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Institute for Advanced Studies in the Humanities

COVID-19 Handbook

Institute for Advanced Studies in the Humanities, University of Edinburgh

Hope Park Square, Edinburgh, EH8 9NW

# Introduction

To ensure that the Institute for Advanced Studies in the Humanities (IASH) can reopen its building and facilities in line with Scottish Government guidance, it has been necessary to make substantial changes to how university buildings operate across the campus. Led by the University’s Guiding Principles, risk assessments have been conducted for all areas to ensure that the safety of all staff and students is paramount.

Although this document is quite lengthy, it sets out how IASH has adapted and applied specific procedures that have been developed to ensure the safety of all staff, students and visitors who may use our buildings. We ask all Fellows to carefully read and follow the advice below. Please seek advice from Ben Fletcher-Watson if there is any confusion or concern: [ben.fletcher-watson@ed.ac.uk](mailto:ben.fletcher-watson@ed.ac.uk)

At all times, the University follows guidance from the Scottish Government. This may differ from UK Government advice, and from the guidance you have followed if working outside the UK. The latest guidance is available here: <https://www.gov.scot/coronavirus-covid-19/>

## **Key Messages**

* **Staff and Fellows may continue to work from home if they prefer – campus is now open for research and teaching, but not all staff will work from their offices. Staff and Fellows will return to campus in line with the Scottish Government’s Route Map.**
* **All reasonable measures have been taken to protect the health and safety of all building occupants, however where staff continue to have concerns, particularly if they are considered vulnerable or are shielding, are encouraged to speak with their line manager or the Administrative Manager (Ben Fletcher-Watson).**
* **All staff and Fellows have a shared responsibility to reduce the risk of spreading COVID-19 by following the procedures set out in this handbook. If you develop any symptoms of COVID-19 at any time, please self-isolate immediately, and inform a member of staff.**
* **Wear a face covering if possible when moving through the building, and ensure windows are opened in any room you are using.**

# Building Access & Reopening

## **Building Review Group**. The Building Review Group is formed with representatives from across the school to review and risk assess all buildings ahead of full or partial reopening. The group has worked closely with the College, Estates and Health & Safety to ensure that buildings reopen in line with social distancing guidance, risk reduction measures and in a manner consistent with the rest of the University.

The timeline for the phased reopening of the University campus will be led by changes in Scottish Government guidelines for the reduction of lockdown measures; buildings will reopen following extensive and recommissioning processes by the University Estates department.

University buildings are being reopened in priority order. Buildings with research areas will be prioritised for opening in the first instance, followed by teaching facilities. Office areas are expected to reopen at a later stage, with cafés and catering facilities anticipated to reopen last of all.

## **Building Status**. The status of Hope Park Square will be updated as buildings reopen.

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| --- | --- |
| **Status** | **Definition** |
| ***CLOSED*** | No access unless exceptional. |
| ***ITEM RETRIEVAL ONLY*** | Access is only permitted for the brief retrieval of items at a set agreed time. |
| ***RESTRICTED WORK ONLY*** | Access permitted for specific essential staff or specific, essential activities |
| ***OPEN*** | Open to all staff for usual activity whilst following social distancing guidance. |

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| **Building** | **Current Status** | **Due to Reopen** |
| 1-5 Hope Park Square | ***OPEN*** | Week of 26 April 2021 |

## **Access Procedure - Closed Buildings**. Please give due attention to determining if the situation is truly exceptional – without access to retrieve the requested items, your ability to work will cease to be possible, with immovable deadlines that if not met will result in serious, long-term impact to yourself or others. You should, if you have not already done so, have a consultation with your line manager to help identify any potential solutions that will remove the requirement to request access to a building.

In the exceptional cases where colleagues are unable to find any other workaround and it is critical that the items are retrieved, colleagues should email [ben.fletcher-watson@ed.ac.uk](mailto:ben.fletcher-watson@ed.ac.uk) to initiate the request and seek the Institute to support your case.

Please note that any requests for access sent anywhere else will not be actioned.

## **Access Procedure – Essential Items Retrieval**. The Administrative Manager invited all staff to gather essential items from their offices. All staff requests have now been actioned.

## **Access Procedure – Restricted Work Only**. The Scottish Government has directed that our building can reopen for essential work only, i.e. research where staff or Fellows are unable to achieve this from home. As a reminder, where you can work from home, including conducting preparations, you should continue to do so. Staff who feel that they must return to campus should discuss their requirements with their line manager.

## **Access Procedure – Open Buildings**. Only staff and Fellows who have business in the building should enter. We have gathered information to enable us to support Fellows working from home, hybrid working and working within the campus. To reduce the risk of spreading the virus, only those Fellows that have permission from the Administrative Manager should go into their office. This sounds like the earlier paragraph – the main difference is that those who prefer to work on campus will be able to.

# Returning to Campus

## **Return to Campus Health and Safety Training**. Online health and safety training for University staff working at home and/or returning to work on the University estate can be found [HERE](https://online.cardinus.com/Course/UE/Ergo/Programme/1e9b59b6-29fa-4064-b4b2-fc92b0abac9b/2b26de1e-5797-400f-8797-bc109c6bbe5c). All staff and Fellows must complete the following training before visiting the building:

**Fire safety (30 mins):** <https://www.ed.ac.uk/health-safety/training/e-learning/cardinus/users/fire-safety>

**Returning to the University estate 2021:** <https://www.ed.ac.uk/health-safety/training/e-learning/cardinus/covid19-training>

Fellows will need to activate their EASE accounts in order to access the training software.

