



# **Working on Campus (post Covid)**

## **Staff Health & Safety Guidance**

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# 1. Introduction

## Edinburgh Napier University Approach

This guidance document applies to all staff, students, visitors and contractors on all Edinburgh Napier properties. The safety and wellbeing of our Edinburgh Napier staff and students is our priority. This document lays out the expected behaviours of everyone in relation to following the rules around social distancing and general behaviours and good practices, and our approach to the key elements of health and safety on campus. It is essential that we establish safe procedures for those on campus in order to protect each other and our families.

We recognise that staff and students will have circumstances that need to be considered and the planning process will take into account individual needs so we can ensure everyone is safe.

### The University is committed to:

- ✓ Placing the health, safety and wellbeing of our staff at the heart of everything we do and identifying and making available a range of support, advice and information.
- ✓ Adhering to the Public Health Scotland and Scottish Government's guidance on the containment and management of Covid-19.
- ✓ Communicating, in a timely way, advice and information to make sure that our staff and students are fully informed and aware of the latest news and what it means for them.
- ✓ Openly welcome feedback and suggestions from our staff and students, and act on these as appropriate to ensure a safe and positive return to campus for all.
- ✓ Living the University values and behaviours and operating with fairness and transparency in all that we do.

### Staff should:

- ✓ Take good care of their health and wellbeing and access as needed the range of support available.
- ✓ Ensure that they keep themselves up to date with the advice and information shared with them by the University and their line manager, to make sure they are fully informed and aware of the latest news and what it means for them.
- ✓ Discuss with their line manager any support and development needs, and proactively access opportunities that will help them to achieve their full potential and adapt to a 'new normal' following the return to campus.

Any enquiries or questions are to be directed to [the Health and Safety team](#) who will be more than happy to help.

## **2. Before coming on to campus**

As Covid guidance changed in April 2022 and the hybrid working trial was introduced in May 2022, it is now expected that all colleagues will have some element of campus-based presence.

**Before coming into work do a “conscious check” on your health and check you are feeling well.**

**Do not come to work if you have a high temperature (above 37.8°C) or do not feel well enough to work and carry out normal activities and let your Line Manager know you are unwell.**

If you have Covid or symptoms of Covid, you must not attend work and self-isolate in accordance with the Scottish Government's [guidance](#).

For further information: [www.nhsinform.scot](http://www.nhsinform.scot)

If you need support to isolate and can't get this from friends, family or online, the National Assistance Helpline is there to help and can be reached on 0800 111 4000.

## **3. Access/egress from the building**

The normal access and egress to the buildings are fully operational again.

Whilst people will have washed their hands before leaving home it is important to note that all entrances have sanitising stations. On entering a building you are encouraged to sanitise before you proceed any further.

As a matter of etiquette and courtesy please adopt a universal system of stepping back and allowing people to leave buildings before anyone enters, this will ensure we maintain social distancing at entrances.

## **4. Social distancing**

Viruses, such as coronaviruses, travel in droplets expelled from the original host via sneezing, coughing, or just speaking. Unlike bacteria, viruses do not possess any metabolic machinery themselves. In other words, viruses can only survive for a limited time outside of the host and need to get to the next host quickly. If a potential host is standing within the range of travel by the virus-containing droplets, then they have a high probability of catching the droplets and becoming infected.

We know that social distancing helps. To protect vulnerable/at higher risk staff and students, we expect all staff and students to respect those members of our community and especially those who are either wearing a lanyard or badge, or request that others keep a safe social distance.

**Remember: Keep a safe distance from each other in all teaching spaces and whilst moving around the University (please respect your colleagues' personal space).**

## **5. Face coverings**

### **Face coverings**

Face coverings are no longer legally required in indoor spaces including all our university premises; however, the Scottish Government strongly **recommends that you continue to wear a face covering** in crowded and enclosed spaces.

### **Personal Protective Equipment (PPE)**

Personal protective equipment (PPE) protects the user against health or safety risks at work. Face coverings are not PPE as they do not protect people from work-related hazardous substances.

Surgical masks or respirators should continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers, or essential lab work where wearing this type of mask is specified in the relevant COSHH/Risk Assessment.

## **6. Hygiene**

### **Handwashing**

The coronavirus, which causes Covid-19, is an enveloped virus. Once the viral envelope is damaged or destroyed, the virus will become inactive.

[Hand washing](#) with soap and water for 20 seconds is very effective against the coronavirus as the detergent can inactivate the Covid-19 by dissolving its lipid layer.

Follow the Scottish Government's guidance on good hygiene principles, wash your hands frequently. There are frequent hand sanitising stations at the entrance and around the campus - please ensure that you use them and handwashing facilities with soap and water frequently.

