



Covid-19 Secure - Safety Operating Procedure

Building: 01.047 Humanities / 01.048 Humanities Extension

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COVID-19 Safety Operating Procedure

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1.0 Introduction

This Safety Operating Procedure (SOP) is for the 01.047 Humanities Building and 01.048 Humanities Extension to ensure that the correct measures are in place to enable staff and users to return to the building and operate safely during the restrictions put in place for the COVID-19 pandemic.

The SOP is the output of a rigorous review of the activities to be carried out in the space and has received input from colleagues from: the Faculty of Arts and four of its constituent departments (Classics, English and CLS, History and Modern Languages and Cultures), the Department of Psychology (Faculty of SEM), Commercial Services – Humanities Café, Space Planning – CTTRs, Health and Safety, Estates, Space Management, Human Resources and the UCU Trade Union. This document should be read in conjunction with the 'Risk Assessment for Working Safely during COVID-19'.

Health and Safety Services have created a designated COVID-19 [webpage](#), which offers a wide range of information and FAQ's.

If a member of staff is unsure about the arrangements or feels that the control measures are not adequate, or are not working, they should discuss them with their line manager in the first instance. If necessary, a member of staff can escalate concerns to the [Health and Safety Representative](#) and/or the [H&S Helpdesk](#).

2.0 Arrangements for Staff Working in the Humanities Building

It is very important that all staff ensure they continue to stay up-to-date with the current University and Government guidance. Any changes to safety arrangements and SOPs will be communicated through Heads of Department and line managers. The SOPs will be updated to reflect these changes.

In line with updated Government guidance for term 3, students undertaking practical and practice-based courses who require specialist equipment and facilities can attend in-person teaching and learning where reasonably necessary. Providers should not ask students to return if their course can reasonably be continued online. All other students should continue to learn remotely.

2.1 Staff Re-Induction to Work

From 12 April, staff who are required to teach on practical and practice-based courses can begin to return to make preparations for teaching and learning to be undertaken during term 3.

Between 12 April and 21 June 2021, staff who are struggling to work remotely, e.g. due to issues related to physical or mental wellbeing or working environment, or who cannot deliver services effectively and therefore want to return to campus, should talk to their line manager about the possibility of working on campus. The manager should then:

- Make the necessary checks to ensure the workplace in question can safely accommodate the staff member or team's return
- Advise on Risk Assessments and Standard/Building Operating Procedures in place and provide copies, along with policy on lone working



- Advise staff member or team of all Covid19 safety guidelines and recommend staff member(s) to take 2 Lateral Flow Tests 3 days apart at a local or campus test centre before returning to work

Prior to returning to work *all* staff should receive from their line manager:

- A copy of the COVID-19 Standard Operating Procedure for the building(s) they work in.
- A copy of the Risk Assessment for Working Safely during COVID-19 for the building(s) they work in.
- A copy of the departmental Standard Operating Procedures and any Risk Assessments for discipline-based activities not included in this document.
- A copy of the [re-induction checklist](#) to complete and return.

All staff need to ensure that they have:

- Watched the [Working safely during Covid-19 video](#) (3 minutes).
- Watched the Fire Awareness video [Fire Safety Awareness course](#) (20 minutes)

In order to reduce the risk of asymptomatic transmission of Covid-19, the University operates an Asymptomatic Testing Site for students and staff who don't have symptoms to undergo twice-weekly testing using a so-called Lateral Flow Test (LFT). All staff and students should be strongly encouraged to use this service routinely. Local authorities have also set up similar sites which may be more convenient for off-campus staff and students, and parents of school-age children are entitled to home LFT kits.

Asymptomatic testing is still encouraged for those who have already received the Covid-19 vaccine, as this does not prevent a person from contracting or spreading the virus.

Anyone who receives a positive LFT result must get a PCR test as soon as possible and they, and anyone they live with must self-isolate for 10 days from the day of their LFT, or until a PCR test comes back as negative.

Advice for 21 June onwards will follow further information from the government.

