



Self-management of multiple occupancy offices

Key Principles

- In line with Scottish Government Guidelines, staff who can work from home should continue to do so, this will help keep campus footfall and office usage to a minimum.
- We recognise that some staff will need access to their office space, for example if they are timetabled to teach on-campus and require access to a PC between classes, or they require to base themselves from their office as part of delivering an on-campus role.
- Staff coming on to campus should only use their own PC or personal device. They should not use someone else's PC, both for health and safety reasons and in case it is being accessed remotely by VPN, which will not be obvious.
- If staff cannot access their own PC, either due to their office being repurposed as a classroom or due to being unable to work safely in a shared office (see below), then they can access a hot-desk space on each of our campuses using Resource Booker.
- Personal/departmental office desks/PCs will not appear on the Resource Booker system - this is reserved for hot desks, general rooms, library spaces etc.
- Face-coverings should be worn when entering, exiting, or moving around a shared office, but can be removed when seated, provided there is not a lot of continuous movement by other people around the office.
- Common touch points, such as MFDs, should be wiped down between use.
- If any shared desks are in use – e.g. job share/general PC – these need to adhere to a clear desk policy and be wiped down before and after use
- Windows should be kept open when room occupied.

Safe working in a shared office relies on regular hand sanitising and the ability to maintain 2m social distance from anyone else using the office who is not from your own household

Small 2-person offices

- These offices will not generally be able to safely accommodate two people working at the same time. Occupants should agree who needs access to the office and when, e.g. based on a timetable/rota.
- If both people need access to office space at the same time, one will need to use a bookable hot-desk facility using Resource Booker.

Larger offices accommodating more than two people

- For larger shared offices, the following factors should be considered by a department head and local health and safety coordinator in assessing their safe use. NB For many offices, usage will be light and should be readily managed in line with 2m distancing, however if there are any concerns about any factors below, then the Health & Safety Team should be contacted for assistance in assessing the workspace and its use.

1. Are desks laid out in such a way as to enable staff needing to work at the same time to socially distance (2m) from each other, remembering people cannot generally swap/share desks?
 2. Can the office be reconfigured to meet 2m separation between desks that require to be used at the same time?
 3. Can the use of desks that are placed at the entrance/exit or beside a general use item such as an MFD, where there may be regular movement at <2m, be avoided?
 4. Are there windows in the room and can they be opened?
 5. If no to question 4, are there A/C units or other ventilation available?
 6. Where shifts are in place, can the same team members stick to the same shifts?
- If the answers to these questions are “yes”, then, provided other health & safety guidelines are followed, the office space can be used safely.
 - If the answers to any of the above questions are “no” and/or there is likely to be continuous movement around an office space where multiple people will be working at the same time, please contact Health & Safety to advise on the safe use of the room.