

Perth College UHI Return to Campus Guide 2020 Staff Version

Version 9

Working from home remains the
primary option where possible, until
this is removed by the Scottish Government

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

This is the guidance that staff must adhere to if they are approved to return to work by their line manager on the College site during the current COVID-19 pandemic.

Working from home remains the primary option where possible, until this is removed by the Scottish Government. Staff must be aware of the contents of risk assessments relevant to their work area BEFORE attending.

The Scottish Government advice of the 1 September 2020 updated on the 10 September 2020 outlines that it is vital that measures are put in place by providers to manage transmission risk to address aerosol, droplet and surface transmission.

Perth College UHI have therefore identified that Physical (social) distancing, hand hygiene and respiratory hygiene 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. In particular we will be led by the Scottish Government four phase approach, and the Scottish Government Guidance for Colleges document.
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.
4. Plans and arrangements will take due account of required approaches for physical (social) distancing, shielding and engagement with the Scottish Government Test and Protect Strategy.

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.

Perth College is fully supportive of the Scottish Government's FACTS advice:

- Face coverings to be worn in enclosed spaces
- Avoid crowded places
- Clean your hands and surfaces regularly
- 2m physical distancing
- Self-isolate and book a test if you develop coronavirus symptoms

1. Returning to work on Perth College UHI Campus

Only staff who are required to attend campus to ensure the delivery of the curriculum or to provide essential appropriate support services to the staff and students attending should return to Campus. All other staff should continue to work from home.

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 at the current time they will not be permitted to return to campus, this is to ensure that we are confident about the stringent requirements to mitigate the risk for these groups of staff. This situation will be reviewed regularly in line with updates from the Scottish Government.

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

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

Following guidance from the Scottish Government, the College has taken the decision that the wearing of face coverings will now be mandatory in all indoor learning and teaching areas across the College, even where 2 metre distancing can be maintained as well as in all communal areas such as corridors, canteen (when not seated), library etc. Where social distancing of 2 metres cannot be maintained in offices/staff bases then a face covering must be worn.

This is in line with the advisory note from the Coronavirus (COVID 19): Advisory Sub-Group on Education and Children's Issues about face coverings in colleges and universities.

Staff should remember to bring face coverings with them. If staff forget their face coverings, disposable face coverings are available from reception.

Some people are not required to wear a face covering. These include:

- children under 5 years of age
- staff such as customer services assistants who are physically separated by means of, for example, screens from customers

You may also have a reasonable excuse not to wear a face covering if, for example:

- you have a health condition or you are disabled and a face covering would be inappropriate because it would cause difficulty, pain or severe distress or anxiety or because you cannot apply a covering and wear it in the proper manner safely and consistently. Individual discretion should be applied in considering the use of face coverings for other children including, for example, children with breathing difficulties and disabled children who would struggle to wear a face covering
- you need to eat or drink
- you are taking medication
- you are communicating with someone else who relies on lip reading
- a relevant person, such as a police officer, asks you to remove your face covering

Sports Scotland guidance issued on 7 December 2020 also confirmed an exemption applicable to Sports and Fitness staff and students, that there was a reasonable excuse not to wear a face covering in circumstances where they are:

- Being physically active or exercising as part of the education session

Where a member of staff or student is not able to wear a face covering then they must either wear a visor which acts as a barrier and only if this is not possible then they must have visible a product from the Hidden Disabilities Sunflower Scheme. This is to give confidence to all staff and students of the significance of face coverings and the commitment from the College to mitigate the impact of COVID-19.

The College has joined the Hidden Disabilities Sunflower Scheme and will now be providing Sunflower lanyards to staff who require them, free of charge. If you wish to access this scheme please contact PC.HumanResources.Perth@uhi.ac.uk

Hidden disabilities don't have physical signs and include learning difficulties, mental health as well as mobility, speech, visual or hearing impairments. They can also include asthma, COPD, and other lung conditions as well as chronic illnesses such as renal failure, diabetes, and sleep disorders when those diseases significantly impact day-to-day life.

Visors and Sunflower Scheme products will be issued free of charge (please contact your Department for a Visor (who will obtain them from Estates), and Sunflower lanyards can be obtained from HR. Please note Visors are not intended to be disposable and should be retained for future use.