2.2 Staff Attendance on Campus

Staff attendance on campus will continue to be closely monitored and reviewed by Heads of Departments and line managers in order to manage staff and student safety and campus and building capacity levels.

The overarching guidance is that attendance on campus should be restricted to those activities that cannot be conducted whilst working from home. By this, we mean approved practice-based teaching and learning and student support associated with the approved teaching and learning or assessment activity. Research that has to take place on campus because of access to particular resources or other requirements. PGRs that need to be on campus in order to access particular resources, or because they need study space and/or are have some teaching. This description will not cover all circumstances and any cases not covered should be referred to the line manager for clarification.

The guidance for staff is as follows:



- Teaching and learning - academic staff and sessional staff are not expected to be on campus unless they are undertaking scheduled face-to-face seminars or tutorial delivery, or practice-based/practical classes. Departments are working to University guidance on the level of face-to-face teaching available for students. Lectures, most personal tutoring, student surgeries, and other academic support will be scheduled and conducted online.
- Research – where it is not essential for a research activity to take place on campus, i.e. does not require access to specialist facilities or staff support, staff should not come on campus. Staff should discuss with their line manager if they have a research activity that needs to take place on campus. A risk assessment will need to be completed by the researcher(s) for this activity and Head of Department approval obtained before return to campus.
- PGR supervision and assessment – will primarily remain online. Departments need to continue the on-going dialogue with their PGR students to find out whether there is a need for them to come on campus. Shared spaces will be subject to social distancing capacity arrangements and availability of space. Departments will need to consider whether to operate an access rota for any shared spaces that are made available.
- Student support - departments are required to ensure that they have clearly communicated the arrangements for student support to students and staff ensuring that up-to-date information appears on websites. This should include telephone contact details if teams are continuing to work remotely. Where student support staff are working on campus, a reduced departmental support service will be available during office hours. Line managers should ensure that rota arrangements and lone working risk assessments are in place where staff may be working on campus.
- IT and Technical Support – departments are required to ensure that they have clearly communicated the arrangements for any IT and Technical Support to students and staff ensuring that up-to-date information appears on websites. This should include telephone contact details if teams are continuing to work remotely. Line managers should ensure that rota arrangements and lone working risk assessments are in place where staff may be working on campus.
- Other professional support – all other professional support will continue to work online until further guidance on returning to campus is advised. See 2.1 for guidance for those staff struggling to work remotely.
- Café support team – Commercial Services will operate their own risk assessment, however, the staff will be provided with a copy of the building SoP and will be expected to follow the overarching SOP for the building.
- Estates support team – Estates' maintenance staff will continue to operate around the building and will liaise with staff if their tasks require cooperation.
- Meetings – all formal meetings will continue to be scheduled online until further notice.

2.3 Working from Home

Staff should discuss their return to campus with their line manager. If it is agreed that they can continue to work from home, whether using a desktop PC, laptop or with paper-based activities, then staff should continue to follow the guidance available for [Working from home \(warwick.ac.uk\)](http://warwick.ac.uk).

2.4 Travel to Work

Wherever possible people should travel to campus alone or with those that they live with using their own transport, or by walking or cycling. Should there be a need to reference government documentation about this, refer to: Coronavirus (COVID-19): [Coronavirus \(COVID-19\): safer travel guidance for Passengers](#).

Those that drive to work or to study must:

- Wherever possible park their vehicle in a space away from other vehicles, or park so that cars are not positioned driver door to driver door.
- Consider staggering their arrival and departure times in order to avoid congestion (times will need agreement with a line manager / supervisor).

2.5 Personal Protection

In order to stay safe on return to campus, staff are advised to:

- Continue to wash their hands regularly.
- Use the hand sanitiser that will be made available throughout the Humanities Building and other University buildings.
- The University has mandated that face coverings will be worn in all buildings and similar spaces on campus
- Staff, students, and visitors to the campus must adhere to this policy.
- Face coverings shall be of high quality, including fluid-resistant surgical masks conforming to BS EN 14683, and should consist of three layers. Face coverings should not be home-made.
- Only those who are exempt, will be permitted to be excluded from the need to wear face coverings. The only other time when it may not be appropriate to wear a face covering will be where an activity risk assessment has deemed that wearing a face covering could make the situation unsafe, or where respiratory protection needs to be worn.
- Other arrangements are in place for teaching staff. Consult the relevant risk assessment for further information.

