

Perth College UHI Return to Campus Guide 2022 Staff Version

Version 14 – Effective from 14th April 2022

Also available in large print (16pt) and electronic format.
Ask Student Services for details

Version Control History

Version Number	Date of Change	Summary of Revisions Made
1		Draft version
2	31 July 2020	Complete review based on feedback and first published guide
3	05 August 2020	Minor edits – grammar, sentence structure, spelling, layout
4	02 September 2020	Updated based on new government guidance issued 01/09/20
5	11 September 2020	Reference to updated guidance from Scottish Government, addition of reference to some religious coverings can be used as face coverings. Actions staff should take if a member of their household has symptoms of COVID19. Requirement for isolation notes. Definition of 'household' for Contact Tracing purposes. Update of NHS inform contact number. Update of face coverings in college transport. Update on climbing wall. Update on quarantine requirements.
6	15 October 2020	Addition of additional isolation rooms in Webster and Goodlyburn, updated guidance from Scottish government related to mandatory wearing of face coverings in certain areas, updating around not travelling with people outside your household/bubble. Clarification of arrangements for College Locations where we are notified that someone has tested positive for Covid-19 Symptoms and they were on campus in the last 2 weeks Update of contact number to arrange a COVID-19 test
7	25 November 2020	Updated to reflect changes to the catering provision on campus
8	4 December 2020	Updated to reflect guidance from the Scottish Government on the wearing of face coverings in college and university settings Updated for weekend study space and signing in in the canteen areas
9	10 December 2020	Updated to reflect guidance from Sports Scotland on the exemption from the wearing of face coverings during physical exercise as part of an education session. Updated to require staff in offices/staff bases who cannot maintain a 2 metre social distance at all times must now wear a face covering

10	30 November 2021	Updated to reflect guidance in place including updates on test and protect, face coverings, preparing for the start of term
11	13 December 2021	Updated to reflect new self-isolation requirements
12	25 February 2022	Update to reflect return to campus of all staff
13	18 March 2022	Updated to reflect removal of some covid restrictions
14	18 April 2022	Updated to reflect removal of legal requirement to wear face covering and ceasing issue of lateral flow devices for asymptomatic testing in-house

This is the guidance that staff must adhere to as they return to work on the College site during the current COVID-19 pandemic.

Staff are now returning to campus as part of a phased return to work, however many staff continue to work from home for part of the week. Staff must be aware of the contents of risk assessments relevant to their work area BEFORE attending.

The Scottish Government advice last updated on the 13 April 2022 continues to provide advice on COVID-19 transmission risk-reduction mitigations to support the College to plan for and operate in the academic year 2021-22. This advice reflects

- The lifting of restrictions on society in general
- The resumption of in-person learning and research together with wider student activities
- An emphasis based less on national 'rules' and more on the reduction and management of risk, and good practice for achieving this
- An understanding that the virus is unpredictable and significant risks remain
- The advice prepared to support Higher and Further Education bodies to plan for the approach to COVID risk-reduction by the COVID-19 Advisory Sub-group for Universities and Colleges recognising the wider harms of COVID-19.

Perth College UHI continues to identify that hand hygiene, respiratory hygiene and good ventilation are the most important and effective things we can all do to prevent the spread of coronavirus and must be strictly adhered to whilst on our Campus.

The following overarching principles helped inform planning and decision making for teams, managers, trade unions and the College as a whole in looking to return to campus:

1. The Health, Safety and Wellbeing of staff, students, pupils, visitors, contractors and the wider community is of paramount importance at all times.
2. Ongoing guidance from Scottish Government-endorsed scientific advice and guidance will be reviewed and the appropriate action implemented.
3. Personal Protective Equipment (PPE) required for college educational settings through Scottish Government or Health and Safety Executive guidance (and for specific vocational activities where appropriate) will be made available.

This guide will be updated as new information/guidance is issued to the College and staff should ensure that they check the latest version which will be available on our website.

1. Returning to work on Perth College UHI Campus

Staff are now able to return to campus.

All members of staff will be required to complete an online occupational health questionnaire to assess their risk factors in returning to campus see section 2 prior to commencing work on campus. The link for the questionnaire will be emailed to you by HR.