Staff are also not required to wear a face covering if they are physically separated from others, by means of, for example, partition screen use on receptions and can maintain socially distanced from colleagues who may also work behind the partition.

If you wish to dispose of disposable face coverings whilst at College they should be placed in the general waste bin. They are not considered to be clinical waste in the same way that used PPE may be.

In some cases, religious veiling's /face coverings (i.e. niqab) can be worn instead of a face covering, further advice can be obtained from the Equality, Diversity and Inclusion Advisor on pc.equality.perth@uhi.ac.uk

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 book 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 person showing symptoms should self-isolate and book a test. For other members of the household they should also self-isolate until the outcome of the test of the person showing symptoms. At this point they should follow the advice given to the person who has been tested which will reference what members of the same household should do.

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>

Line managers must log this information on CIPHRnet as

- Self-Isolating (not ill – COVID-19); or
- Self-Isolating (ill – COVID-19)

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, you must make sure you are wearing your facemask, and you should go to one of the identified isolation rooms on campus (Braham - rooms 017 and 018a; Goodlyburn – rooms 512 and 513; Webster – room 810 on the first floor), The staff on reception in Braham and Goodlyburn or the HISA office in Webster will**

call the duty caretaker to let you into one of these rooms. You should then call NHS Inform on 0800 028 2816 and speak to a member of staff who will go through a number of questions with you to identify if you have symptoms of COVID-19, If you do have symptoms they will advise you to go home and book a test. If you do not have symptoms they will advise you if you need to take any further actions.

Whatever the outcome please then call reception on 0 and let them know the outcome so that we can take the appropriate actions within College. This may include supporting you to get home and ensuring the isolation room etc is cleaned or getting advice about whether you should return to work.

If you are advised to return home then 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.

Isolation Rooms will only be used for this purpose and **no unauthorised access** will be allowed. The windows should be opened on entry to aid air circulation. Once they have been used they will be thoroughly cleaned before they can be used again

If you are too ill to travel and require medical treatment, an ambulance should be called informing the emergency services the individual is COVID-19 confirmed or suspected.

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. Staff should see if there is any alternative accommodation that they can move to (with their students if teaching) so that the room can be cleaned.

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 will arrange for the room to be cleaned and disinfected, if not the area/room will 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.

Estates Department staff will also deep clean the Isolation Room when it has become vacant. The room should be secured until such time as the cleaning staff arrive.

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.

The College will however, where a positive case of COVID-19 is confirmed arrange for the areas where the staff/student spent significant amounts of time to be deep cleaned (i.e. classrooms where they were taught etc). 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 and a register of the decisions made will be kept. 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 or because they have instructed to do so from Contact Tracing

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>

Line managers must log this information on CIPHRnet as

- Self-Isolating (not ill – COVID-19); or
- Self-Isolating (ill – COVID-19)

7. Physical (social) Distancing

The College has implemented physical (social) distancing (currently 2 metres) in all relevant and communal areas of the College, so far as is reasonably practicable. Changes to safe distancing guidance will be displayed at all entrances to College buildings.

Some people – for example those with sight loss, autism, learning disabilities, communication, or mobility needs – may find physical (social) distancing rules more difficult to follow than others. Please be considerate by giving way when you are travelling to/from or around the campus.

Staff should travel down corridors on the left-hand side and as physical (social) distancing cannot be guaranteed face coverings should be worn in all corridors except where an exemption applies.

8. Travelling to the College Campus

Staff should ensure that they plan their travel to reduce contact with others. Where public transport is necessary face coverings must be worn unless the staff member has an appropriate exemption.

The bicycle stores can be used, but staff should ensure physical (social) distancing when placing or returning for their bicycle. Staff should continue to ensure that any other items such as helmets are stored appropriately to reduce potential cross-contamination i.e. under a desk so others do not inadvertently touch it.

Car-sharing should only take place where it is members of the same household or support bubble, and consider using face coverings when travelling with others. You should not travel with people outside your household or support bubble.

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, however you should ensure that you follow current physical (social) distancing measures when exiting your vehicle.

Car Parking charges are being temporarily suspended, but this will be kept under continual review

On exiting your car, please make your way as soon as possible to the relevant building to sign in. You should continue to use handrails when going up the stairs from the car park to Brahan but should always wash your hands with soap for a minimum of 20 seconds or sanitise your hands immediately upon entering the building.