2.6 Personal Hygiene

- Staff and students should not come in to work or on to campus if showing symptoms of Covid-19 and should self-isolate for ten days if other members of their household have symptoms until a test has determined that it is not Covid-19. (See University 'Test and Trace' guidance).
- Avoid skin to skin and face to face contact.



- Everyone must follow the hand washing guidelines and regularly wash hands with soap and water.
- Those that are required to wear protective gloves for their work to ensure they are removed so to avoid cross-contamination.
- Tissues and other waste to be disposed of in local waste bins regularly.
- Everyone to follow the Government's advice: Catch it, Bin it, Kill it



2.7 Offices

Staff attendance guidelines are outlined in 2.1-3. Any queries should be raised with the Head of Department or line manager.

To ensure a safe working environment departments are required to ensure that the following has been put into place for office space:

- Unless the line manager has confirmed that the member of staff is expected to return to work on campus for specific duties, staff should continue to work from home.
- A maximum office capacity has been applied to each office space. Single staff offices normally have a maximum capacity of one member of staff and should not normally be used for meetings.
- Shared offices also have a maximum capacity. Where the capacity in a shared office is reduced to one then the department will put in place a rota system to share the space to support activities where staff are required to come in to campus to work.
- Where a shared office is large enough to have more than one member of staff, a revised office layout has been designed in consultation with the building manager and the department.
- Hand Sanitiser will be provided for shared offices.
- Staff need to ensure that they wipe down all surfaces in shared offices before and after use.

Personal responsibility in shared spaces:

- Remove personal belongings and all other items from desk surfaces.
- Prior to starting work - clean the desk surface, chair arm rests, keyboard and mouse before you start AND at the end of the day.

3.0 Building Operations

3.1 Building Capacity

The building has been assessed and given a reduced capacity in line with current social distancing guidelines: see risk assessment for building. Capacity in the building has been calculated to allow for scheduled face-to-face teaching, occupancy of staff and student dwell space and usage of facilities such as the café.

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3.2 Building Signage

To ensure that building users are reminded of the guidelines and 'rules' of the building, temporary signage has been put in place throughout the building. Noticeboards will be requisitioned to ensure that the signage is clearly visible and flyposting will be discouraged. Persistent flyposting needs to be reported to the manager of the group concerned e.g. department, SU, etc.

3.3 Building Access/Exit

Egress and exit are as follows. The entrances to the main building (Library Road and Café ends) and extension are two way. Entrance and exit to the Humanities Studio is from the outside of the building only. The doors to the outside near the Transnational Resource Centre and near the lecture theatres (Library Road end of building) are only for exit. A strict keep left protocol will be signposted.

3.4 Flow

A blended flow system will be introduced into the Humanities Building and extension.

Entering or exiting from the ground floor of the main building there will be a two-way flow system for the main doors: Library Road and Café. Keep left is mandated to make the ground floor flow one-way except at the ends of the building where it has to be two-way and keep left. The Humanities Studio is entered and exited from outside. The exterior door near the Transnational Resource Centre and the door near the lecture theatres are exit only. The extension lower floors are accessed from the main entrance to the extension. Upper floors to the extension are accessed using the two-way stair wells in the main building. The rear stairs in the extension have a two-way flow system and a keep left requirement

Stairs across the building are two-way keep left. Corridors are two-way and keep left with guidance that people must keep moving.

Timetabling are operating a 10-minute changeover period for classes. All classes should finish promptly 5 minutes before the end of the teaching session. Teaching staff should ensure students are encouraged to leave the teaching room through the appropriate exit (which may in some rooms, be different to the entry point) and not to linger. This should enable the in-coming class to arrive on time and to be able to move into the teaching space. In order to maintain social distancing, staff are advised that unless they need to move round the building on the hour (moving round to teach a class, etc), they should delay moving out of their office, etc. until after the changeover period.

