flow systems have been introduced at the entrances into most College buildings.
- Staff intending to attend the campus **MUST** discuss with their Assistant Principal and only attend when they have received approval to do so. Staff **MUST** sign in using the online register when they have arrived on campus and sign out again when they leave. This will ensure staff can be accounted for in the event of an emergency evacuation.
- Additional hand sanitiser stations have been provided around the campuses and everyone is encouraged to use these on entering and exiting the building as well as frequently while on campus. This is in addition to regular and thorough handwashing.
- An increased cleaning protocol for touchpoints throughout the campuses is in place and additional signage to remind staff of safe hygiene practices is in place.
- Floor markings have been introduced to demarcate most corridors into 2-way traffic lanes, with 'box junctions' introduced where lanes intersect.
- 'Give way' signs are in place, encouraging building occupants to exercise vigilance at intersections and on narrow stairwells and corridors, to ensure that effective social distance from others is always maintained.
- If there is a fire alarm activation all staff must report to the Fire Controller at the control point on their way to the fire assembly point directing students as they go. Whilst at the fire assembly points social distancing should be maintained at all times.
- The use of lifts is restricted to two passengers only on all sites, except in the Cardonald Main Tower lifts, which can accommodate 4 passengers at a time due to their larger size.
- Face coverings are mandatory as per Government Guidance in any public areas and when using any lifts within College buildings (e.g. corridors, hallways, libraries and toilets), as well as in all teaching and learning areas.

- Water fountains may only be used to decant water into personal water bottles. All waterspouts have been decommissioned.
- Catering is available for breakfast and lunch in the Cardonald campus. There are vending machines with a range of hot drinks, soft drinks, savoury snacks, confectionary and a selection of sandwiches and other food items available (free hot water available from hot drinks vending machines) on all campuses.
- If using staff rooms, staff must adhere to social distancing protocols.
- Workroom tea areas remain accessible provided social distancing is maintained at all times. Shared equipment used (e.g. kettles) should be wiped and disinfected before and after use. Staff should use their own cups, crockery etc. and should not store them in kitchen cupboards. Staff must not congregate in these areas.
- Gyms are currently closed to staff. Shower rooms in the sports areas may be used by staff cycling or running into work.
- Hot desking is not permitted at this time. If any work equipment must be shared (e.g. photocopier), this should be disinfected before and after use. Disinfectant sprays and wipes are provided for this.
- There are maximum occupancy levels noted on doors of rooms and these levels must not be exceeded.
- Staff must not congregate in hallways, toilet lobbies and such areas and must discourage students from doing so.
- Walking around campus should be kept to a minimum with social distancing adherence at all times. Communication should be done through telephone and email as much as possible with online modes of video communication to hold / attend meetings.
- Attendance on campus should be strictly restricted to undertaking work-related activities / tasks that cannot be carried out at home. Please leave the campus as soon as possible after your on-campus work is done.
- A clear desk policy should be implemented / maintained, to enable the increased cleaning and disinfecting system to have optimum effect when deployed
- Additional signage is in place around the campuses to remind everyone of the Covid-secure actions required.
- A risk assessment has been completed for every Department and School and can be viewed on the Risk Assessment Library, accessed via the Staff Intranet. Please contact your line manager should you wish to discuss this.

If you have any queries or concerns, please contact your Manager and/or email organisationaldevelopment@glasgowclyde.ac.uk

Glasgow Clyde College

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