2. Before commencing work on Campus

Staff are required to complete an online return to work questionnaire which is assessed by our Occupational Health provider (Medigold), this will be reviewed by an Occupational Health practitioner and an initial assessment made. Where necessary Medigold will contact the individual staff member to ensure that they understand their medical or home situation (such as a family member who were previously shielding) prior to sending a response back to HR. HR will share the information with the relevant line manager to allow an individual risk assessment to be carried out if there are any risk factors identified. If a staff member identifies as high risk or very high risk then a full risk assessment must be in place to support that member of staff returning to campus.

In addition, all staff must read through this guide which sets out the actions the College is taking and aims to ensure that staff understand the requirements placed on them if they return to campus.

Risk Assessments

All staff must have been made aware of the risk assessments pertaining to their specific work area and consulted on them prior to commencing work on Campus.

The organisational risk assessments that have been created and associated with COVID-19 will be available to view for staff on the website.

If you have any questions about Risk Assessments please contact Ian Bow, Health, Safety & Wellbeing Adviser or email covid19.perth@uhi.ac.uk

3. Personal face covering

As outlined in the Scottish Government guidance

The legal requirement to wear face coverings in most indoor public spaces and on public transport will become guidance from 18th April 2022.

The virus has not gone away, so while the legal requirement has been removed, we continue to strongly encourage the use of protective measures, including wearing face coverings to help combat the spread of the virus and so if staff and students wish to continue to wear these, then they may do so..

Staff should remember to bring face coverings with them should they choose to continue wearing one.

Distance Aware Scheme

The College is supportive of staff who wish to highlight that they would like more space through the use of the Distance Aware Scheme and badges are available to staff from the HR department and from Student Services for students.

Staff are requested to respect this request from staff who wear an item from a distance aware scheme.

Face Coverings/Masks as PPE

Where it has been identified in a risk assessment that a face mask/face covering must be worn as Personal Protective Equipment (PPE), then these will be provided by the College e.g. staff undertaking first aid responsibilities or in practical settings.

4. Showing symptoms of COVID-19

Anybody showing symptoms of COVID-19 **must not** come to the College Campus but must stay at home, self-isolate and undertake a test in accordance with government advice and guidance. Staff must let their line manager know this is the case even if they have not been and do not intend to be on campus and the line manager must confirm this by email to HR on covid19.perth@uhi.ac.uk

Current symptoms include

- Continuous cough
- Fever/high temperature (37.8C or greater)
- Loss of, or change in, sense of smell or taste

A new continuous cough is where you:

- Have a new cough that's lasted for an hour or more
- Have had 3 or more episodes of coughing in 24 hours
- Are coughing more than usual

Further information about how to check your symptoms and how to book a test can be found at <https://www.nhsinform.scot> or if you cannot get online please call 0800 0282816

If a member of staff's household is showing symptoms, then the requirement to self-isolate will depend on whether you have been triple vaccinated or under 18 years and 4 months.

Staff members must ensure that they let their line manager know if they start showing symptoms or are required to isolate due to a household member showing symptoms or because they have been instructed to do so from Contact Tracing.

Staff may be required to provide a copy of an isolation note which can be obtained from <https://111.nhs.uk/isolation-note>

If a staff member tests positive for COVID-19 (whether having been on campus or not), they must report this to HR by email on covid19.perth@uhi.ac.uk as the College may be required to report this information to the NHS Tayside Health Protection Unit.

For Test and Protect and contact tracing purposes, a 'household contact' is defined as:

- those who are living in the same household as a case (e.g. those that live and sleep in the same home, or in shared accommodation such as university accommodation that share a kitchen or bathroom

those who do not live with the case but have contact within the household setting: Those that have spent a significant time in the home (cumulatively

equivalent to an overnight stay and without physical distancing e.g. 8 hours or more) with a case

- sexual contacts who do not usually live with the case
- cleaners (without protective equipment) of household settings during the infectious period, even if the case was not present at the time.

5. Developing symptoms whilst on campus

What to do

If you develop symptoms whilst on campus then you **must act immediately by going home to self isolate and book a PCR test**

You should ensure you avoid contact with students, staff and the general public and isolate yourself in your home. If you subsequently get a positive test for COVID19 then you may be contacted by the Contact Tracing team as part of Test and Protect.

For any other member of staff who may have come into contact with a person with symptoms they should follow the advice in the next section of this guide.

Further information about how to check your symptoms and how to book a test can be found at <https://www.nhsinform.scot/coronavirus>

You should let your Line Manager know that you are unwell by text message or email.

Line Managers will continue to maintain contact with any staff who develop symptoms and you must inform them of the outcome of any test.