During Term 3 centrally timetabled spaces will be available for students to use as quiet study spaces.

There will be a [Student Experience Ambassador](#) present in the building during the building week day opening hours. If staff need to contact the SEA, they should email SEA@warwick.ac.uk. This email address is monitored regularly so that issues can be picked up as they occur.



3.5 Stairs

Signage on the stairs will indicate the flow on the stairs. This will be on a blended basis as indicated in 3.4. In order to meet social distancing requirements, staff and students will be required to keep moving and not to linger on stairs and stair landings.

3.6 Lifts

- The use of lifts in buildings should be avoided at all times where possible and used only by disabled persons, or for the transport of large/heavy/hazardous materials where transport on stairways would not be possible or safe.
- Each lift in the building under Covid 19 social distancing has a maximum capacity of one person per lift carriage unless a carer is travelling with member of staff or student included in the point above.
- There will be signage on the lifts to explain under which circumstances they may be used.

3.7 Cleaning and Sanitiser

Enhanced cleaning procedures will be in place across the Humanities Building and Humanities Extension, particularly in communal areas and high 'touch points', which will be carried out by both Campus Cleaning Services and staff in their own personal spaces. The cleaning guidance poster will be displayed in the building.

As well as an increased cleaning regime, hand sanitiser will be located at key points throughout the building.

4.0 Building Facilities

4.1 Toilets and Hand Washing Facilities

Campus cleaning services will ensure that there is an adequate supply of soap and fresh water in toilets for you to wash your hands regularly. Signage near the toilet facilities will indicate the following:

- Maintain 2 m social distancing where possible.
- Where you cannot maintain social distancing within the facility, please queue outside the space.
- Adjacent cubicles may be used simultaneously.
- Avoid standing directly next to others at urinals.
- Ensure you wash your hands with soap for 20 seconds.
- Hand-dryers are safe to use after hand washing.
- These facilities will be regularly cleaned throughout the day.

Specific guidance for the Humanities Building and Extension

- In the majority of areas in the Humanities Building and Extension, it will be impossible to restrict the number of people using the toilets at any given time. A maximum occupancy figure will be indicated on the door. Staff and students will be asked to make a visual check on the number of people in the spaces and not to enter if it is apparent that the space is already at capacity.



- An enhanced cleaning regime will be in place for toilet facilities, focusing particularly on key touch points such as door handles, locks and the toilet flushes.
- Campus Cleaning Services (CCS) staff will empty toilet facility waste receptacles regularly.

4.2 Showers

Guidance on usage of showers:

- Single showers and changing spaces can be used on-site by staff and students
- Spaces that have more than one shower or changing facilities for multiple people will be limited to single occupancy or closed.

4.3 Kitchens and Common Rooms

To ensure the safety of staff within the kitchen area the following will be in place:

- The maximum number of people permitted in the kitchen at any one time will be indicated on the kitchen door/wall outside. Most of the Humanities Building kitchen facilities are very small and will involve a “one out, one in” procedure with only one person permitted in the kitchen at a time and one waiting outside 2 metres from the entrance.
- *Shared kettle and fridge facilities* - prior to the handling of communal items in the kitchen (or offices), such as kettles and fridges, all staff should wash their hands for at least 20 seconds in accordance with government guidance to prevent contamination of surfaces.
- Staff should bring their own crockery/cutlery to work. These items can be washed in the kitchen, but must be removed immediately after washing. Crockery/cutlery and food must not be left out in kitchens or offices.
- All areas being used must be cleaned before and after use.
- Staff should not congregate near the kitchen and shared facilities.
- Staff will be asked that where practical breaks should be taken in ‘open’ spaces such as outdoors.

