

# CONTINUING SAFE CAMPUS OPERATIONS

## STAFF GUIDE

Version	Date	Approved By	Change Description
1.0	18/08/2020	Covid-19 Management Team	
2.0	13/10/2020	Covid-19 Management Team	(1) Cover Title changed to Continuing... (2) On page two new link to our process for accessing buildings (3) Irregular/Adhoc Access section updated.

**KEEP SAFE TOGETHER**



University of the  
Highlands and Islands  
West Highland College

Oilthigh na Gàidhealtachd  
agus nan Eilean  
Colaiste na Gàidhealtachd an Iar

## Welcome

To help everyone settle back into work, we have produced this guide to give detailed information on the adjustments we have had to implement to ensure the safety of staff, students and visitors to our campuses.

Current guidance is that staff should continue to work from home wherever possible. However, for service and curriculum delivery purposes there may be a requirement for some staff to physically attend site.

## Symptoms

- Anyone with symptoms, or who lives with someone with symptoms, as defined by the Scottish Government's advice must not attend College under any circumstances and should contact the NHS to follow their test and protect procedure.
- Staff members contact details may be provided in line with the Scottish Government's test, trace, isolate and support (TTIS) process.
- Staff should follow the normal absence procedure.



COVID-19 symptoms

## Premises Access

**All access to West Highland College UHI premises is by prior arrangement or appointment only.**

Please refer to our [pre-arranged campus access procedure](#). Line managers will have discussed with their staff specific departmental requirements and provided full attendance details of those staff needing to enter the premises on a regular basis.

- Access to and from sites will only be by the normal front entrance doors, unless otherwise communicated.
- The wearing of a face covering when entering premises is mandatory.
- A touch free hand sanitiser is located at the entrance and staff should sanitise their hands on entering and leaving the premises.
- Staff should inform Customer Services or relevant centre staff when they enter the building and when they leave.
- For the purposes of Test and Protect (Contact Tracing) each Customer Services and centre staff will record daily contact details of those staff who enter the building.
- Please be patient, as entering, moving around and leaving the premises may take longer than usual.



Wear face coverings



Wash or sanitise hands frequently

## Irregular/Adhoc Access

- Additional access MUST be agreed with line managers and a request submitted prior to arrival.
- Staff individual sends a request (cc Line Manager) to [Customer Services](#) or [Centre Managers](#) 24 hrs prior to arrival, where possible.
- CS/CM confirm by email (Yes) or suggest alternative time. It may not be possible to grant additional/ad-hoc access if the premises are busy and at capacity.
- If unforeseen, urgent access required is challenging due to numbers, CS/CM should seek CMG advice.

## Food and Drink

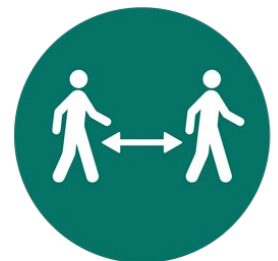
- Bring your own lunch – staff members should bring their own lunch and snacks as the café and vending facilities will remain closed until further notice.
- Staff should also bring their own dishes and cutlery
- Water fountains, where available, will not be in operation. At Fort William a hot and chilled water dispenser will be available in the café area. Provision at other centres is based on local need.
- Most staff already have tea and coffee making facilities in their offices and centres.
- Kettles, fridges and surfaces should be sanitised before and after use.

## Transport and Travel

- Public Transport – Please ensure that you refer to the latest Scottish Government Guidance when using public transport
- Parking – There are no changes to our current parking arrangements however, please be patient when waiting for others exiting their vehicle and ensure you maintain physical distancing.
- Travel between campuses should be avoided where possible.
- College cars – Staff are able to use College pool cars but must carry out a wipe down and clean of the car after use. Consumables are provided for this purpose. See the guidance card in the pool car.
- Cycle shelters, where available, remain operational but users must ensure that they wash or sanitise hands before and after use.

## Social Distancing and Moving Around Campus

- When on College premises, you should adhere to Scottish Government guidance on physical distancing. This is currently set at two metres.
- Signage and floor markings have been introduced across our buildings to illustrate this.
- Where this is not possible, for example, in corridors, washrooms and general circulation spaces face coverings should be worn.
- Corridor doors will be fixed open to minimise touching of pull handles and push plates
- Transparent screens will be added at key interaction points and at desks where social distancing is problematic.



Keep a social distance



Wear face coverings

## Print and Stationery

- Staff working from home can request stationery items and printing via Customer Services or identified centre staff. This can be picked up from the Collection/Delivery Zones e.g. the foyer in Fort William.
- When available for collection the recipient will be contacted by email and the items will be clearly labelled and placed ready for collection.
- When using onsite printers, staff should clean their hands before and after use. Sanitising products will be available next to devices to ensure equipment is clean and safe.



## Estates, Facilities & Health and Safety

- Risk Assessments – a general risk assessment based on Covid-19 control measures is available and has been approved by College Management Group.  
[Covid-19 - General Risk Assessment.pdf](#)  
Department specific risk assessments are to be reviewed to ensure these are fit for purpose during this period
- Cleaning/Hygiene Measures – enhanced cleaning measures are in place for the added safety of students, staff and visitors.  
Additional sanitising products are across all sites.
- Fire Evacuation – there are no changes to our current fire evacuation procedures, please follow the existing process. The priority is a safe evacuation, however, please maintain social distancing if this is possible.
- First Aid Provision – additional items will be made available to all College first aiders.



## Hygiene and Hand Sanitisation

- We strongly recommend that you wash your hands regularly with soap and hot water for at least 20 seconds to reduce transmission of the virus.
- Wash or sanitise your hands every time you enter or leave the premises.
- Hand sanitisers will be located at all entrances to our buildings and key locations. Please use these dispensers when you enter or leave these areas, particularly when hand washing is not available.
- Cover your mouth and nose with a tissue when you cough or sneeze, throw the tissue in a bin and wash your hands.
- Sanitising wipes are located in key locations and should be used these to wipe down keyboards, mice, and any other equipment before and after using.



**Wash or sanitise hands frequently**