10. Entrances to College Buildings

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.

There will be signage at entrances showing the current physical (social) distancing requirements.

When entering or moving around the building, observe current physical (social) distancing measures. Markings on the floor will outline physical (social) distancing requirements when queueing and there will be signs for one-way systems.

As you approach any of the college buildings you will notice that there will be posters displaying a QR code similar to the one below



Using your SMART phone, you should scan the SIGN IN code, and you will then be asked to insert your staff number (your PE number), confirm you are a member of staff and press SUBMIT.

The QR code will be used for registering which building you are in on the college campus and meets the requirements of the Scottish Government's Test and Protect system.

When you are leaving the building, you should scan the **EXIT QR code**, again, enter your staff number, confirm you are a member of staff and press SUBMIT.

Make sure you use the **ENTRY QR code** when you come in to and the **EXIT QR code** when you leave, they will be clearly marked.

If you move to another building, then you must use the QR codes to register entry and exit of that building.

There are separate QR codes for each building, and these are displayed on the entrances to each building.

If you do not have a smart phone, then you must ‘sign in’ and ‘sign out’ at reception in each building.

If there is a queue please remember that physical (social) distancing must be maintained whilst queueing, please use your mask to protect yourself and others.

On entering the building, you should use the sanitiser or wash your hands with soap for a minimum of 20 seconds prior to moving to any other part of the College.

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.

12. Registrations

Staff must take class registers at the start of every class and update for any late arrivals to support Test and Protect arrangements for students.

13. 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. Urinals will be taped off and cannot be used.

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.

Face coverings should be worn when using toilets unless except where an exemption applies

13. Refectory / Coffee Shop / Shop

A limited grab and go service will be available in the Food Court in Brahan and Goodlyburn buildings only.

Please note there will be reduced opening hours and no service will be available after 3pm in the Brahan building and 2pm in the Goodlyburn building; Costa Coffee in the Webster building/Student Link will close until further notice.

There will be limited seating in all 3 buildings and staff must observe physical (social) distancing at all times. If you are intending to sit in to eat then you must sign in with the QR code/signing in books for these areas (this is in addition to using the QR/signing in system when you enter the buildings)

All vending machines across all buildings will remain available for use.

Queueing will be inevitable and patience is required. Face coverings must be worn when queuing and when not seated except where exemptions apply.

Card payments are preferred to cash payments.

Staff should ensure that they wipe down the seats and tables they use prior to and after use and also ensure that they self-clear any waste. Wipes will be provided for this purpose.

Sodexo 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

Face coverings are mandatory in practical areas including Workshops. Salons and IT suites. Where exemptions apply, either a Visor or a Sunflower Scheme product eg a lanyard should be worn.

Each classroom will have a maximum capacity based on adherence to physical (social) distancing. Risk assessments have been created to minimise the potential impact of close proximity teaching and sharing of certain equipment. Staff are required to ensure that their students are aware of individual classroom requirements and risk assessments will be displayed on classroom walls.

Staff must advise students that they must wipe down their chair and desk at the beginning and end of each class. Appropriate single-use wipes will be provided and once used must be disposed of safely in the waste bins provided.

Staff will advise students whether they may eat their lunch in their classroom, if they can they must advise students to wipe down their desks prior to eating and they should wash their hands with soap for a minimum of 20 seconds or sanitise their hands before consuming food. Staff are not expected to staff classrooms during lunchtimes.

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. Workshops, Salons and other practical class areas (including IT suites)

Face coverings are mandatory in practical areas including Workshops. Salons and IT suites. Where exemptions apply, either a Visor or a Sunflower Scheme product eg a lanyard should be worn.

Staff should ensure that the room capacity is not exceeded to ensure adherence to physical (social) distancing. Staff will outline to students at the start of each session any specific requirements related to room usage and COVID-19 as outlined in the appropriate risk assessments which will be displayed in the room.

Staff and students must wipe down their chair and desk at the beginning and end of each class. Appropriate single-use wipes will be provided and once used must be disposed of safely in the waste bins provided.

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 will be open however there will be certain restrictions due to physical (social) distancing protocols. Please email library.perth@uhi.ac.uk with any library related queries.

It is mandatory for face-coverings to be worn at all times within the Library except where an exemption applies.