Where departments have staff common rooms:

- Staff Common rooms have been assessed and given a maximum capacity under social distancing guidelines. Staff using these facilities should ensure that the occupancy is not exceeded and they maintain the 2 m social distancing requirement. Specific guidance for departmental areas is included in the departmental SOP. Departments may introduce a rota or booking system to ensure that the capacity of the common room is managed appropriately.
- *Shared kettle and fridge facilities* - prior to the handling of communal items in the kitchen (or offices), such as kettles and fridges, all staff should wash their hands for at least 20 seconds in accordance with government guidance to prevent contamination of surfaces.
- All areas being used must be cleaned before and after use.
- Staff should not congregate near the common room and shared facilities.

5.0 Centrally and Locally Timetabled Teaching Spaces

Space Management and Planning has created risk assessments for centrally timetabled teaching rooms. These are available at the following [link](#). Departments have produced specific risk assessments and SOPs for discipline-specific teaching and learning spaces, which are published on the departmental websites.

6.0 Humanities Café

[We are currently awaiting confirmation as to whether the Humanities Café will open for Term 3.] The maximum Covid 19 capacity is 8 inside and 8 outside in the garden area. Staff and students should ensure that they follow the guidance for queuing in this facility. A guide to the refreshment facilities that are available with their opening times can be found at <https://warwick.ac.uk/services/retail/eat-drink>

7.0 Emergency Support

7.1 Emergency Evacuation Plans

Emergency evacuations – all staff have a duty to take care of their own health and safety and that of others who may be affected.

Departments should review any personal emergency evacuation plans (PEEPS) for individuals who may need assistance during an evacuation.

The key message to building users is as follows.

- emergency Fire Routes – fire doors should *not* be propped open
- if the continuous alarm is sounded staff and students should leave the building immediately using the nearest exit
- staff teaching a class should help to lead their class out of the building
- once outside, staff and students should move well away from the building and should not linger in groups in front of the entrances and exits
- Security will come out to check the building and to guide the fire service
- staff and students should not attempt to re-enter the building after the evacuation alarm has been sounded. They should only re-enter the building once Security has given the all clear and permission to return.

7.2 First-aid

The primary purpose of First Aid is to preserve life and first aid should be administered if required and until the emergency services attend.

The likelihood of a first-aider being called to a first aid incident in the University which involves a person who is infected with novel coronavirus (COVID-19) is low, due to its current circulation rate in the population, the reduced number of people on campus (compared to normal) and the government instruction for anyone with symptoms to self-isolate at home.

First Aiders have been offered a special first aid pack and [guidance](#) to deliver first aid safely.



Departmental first-aid coverage will be reduced due to building capacity restrictions, so if your departmental first-aider is not available then you can call Security for help. Security staff are all First Aiders and can be called in an emergency.

8.0 External Visitors and Travel

At the current time, we are advising that visitors should be discouraged from visiting the campus and instead should communicate and work with us online. Where a department has to have an external visitor for a business critical activity, a separate activity risk assessment will have to be completed and approved by the Head of Department/senior line manager with the building Health and Safety Advisor.

The University is recommending that only business critical travel should be undertaken and that this has to be signed off through the Head of Department.

9.0 Reporting a potential Covid 19 outbreak or showing symptoms

If someone develops a high temperature, a change to their usual sense of taste or smell, or a persistent cough while on University premises, they should:

- Ensure their manager/supervisor, personal tutor or principal investigator is informed
- Return home or to their place of residence immediately and self-isolate there for 10 days unless a PCR test is negative beforehand
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.
- Arrange a Covid-19 test following the University [Test and Trace](#) arrangements.

Follow the advice on what to do next "[I feel unwell with Covid-19 symptoms](#)" Ensure you follow the guidance on self-isolation (see below) and do not return on to campus until their period of self-isolation has been completed or test has been proven negative. See also the University FAQ on '[Do I need to self-isolate?](#)'. If a member of staff, to report sickness absence, follow the '[Recording Coronavirus absence and isolation in SuccessFactors](#)' guidance

10. How to raise any concerns

If you are unsure or feel that the control measures are not adequate, or are not working, you should discuss these concerns with your line manager in the first instance. If necessary, you can escalate concerns to our Health and Safety Representative and/or our Health and Safety Office/Adviser or the [H&S Helpdesk](#).