

Note to accompany guidance dated Wed 27/05/202

The following only applies to people who may need to come onto campus for any reason in the near future. If you are working only from home you can ignore this message.

To allow for the phase 1 re-opening of our research labs where work cannot reasonably be performed at home, we have had to modify how our buildings are used to ensure social distancing can and will be observed. The biggest change, and the one which will affect everyone coming into the building is that nearly all of the corridors and stairs have been designated as one-way systems. This is now clearly marked with signs and the new rules are now in effect.

Entrances to the building are through the doors near the Genome building and the double glass-doors near the lift on level 3. The front doors are exit only (and remain locked from the outside). The door near the ramp is also an exit only door.

The complete building rules and the associated risk assessment are attached for reference.

Again, the building is NOT actually "open" in the normal sense. Only people who have been approved to return for work in specific labs or who have been approved by Philip Harris for brief visits are allowed in the building. However, as this population is now increasing, we need everyone to be aware of the rules and to follow them.

Working procedures in Pevensey 2 during phase 1 building re-opening

Version 1.3 Updated 26/05/2020

Cassandra Churchwell

The following rules and guidance are specific to Pevensey 2 and are now compatible with central university guidance.

The Pevensey 2 corridors are only 1.5m wide so we will need to have a one-way system in operation to avoid people needing to pass each other. This will be clearly marked with signs.

3A is one-way going NORTH (toward school office)

4A is one-way going SOUTH

5A is one-way going NORTH

2F is outdoors and wide, so both directions are possible which also allows lift access in both directions.

3B is one-way going EAST. This allows people to enter Pevensey 1 from N-S rd., go up the stairs and into 3B that way going through the bridge. The portion of 3B from the lift to the genome door entrance is two-way. **Only the entrance area of Pevensey 1 is open. The area beyond the double doors going into the 2E corridor is currently off limits.**

4B is one-way going EAST (away from the bridge). To access this one would go up to level 5B, west to the stairs above the bridge, and then down into 4B. Again, the portion in front of the lift is two-way since it is wide enough.

5B is one-way going WEST (toward the bridge). Again, the portion in front of the lift doors to the toilets is two-way since it is wide enough.

3A going toward Pev3 is one-way going into Pev3. The ramp door will primarily be an exit door only.

The old roller shutter door (disabled egress across from the genome building) will be an entrance door. The glass double doors in 3B are two-way. Access to Pev1 is via these doors, going outside and across N-S rd.

The front doors will remain locked, so can only be used to exit the building.

The stairs between 4B and 5B above the bridge are one-way going DOWN.

The south stairs between 4A and 3A are one-way going DOWN.

The south stairs between 4A and 5A are one-way going UP.

The north stairs between 3A and 4A are one-way going UP.

The north stairs between 5A and 4A are one-way going DOWN.

In all cases (doors, stairs, corridors) if no one else is using the space you can go the wrong direction – but may need to turn around if someone else comes along. The one-way system always takes preference. Under no circumstances is it OK to pass another person in any one-way corridor or stairs! In two-way corridors please keep left as if you were driving on a UK road.

Toilets:

All toilets are 1 person at a time. The protocol is to knock before entering. If occupied, please wait far enough away that the person inside can exit without coming too close. This protocol will be clearly marked with signs on the doors to the toilets. See below about cleaning anything that you've touched where possible. And it goes without saying to wash hands with soap and water following the NHS hand-washing guidelines as specified in the general university of sussex guidance document after using the toilets. Assume everything you touch in the toilets is contaminated and re-wash/sanitize your hands when you get back to your lab as per protocols for entering the lab.

Kitchens:

All kitchens are to remain locked or at least are not to be used. Food waste from lunch etc. should be taken outside to the large bins because we are not sure what the cleaning schedule will be yet. (To be kept under review)

The **bridge cafe** is not open as a cafe. However, it *can* be used as a break area, for lunch, to wait for experiments to run in the labs etc. There will be a 1 person/table rule and only every other table is to be occupied. If sitting at a table, you will need to stay as far away from the central corridor as possible to allow others to walk through while still maintaining the minimum 2m separation. Access to the bridge area is through the north-south rd. doors into Pevensey 1 and then up the stairs. *The remainder of Pevensey 1 is **NOT** open!*

Door handles, handrails, lift buttons, toilet cubicle locks, water faucets, etc.:

These items which are likely to be touched by multiple people should be assumed to be infected and you must wash your hands as soon as possible if you touch these. Ideally, people will disinfect them after touching them where this is possible. Hand sanitizer dispensers are strategically distributed throughout the building for this purpose.

Emergency Building Evacuations:

In an emergency (e.g fire) the building will be evacuated using the normal evacuation procedures. In this case the one-way system will be over-ridden so that everyone leaves using the shortest possible most direct route. Since there will be few if any fire wardens, one person from each lab will take responsibility for acting as a fire warden for this lab only. A new "building evacuation checklist" will be installed on the clipboard at the alarm panel. The first person exiting through the foyer will be tasked with collecting the clipboard and standing outside the revolving door to fill in the checklist which will cover occupation in each of the opened labs.