Physical (social) distancing must be adhered to at all times and staff should use the one-way system that has been implemented. There will be a temporary email/live chat and collect as well as a new postal service and a dedicated drop off point for the return of books. The drop off point for book returns will be to the right, at the top of the stairs in the library. Users returning books will use the one-way system and come up the stairs, drop their books in a drop box then continue round the one-way system out of the library. We will operate a 72-hour quarantine system for all returned books.

Initially there will not be a physical browsing option available, and there will not be any newspapers available and only a very limited bookable study spaces available. We anticipate there will be increased use of the library eJournals and eBooks and we have boosted our digital offering for FE as a result of Covid-19 therefore online drop-in support sessions will be offered. All library induction sessions will be delivered virtually.

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.

Students and staff are expected to wipe down furniture, surfaces and equipment in their library study area at the beginning and the end of their session. Wipes will be provided; 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.

Weekend study space for students is bookable in the Academic of Sports and Wellbeing (ASW) for a morning (10am – 1pm) or afternoon slot (1.30 – 4.30pm). Students must book their space in advance and report to the reception area in ASW

17. Staff Bases and General Office areas

Each staff base and office will have an identified maximum room capacity based on adherence to physical (social) distancing. Essential work can be undertaken in the staff base/office however, time spent in staff bases/offices must be kept to a

minimum. If the staff base/office is already at room capacity, you cannot enter until someone else has left.

Physical (social) distancing must be adhered to. As the current guidance from the Scottish Government is that where possible working from home should remain the primary option, only essential work which cannot be completed at home should be undertaken in the staff base/general office area.

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.

Staff should not use communal facilities with the exception of fridges in staff bases and general office areas. Fridges can continue to be used however staff must ensure that they wipe clean any areas touched.

18. Moving from one part of the campus to another

Staff should ensure that they only travel to parts of the campus that they need to, and where possible should remain on campus for as short a period of time as possible. Face coverings should be worn when moving around the College and in communal areas (including toilets).

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 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 and in toilet areas there will be a clear log of cleaning completion.
- 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).
- A short guide on how to use the cleaning products will be placed in each classroom along with a cleaning contact number for any concerns. 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

Lifts should only be used if a staff member has a genuine reason for using them. Only one person, or one person and their support should use a lift at any time and those using the lift should avoid touching the walls if possible.

21. 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

22. Using College vehicles

If you need to use college vehicles you must read and abide by the risk assessments produced for this purpose. This includes wearing a face covering.

23. Smoking Shelters

Staff should continue to use smoking shelters if required but must adhere to physical (social) distancing protocols. If staff wish support with smoking cessation then they should contact the HR department who will be able to signpost them to support services.

24. Student Residencies

Student residencies will be open however will have certain restrictions due to physical (social) distancing protocols.

Any student who is going to be a resident in our accommodation will receive a dedicated briefing once their place has been confirmed prior to arrival.

Current guidance states that physical (social) distancing will not be required for members of a cluster flat (flats with shared cooking and bathroom facilities) when within that household. Household members should follow other recommended hygiene protocols when within the household e.g. hand washing.

Physical (social) distancing should however be followed where members from a cluster flat are not in their household zone, including when within the same building where other members of a cluster flat are present. Social distancing measures apply to all indoor communal areas beyond the student's own flat.

The College has also made the following mitigations:

- No Double room occupancy
- Maximum capacity reduced in the shared kitchen area
- No guests allowed for the time being

25. College Nursery

The college nursery is now open however has specific restrictions due to physical (social) distancing protocols and guidelines from the Scottish Government. If staff (or students) wish to know more then please contact the Head of Student Experience and further details will be provided.

26. Academy of Sport and Wellbeing (ASW)

ASW reopened on the 31 August 2020 as a UKActive COVID19 Approved Fitness Centre with appropriate procedures and processes in place to allow safe use of the facilities.

The Climbing Centre reopened on 14th September 2020 and has been re-opened with appropriate procedures and processes in place to allow for safe use of the facility. The Climbing centre has followed guidelines from The Association of British Climbing Walls, Mountaineering Scotland and Sport Scotland.

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.

27. 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. Visitors must be kept to a minimum and should only be for essential activities that cannot be conducted by other means.

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

28. 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.

29. Quarantine

If a member of staff is required to quarantine (as opposed to self-isolation) due to returning from overseas 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

30. 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 twice per day.