Arrangements for College Locations Affected by someone developing Covid-19 Symptoms whilst on Campus

All Staff and Students where an individual develops Covid-19 symptoms whilst on campus should continue to work or study unless they start to develop symptoms of

COVID-19 when the procedure above should be followed. Where a staff member of student has started to display symptoms then the local area that they were working in should be cleaned and the duty caretaker should be contacted to arrange this.

Staff should ensure that they are aware that if they are in contact with someone who subsequently test positive for COVID19 that they might be contacted by the NHS Contact Tracing team as part of Test and Protect. If this happens they must follow their advice and ensure that they update their line manager and if necessary update CIPHR if they are required to isolate. They may also be required to provide an isolation note.

The Line Manager should then inform the Estates Department Duty Caretaker (Braham: 07967170080, Goodlyburn: 07967170077) of the location of the room/area where the individual has been working or studying and any other area of occupancy or contact.

The Estates Department if required will arrange for the room or part of the room to be cleaned, only if this is not possible will the area/room be secured until it can be appropriately cleaned.

The room/area will be out of use until such time as it is safe to re-enter.

If required College Management shall initiate an investigation to determine contacts/likely contacts in line with the Scottish Government's Test and Protect arrangements, and maintain contact with the individual where practicable.

Line managers should continue to maintain contact with any staff member who develops symptoms and must inform HR on covid19.perth@uhi.ac.uk if a positive case of COVID-19 is confirmed through Test and Protect.

Arrangements for College Locations where we are notified that someone has tested positive for Covid-19 Symptoms and they were on campus in the last 2 weeks

In these circumstances, it is likely that the areas where the staff/student has been will have been cleaned by the College's cleaning staff on a number of occasions prior to us receiving this notification.

If it is more than 72 hours since the member of staff/student was on campus then no cleaning needs to take place, but if less than 72 hours then the PAT/line manager should contact the duty caretaker to arrange for the areas where the staff/student spent significant amounts of time to be cleaned if this has not already been done. This does not mean that all of their routes through the College will be cleaned (i.e. corridors etc), as the amount of time spent in these areas is likely to be small and 72 hours is also likely to have passed. Each case will be considered on its own circumstances. The College will fully engage with the NHS Contact Tracing team who are likely to be in contact to identify any other potential contacts who may need to self-isolate.

6. Self-Isolation

Where a member of staff is required to self-isolate they must remain at home, they must not come onto campus.

Reasons for self-isolation could be because the staff member is showing symptoms, they are required to self-isolate due to a household member showing symptoms and are awaiting the outcome of a PCR test or because they have instructed to do so from Contact Tracing. Please follow the flowchart set out in Section 4.

Staff members must ensure that they let their line manager know the reason why they are self-isolating and may be required to provide a copy of an isolation note which can be obtained from <https://111.nhs.uk/isolation-note>

7. Physical (social) Distancing

This is no longer a requirement within the College.

For those people who wish to they may make colleagues and students aware that they wish to keep their distance by wearing an item from the Distance Aware Scheme. The College has badges available from this scheme, and for staff these are available from the HR department in Brahan and for students from Student Services. Staff and students alike should be considerate for others who are evidencing this.

Staff should travel down corridors on the left-hand side.

8. Travelling to the College Campus

Staff should ensure that they plan their travel to reduce contact with others.

Where a member of staff has concerns about travelling to the College Campus then they should discuss this with their line manager.

9. Parking

On arriving at college, you should park your car as usual in a designated car park. There is no need to leave empty bays between parked cars.

There are no longer car parking charges for parking on the College campus

10. Entrances to College Buildings

We recommend on entering the building that you wash your hands with soap for a minimum of 20 seconds or sanitise your hands

The main entrances for Brahan, Goodlyburn, Webster and ASW are open and all students and staff must use these main entrances. Alternative arrangements will be made as required for those who have accessibility issues. Please do not use back doors, fire doors etc. for any reason other than emergency evacuation.

When entering or moving around the building markings on the floor will outline keeping left and where one-way systems are in place.

You will no longer need to record for attendance using the sign in books or QR codes as this requirement from Test and Protect has been removed.

11. Good Hygiene Practices

Good hygiene practice is essential to help prevent the spread of COVID-19.

