



## 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, [Stay safe at Warwick](#), 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.

### 2.1 Staff Re-Induction 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)



## 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 for business critical activity. By this, we mean scheduled teaching and learning and student support for academic staff, GTAs and other sessional teachers. A reduced student support function (professional and technical). 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 business critical for a research activity to take place on campus, staff should not come on campus. Staff should discuss with their line manager if they have a business critical 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. The University has confirmed that it is possible for 1:1 meetings to take place on campus in individual staff offices providing both parties are in agreement to this arrangement, social distancing is observed and face coverings are in place. 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 - a reduced departmental support service will be available from the beginning of Welcome Week during office hours. This service will be comprised of a front-of-house general enquiry service that can deal with student and staff queries and activities that need to be completed in person. More extensive professional services will continue to be provided online or by telephone. Supervisory support for the front of house team should be present as part of the departmental management rota. Departments will rota administrative staff to create working 'bubbles' to allow the [Test and Trace](#) service to more easily identify those who have been in close contact with someone who has tested positive for COVID-19.

- IT and Technical Support – a reduced departmental IT and technical service will be available from early September 2020. Departments will, where possible, rota IT and technical staff to create working ‘bubbles’ to allow the [Test and Trace](#) service to more easily identify those who have been in close contact with someone who has tested positive for COVID-19.
- Other professional support – all other professional support that does not have a business critical requirement to be on campus will continue to work online.
- 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 primarily continue to be scheduled online. The University has confirmed that it is possible for 1:1 meetings to take place on campus in individual staff offices providing both parties are in agreement to this arrangement, social distancing is observed and face coverings are in place. Otherwise smaller meetings with students can take place face-to-face but must be formally scheduled through your departmental administrative support office into a suitable room (LTTR or CTTR) with sufficient capacity for social distancing.

### 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](#).

### 2.4 Travel to Work

Wherever possible staff should travel to campus alone or with those that they live with using their own transport, or by walking or cycling. Staff should continue to keep up-to-date with the most current guidance at the following link.

[Coronavirus \(COVID-19\): safer travel guidance for Passengers](#).

Staff who drive to work should:

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

Warwick Conferences are offering special B&B rates for staff who would prefer to stay on campus. The new arrangements are in place between September and the end of December. Details and booking information can be found on the [Warwick Conferences website](#).



## 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.
- Face coverings – The wearing of face coverings is required in any interaction lasting 15 minutes or longer, even where 2m distancing is possible.
- All students and staff therefore will be required to wear face coverings during face to face teaching and on entering indoor shared spaces such as the Library or teaching/research buildings, with exceptions for individuals where they are not appropriate (for example, on the grounds of disability).
- Transparent visors will be available for those staff who will need to engage with students and colleagues with hearing and communication differences.
- Face coverings are not necessary in sole occupancy environments (for example offices, cars and vans) where a student or staff member is working alone.
- Face coverings are not necessary in outside spaces, where 2m social distancing is observed unless a risk assessment identifies the need.
- Face coverings should not be a substitute for social distancing measures put into place and more effective hygiene measures (regular handwashing, use of sanitisers, and catching coughs and sneezes in a tissue). To ensure the effective use of face coverings. See [Guidance on the use of Face Coverings](#).

## 2.6 Personal Hygiene

- Staff should not come in to work if they, or another member(s) of their household, are showing symptoms of Covid-19. The staff member should self-isolate for 14 days until a test has determined that it is not Covid-19. (See University [Covid-19 testing guidance](#)).
- Avoid skin-to-skin and face-to-face contact.
- Staff should follow the hand washing guidelines and regularly wash hands with soap and water.
- Tissues and other waste should be disposed of in local waste bins.
- Follow the Government's advice: Catch it, Bin it, Kill it



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## 2.7 Offices

Staff attendance guidelines are outlined in 2.3. Any queries should be raised with the Head of Department or line manager.

To ensure a safe working environment the following have 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. The University has, however, confirmed that it is possible for 1:1 meetings to take place on campus in individual staff offices providing both parties are in agreement to this arrangement, social distancing is observed and face coverings are in place.
- 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. The fire safety occupancy for the building and extension pre-Covid 19 was 4,000 and therefore the post Covid 19 occupancy has been set at 1,200. 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.

### 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 TRC 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.

We 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.

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](mailto: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.
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### 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

At the current time, the plan is to open the Humanities Café for a limited service. 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. Current opening hours are to be found at <https://warwick.ac.uk/services/retail/eat-drink>



## 7.0 Emergency Evacuation Plans

### 7.1 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.

### 7.2 Emergency Evacuations

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.

## 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. These requests need to be forwarded for final approval to the Business Continuity team at the following email address [businesscontinuity@warwick.ac.uk](mailto:businesscontinuity@warwick.ac.uk) . Note. An external visitor or group may need to seek permission from their own employer, etc. if they are visiting campus.



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/senior line manager.

#### **9.0 Reporting a potential Covid 19 outbreak or showing symptoms**

If you think you may have contracted coronavirus, you must follow [Public Health England](#) advice. Further details on this can be found [here](#). If there is a reported outbreak associated with the building, this should be immediately reported to your Head of Department/line manager, who will liaise with Health and Safety Services in conjunction with Public Health England in terms of the actions that need to be taken.

#### **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](#).

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