## **7. Health & Wellbeing**

Any outbreak can be a worrying time for everyone and it is important that everyone feels supported and listened to. It is crucial that their wellbeing is being looked after while working.

By maintaining regular contact arrangements, staff will have the opportunity to share any concerns or anxieties they may have and managers will be able to identify early on if someone is struggling with work.

Support is available at: [Health & Wellbeing Covid-19 Support | Mental Health & Wellbeing](#)

## **8. Safety and security**

For your safety and security, we have introduced a number of additional layers of safety and security. Those returning to campus must wear and have visible their staff ID cards. You may require your ID card to access certain parts of the building.

## **9. First aid**

We still have a limited number of first aiders available - **if you need help in an emergency, please call 4444** and assistance will be arranged.

PPE has been made available to first aiders who need to give hands-on first aid treatment. Please get in touch with the Health & Safety team if you have any questions.

## **10. Fire evacuation**

If the fire alarm sounds, evacuate the building using the nearest available exit.

## **11. Cleaning procedure**

Cleaning and washing hands regularly are the principal hygiene controls for the Covid-19 virus.

As part of the cleaning procedures the following are in place:

- Wipes are in all teaching and classroom spaces, kitchen areas and libraries
- Offices are cleaned on a regular basis however people are requested to keep their desk clean and tidy - wipes are available throughout the campuses
- Touch points (doors and handles etc.) all around the University are being cleaned daily
- Toilets are cleaned 2/3 times a day

In addition, hand sanitisers are available at the entrances to buildings and in common spaces and key points around the building. These form the first point of hygiene control in each building.

Sanitising wipes are available across work areas with the occupants taking responsibility to use and dispose of the wipes as directed.

**The primary control for personal hygiene is that all building occupants regularly wash their hands in line with the guidance issued through Public Health Scotland.**

## **12. Catering facilities**

For information on catering facilities, please [click here](#).

## **13. Communal kitchens and break-out areas**

Kitchen areas are fully open again however all to remain vigilant and to maintain high standards of hygiene in these areas (cleaning products/sanitisers/wipes to be used for taps and sinks, microwaves and kettles after use to reduce the risk of contamination at touch points).

Before and after using any appliance, please sanitise appliances for the benefit of the next user.

Fridges and microwaves have been cleaned but it will be up to users to keep fridges and microwaves clean after use. If you use something, clean it after use. No personal items are to be left in the communal kitchen areas.

No personal items are to be left in the communal kitchen break out areas.

## **14. Offices**

On campus, there are a few principles to be followed:

- To aid ventilation, office doors should be left open where possible, except where they are designated fire doors, and windows should be opened (this will be weather dependant) to increase natural ventilation. Remember to close all doors and windows after use.
- Some Perspex screens are still in use at busy locations.
- Keep a safe distance from each other at all times.
- Wipe down shared surfaces before and after use – sanitisers, wipes and waste bins are provided.
- Ensure that you clear your own desk and wipe down at start and end of the day.

## **15. Libraries**

Library areas are fully operational again with no restrictions on face coverings and social distancing. [Certain spaces](#) require to be booked using [Resource Booker](#).

## **16. iPoints**

The iPoints are available on campus where information and assistance is required. Perspex screens are still in place, all are reminded to wait in a queue.

## **17. Teaching rooms**

All teaching rooms and spaces are fully operational again with no restrictions on face coverings and social distancing.

## **18. Laboratories, workshops, research areas**

Laboratories, workshops and research areas are fully operational again with no restrictions on face coverings and social distancing.

## **19. Sports facilities**

ENgage is now fully open, including showering facilities.

## **20. Ventilation**

All our ventilation systems are in compliance with current requirements for maintenance and servicing and are being managed by Property & Facilities.

## **21. Signage**

Information signs are in place.

Please respect each other and follow good manners and behaviours and always be courteous where access is restricted e.g. narrow corridors and stairs.

## **22. Corridors, stairs and lifts**

Corridors and stairs – are fully operational with no restrictions.

Lifts – are fully operational with no restrictions.

## **23. Doors**

To aid ventilation, office/lecture room doors should be left open where possible, **except where it is a designated fire door** and windows should be opened. You **must not wedge fire doors open** as they serve a critical function. Fire doors will remain operational as per normal (pre Covid-19) circumstances. Many of the fire doors in our corridors have magnetic locks on the back to hold them open and automatically close in the event of a fire.

## **24. Toilets**

All toilets and circulation areas – are fully operational with no restrictions.

## **25. Water fountains**

Water fountains are fully operational with no restrictions, they are being maintained and cleaned regularly as per standard guidelines.

## **26. Further Information**

[NHS Inform](#)  
[Scottish Government](#)