- This includes regularly washing your hands using soap for a minimum of 20 seconds and water or alcohol-based/non-alcohol-based hand rub particularly before and after eating and after using toilets.
- Avoid touching eyes, nose and mouth.
- Avoid direct contact with people that have a respiratory illness wherever possible.
- Avoid sharing personal items (e.g. mobile phone).
- Cover the nose and mouth with a disposable tissue when sneezing, coughing, wiping and blowing the nose. Dispose of all used tissues promptly into a waste bin. If you don't have any tissues available, cough and sneeze into the crook of the elbow. Wash hands with soap or use hand sanitiser for a minimum of 20 seconds at the first opportunity.

Alcohol-based and non-alcohol-based hand sanitisers are positioned around the College, particularly at toilet areas and staircases. These will be clearly marked as alcohol-based or non-alcohol based. Both have been proven to be effective hand sanitisers for COVID-19. If you cannot get hand sanitiser from one of the machines please let Estates know and they will replenish stocks.

12. Toilets

The main entrances to toilets will be open - where they are not fire doors - to reduce contact, with privacy being maintained in individual cubicles.

If all cubicles are being used then staff should queue in the marked area outside the toilets. Patience and consideration for others should be shown at all times.

Staff must ensure that they follow the good hygiene practices in relation to use of toilets including hand washing with soap for at least 20 seconds.

13. Refectory / Coffee Shop / Shop

The Refectory, Coffee Shop and Shop are all now open within the College.

Card payments are preferred to cash payments.

Wipes will be provided to allow staff to wipe down the seats and tables they use prior to and after use if they wish.

Our catering provider staff will carry out additional cleaning of public areas.

Windows in communal areas should remain open during College opening times to ensure an appropriate air flow.

14. Classrooms

The legal requirement to wear face coverings in most indoor public spaces and on public transport will become guidance from 18th April 2022.

The virus has not gone away, so while the legal requirement has been removed, we continue to strongly encourage the use of protective measures, including wearing face coverings to help combat the spread of the virus and so if staff and students wish to continue to wear these then they may do so.

Wipes continue to be provided to allow staff and students to wipe down their chair and desk at the beginning and end of each class if they wish. These single-use wipes will be provided and once used must be disposed of safely in the waste bins provided.

Where ventilation systems are installed they must be maintained as necessary to ensure where reasonably practicable there is a general air flow. Where no mechanical ventilation system is in place windows should be opened to ensure a flow through of air. As a minimum, windows should be opened at the end of the class, to allow for a flow of air before the next class starts, where possible they should remain open during the class.

15. Close Contact Services (Salons)

Face coverings are mandatory in practical areas of Salons. Where exemptions apply, either a Visor or a Sunflower Scheme product e.g. a lanyard should be worn.

Single-use wipes are provided to allow staff and students to wipe down their chair and desk at the beginning and end of each class if they wish to. Waste bins are provided for the safe disposal of these once used.

Students are not permitted to eat in these areas.

Where ventilation systems are installed they must be maintained as necessary to ensure where reasonably practicable there is a general air flow. Where no mechanical ventilation system is in place windows should be opened to ensure a flow through of air. As a minimum, windows should be opened at the end of the class, to allow for a flow of air before the next class starts, where possible they should remain open during the class.

16. Library & Careers

The Library is open however a one way system continues to be in operation.

Please email library.perth@uhi.ac.uk with any library related queries.

Postal service remains for students if they wish as well as the dedicated drop off point for the return of books.

Physical browsing is available as well as study spaces.

Our professional Careers Advisers are based in the Careers and Employability Centre within the library. They offer quality, impartial and accurate course information, careers advice and employability-related guidance to all students. Students can book socially distanced or virtual appointments by email at pc.guidance.perth@uhi.ac.uk.

Wipes will be provided for students and staff to wipe down furniture, surfaces and equipment in their library study area at the beginning and the end of their session if they wish too. Used wipes must be placed in the waste bins provided.

There will be a new contactless payment option for library users.

Eating and drinking is not permitted in the library; bottled water is permitted.

Windows in the library will be opened to ensure a flow of fresh air.

17. Staff Bases and General Office areas

Staff should where possible not hot-desk and should ensure that any shared facilities used e.g. printers are cleaned with single use wipes prior to and after use.

Where ventilation systems are installed they must be maintained as necessary to ensure where reasonably practicable there is a general air flow. Where no mechanical ventilation system is in place windows should be opened to ensure a flow through of air. As a minimum, windows should be opened for at least 10 minutes in each hour, to allow for a flow of air before the next class starts, where possible they should remain open during the class.