Other:

The over-arching rules are to maintain at least 2m distance between yourself and everyone else at all times. Note that this is the *minimum*. More distance is better, particularly where you may be working near someone for longer time periods.

Assume everyone, including yourself(!) is potentially infected and behave accordingly. These rules are based around this.

If you feel at all unwell, leave immediately and let anyone you've been in contact with know, including the HoS and the technical services manager (Cassandra Churchwell), and your line-manager. You should then self-quarantine for at least 7 days as per government recommendations.

Wash hands with soap and water every time you go anywhere beyond your private working area and whenever you touch ANYTHING which someone else may have touched.

Clean anything that you've touched using alcohol (70% alcohol or similar) before leaving and where possible. Do not take alcohol into the toilets for this! Be aware that alcohol is a flammable and needs to be treated as such.

We are not mandating thermometers to measure temperatures, face coverings, gloves etc unless these are specified in your lab proforma.

These rules are the minimum we need to adhere to allow people to return into their labs for phase one of the lockdown easing. Where possible, keeping additional space, staggering working times/days to limit the number of interactions, etc will all enhance all of our safety.

Risk Assessment: [Pevensey 2 Covid Risk Assessment for Phase 1 lab re-opening](#)

Version: v1.1

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Updated: 25/05/2020

Changes: Changed severity of covid infection from 3 to 5 everywhere

Activity	Hazard	Who might be harmed/how	Controls	S	L	Risk
Travel	Contact with	All personnel	Please see the document <i>Working procedures in Pevensey 2 during</i>	5	1	5

around Pevensey 2	infected surfaces, and close proximity with other people		<i>phase 1 building re-opening, v1.3, 26/05/2020</i> which specifies the operational rules for being in Pevensey 2 and surrounding buildings, specifies how the one-way system works, specifies rules around accessing toilets and other public areas and specifies everything possible to limit potential contact with contaminated surfaces and being in close proximity with other people			
Emergency evacuation of the building for any reason	Contact with infected surfaces, and close proximity with other people	All personnel	In the event of a fire or any other emergency which would require evacuation of the building, everyone will leave the building following the pre-covid emergency evacuation procedures. The one-way system is suspended during emergency evacuations and people will leave the building using the most direct route to the nearest exit. There are not likely to be any fire wardens and the revolving door will be locked. However, the number of people leaving this and all other potentially occupied labs who will need to exit through the same door will be less than 20 people at any given door. People will be told (see the building rules) to merge in alternate fashion with people coming from other directions at meeting points including leaving labs, at the top of the stairs, going into the foyer and other corridors, and at the exit. They will also be told to maintain the minimum 2m separation once outside of the building and at the assembly point. The total occupancy of the building is not anticipated to ever be higher than about 40 people so this should not be problematic. There are also no known people currently who cannot self-evacuate in an emergency.	5	1	5

Toilet break	Contact with infected surfaces, and close proximity with other people	All personnel	All toilet rooms have been designated as single occupancy spaces. All personnel are instructed to knock before entering, use a verbal query to determine if the toilet is occupied before entering, and to wait in the corridor if it is already occupied. Signage on the doors will remind people of these rules. All personnel are also instructed to do a full covid-19 handwashing as per the government guidelines following toilet use, and to subsequently either use hand-sanitizer provided in the building or to wash their hands again on re-entering the lab immediately after leaving the toilet room.	5	2	10
Food Break	Contact with infected surfaces, and close proximity with other people	All personnel	Unless people have a private office to go to the bridge cafe will be the only space where people can spread out suitably to have a break, eat lunch, etc. The cafe itself is not open, but the tables and chairs can be used. Users will need to wipe down the area they plan to sit at prior to use with alcohol/water solution (provided near the tables) and repeat this again when they are finished. There will be a strict limit of only 1 person per table, and everyone is reminded to maintain a minimum of 2m separation from anyone else (signs will be displayed to remind people).	5	2	10
Movement around the building including entering and exiting	Contact with infected surfaces, and close proximity with other people	All personnel	All personnel will follow the one-way systems which will be marked with signage in all corridors and on all stairs. Some of the wider corridors will be two-way and this will be marked with a central line. People will always keep left when walking in these spaces. The exception is during an emergency evacuation (see above) when people will use the most direct route out of the building, but will still maintain a 2m spacing from everyone else. There is also the option to go the wrong way through any space if no one else is around. This has been added to provide a reasonable alternative which still achieves the goal of maintaining 2m separation at all times. If this is used, the person will need to turn around if someone else appears needing to go the correct direction. In addition, when leaving the lab,	5	1	5

			all personnel will first listen to see if anyone else is in the corridor and wait for them to pass before leaving the lab to continue to ensure the 2m spacing rule is obeyed.			
Accident requiring first aid	Injury	All personnel	There will basically not be any trained first aiders in the building because we do not have many people with this training. The security people are always available for emergency cover, but their numbers are limited. In order to mitigate the risk, only lower risk laboratory activities with a residual risk rating of 6 or less will be permitted in any of the research labs while this risk assessment is in force. In addition, all personnel will be reminded that they are working under conditions which are effectively “out-of-hours” compared to normal and that they need to take extra care to avoid accidents which could strain the NHS and emergency services.	5	1	5