18. Moving from one part of the campus to another

It is strongly recommended that face coverings continue to be worn where appropriate – including in indoor crowded spaces. Staff are advised to carry on taking sensible precautions to reduce the spread of COVID-19.

19. Cleaning frequency

It is clear that the hygiene measures in place pre-COVID-19 will not be sufficient, and so the college has made the following provisions:

- The frequency of cleaning has been increased to twice per day for most areas, but three times per day in busy toilet areas. Cleaning will take place in the morning before staff arrive and then at the end of the normal working day, with an additional clean of toilet areas around midday.
- All products used will be disinfectant not detergent-based.
- There will be cleaning products available in classrooms and staff bases to allow staff to undertake their own cleaning (i.e. staff/students should use disposable wipes to clean the chairs and desk prior to use and after use).
- Copies of all safety data sheets for all products used will be placed on Perthnet or are available from the Estates Office.

20. Use of Lifts

Staff are advised to be distance aware when using the lifts.

21. Ventilation

Ventilation is an essential part of the overall package of baseline measures to fight against COVID-19, along with measures including personal hygiene and regular cleaning on campus.

Where mechanical ventilation systems exist these should be switched on and remain on. Where there are opening windows then we recommend that windows are opened for at least 10 minutes in each hour to ensure fresh air ventilation.

The College has a number of CO₂ monitors for assessing areas where there are recognised poor ventilation to determine appropriate usage and this is then made clear on risk assessments where appropriate.

22. Fire Evacuations / Emergency Arrangements / First Aid

If the fire alarm sounds you should evacuate as normal, and physical (social) distancing requirements should be adhered to in the fire assembly point.

Where a member of staff has a Personal Emergency Evacuation Plan (PEEP) in place, this will be reviewed with the Health, Safety and Wellbeing Adviser on their first day of return to campus.

First Aid arrangements remain in place in the College; however, First Aid staff members will be required to wear additional Personal Protective Equipment (PPE). First Aiders must meet with the Health, Safety and Wellbeing Adviser to go through amended first aid protocols on their first day back on campus as well as receiving their individual PPE.

Fire Marshalls will receive an updated induction on their return to campus

23. Using College vehicles including minibuses

If you need to use college vehicles you must read and abide by the risk assessments produced for this purpose. It is strongly recommended that face coverings continue to be worn in college vehicles including minibuses as a preventative measure and staff are advised to carry on taking sensible precautions to reduce the spread of COVID-19.

24. Smoking Shelters

Staff must continue to follow college requirements if choosing to smoke on campus, i.e. use of smoking shelters. If staff wish support with smoking cessation then they should contact the HR department who will be able to signpost them to support services.

25. Student Residencies

Student residencies are open.

26. College Nursery

The college nursery is open If staff (or students) wish to know more then please contact the Head of Student Experience or the Nursery Manager and further details will be provided.

27. Academy of Sport and Wellbeing (ASW)

ASW including the Climbing Centre is open.

Any member of staff wishing to use ASW should refer to the ASW webpages which outlines processes for booking session and all of the COVID19 related measures in place to support ASW reopening.

28. Visitors / Contractors / Deliveries

Any staff member who is expecting a visitor/contractor must log this with reception as normal, visitors/contractors must be collected from reception and must be briefed on College expectations during their time on campus.

Receptions must also be informed of any expected deliveries so that these can be managed with minimal contact.

29. Ensuring up to date contact details

Staff should ensure that their contact details are correct on CIPHR, and if details change throughout the year that these are updated on CIPHR. If required these contact details will be provided for Contact Tracing purposes.

30. Quarantine

If a member of staff is required to quarantine (as opposed to self-isolation) then they **must not** return to campus until their period of quarantine has ended. Further guidance can be sought from the HR department by contacting covid19.perth@uhi.ac.uk

31. Lateral Flow Devices

Lateral Flow Devices are no longer available for asymptomatic testing.

32. Vaccination

The College will support staff to be able to attend vaccination appointments.

33. Additional information

If you have additional questions please speak to your Line Manager/ Head of Department /Sector Manager or send your question to covid19.perth@uhi.ac.uk

The covid19.perth@uhi.ac.uk email account is checked at least once per week.

34. DSE assessments

Members of staff should ensure that they refresh their Display Screen Assessment for their workstation on a regular basis, and this is recommended when they first return to campus.