## **Equality, Diversity and Inclusion**. The Building Review Group, in consultation with the College ED&I Department, has considered impacts on Equality whilst planning to reopen our buildings. The safety, comfort and happiness of all our staff is paramount. At no point should a member of our staff or visitor feel uncomfortable, pressured or in a situation that causes them distress. Any member of staff or Fellow that has any concerns or queries should either speak directly to the Administrative Manager or to a trusted colleague/friend who will support them. A comprehensive Equality Impact Assessment (EqIA) has been completed and is available at <http://www.docs.csg.ed.ac.uk/EqualityDiversity/EIA/IASH-Change_in_Operations_due_to_Covid-19.pdf>

## **Arriving at IASH.** You are requested to make an appointment with Ben Fletcher-Watson (ben.fletcher-watson@ed.ac.uk) for your first visit to IASH, in order to avoid multiple Fellows arriving at the same time. You will be offered a 30-minute slot at a time to suit you. Please come to the main entrance at no. 2 Hope Park Square, where you will be met by a staff member.

# General

## **Travelling to/from Campus (Peak/busy Travel Times).** We actively encourage staff and Fellows to consider walking and cycling to the Institute where possible. If travelling by bus, you will be required to wear a face covering until early April 2022. We encourage staff and Fellows to travel to and from campus at quieter times of the day. Reducing congestion on public transport will help to prevent spread. Commuting during peak times may be unavoidable – care should be taken to maintain social distancing whilst using public transport.

* **Travelling to/from Campus (Vehicle Parking)**. Car parking near IASH is limited and expensive. All staff with parking permits will be contacted. The Parking Office is looking at the capacity of car parks in the different campus sites. They are also looking at the possibility of using Peffermill as a park and walk/cycle site. Details will be available via the Transport website.
* **Travelling to/from Campus (Cycling to Work)**. Although Fellows may be unable to cycle to work for various reasons, some may choose to. Cycling instead of using vehicular transport is both good for the environment and it helps reduce the burden on public transport. Bicycles can be secured to the rail in the archway leading to the square, or (by arrangement) stored in a cellar at IASH. The University’s Transport Office has increased the number of cycle racks over both academic and accommodation sites by over 30% for the crurent year. Staff who choose to cycle to and from campus should only do so if they feel safe and comfortable whilst on their bicycles. In addition, the security of bicycles remains the responsibility of the user.

The recently relaunched Cycle2Work Scheme can be found here [**Cycle2Work Scheme 2020**](https://www.ed.ac.uk/transport/news/cycle2work-scheme-2020)

* **Travelling to/from Campus (Walking to Work).** Walking to work can be a healthy alternative to using public transport or personal motor vehicles. Walking to work is encouraged, however staff should only walk to work if they feel safe and able to do so.
* **Building Access**. Access to open buildings will be managed in the same way as it was prior to lockdown. Office keys will be used throughout. All IASH staff and Fellows will be able to have access 24 hours a day – until further notice. Guidance on lone working and security is included in your welcome pack. Access and egress points may become congested during busy times. Signage is displayed throughout the building to inform, direct and guide staff and Fellows. All building users should err on the side of caution when negotiating narrow or busy spaces.

## **Emergency Procedures**. All staff entering IASH premises must read and understand the procedures to follow in the event of a fire, illness or injury and around working alone. Advice and guidance are available from the reception in 2 Hope Park Square. The full text of the University Emergency Procedures can be found in the University Health and Safety Policy, including accident etc. reporting procedure, as well as online at <https://www.ed.ac.uk/contacts/emergency>.

## **Staff Availability**. We are organising staff rotas so at least one IASH staff member is available in person Monday to Friday, 9:30am – 5pm. All staff are available to meet Fellows via Microsoft Teams or Zoom during business hours.

**Fire Safety**

* **Fire Safety (Reduced Fire Stewards/Coordinators)**. Due to the reduced amount of staff working on campus, there will be fewer Fire Stewards and Coordinators present during a fire evacuation. It is extremely important that all staff and Fellows (re-)familiarise themselves with evacuation routes and procedures, fire-fighting equipment and what to do in the event of a fire. There can be no delay whilst responding to an alarm. Do not assume it is a false alarm or a practice - follow the procedures immediately.
* **Fire Safety (Training)**. Due to the disparate nature of the on-campus routines that will be implemented, there will be a requirement to train more members of staff to have a spread of suitably qualified stewards/coordinators. Further details to follow.
* **Fire Safety (Fire Doors)**. There are no changes to the way fire doors are operated and managed. They will remain closed unless they are linked to a fire detection system with an automatic release.
* **Fire Safety (Evacuation Routes)**. Regardless of whether a one-way/keep left system is in place or not, normal fire evacuation routes remain unchanged. Where able and appropriate, staff and students should attempt to socially distance themselves from others, however this should not take away the importance of evacuating the building as safely and quickly as possible.
* **Fire Safety (Muster Points)**. Once at the muster point outside IASH, social distancing should be re-established.

**First Aid**

* **First Aid (Contacts)**. In the event of an illness or injury – call 2222 for University Security, and if serious, call an ambulance on (9)999 or 112 before informing University Security.
* **First Aid (Equipment).** All staff entering the building must know where the nearest First Aid Kit is located (kitchen, first floor). Information is available from the reception in 2 Hope Park Square.
* **First Aid (Coverage).** Please be aware that coverage of First Aiders across campus is at a reduced level at the current time. The reception in 2 Hope Park Square can advise who is the nearest First Aid qualified staff member.
* **First Aid (Changes in Practice).** The University Health & Safety department has issued the following update for University First Aiders, which includes important changes to ensure that the safety of First Aiders is preserved – particularly whilst delivering procedures such as CPR – please see here for [details](https://www.edweb.ed.ac.uk/health-safety/guidance/workplaces-general/return-to-the-university-estate-2020).
* **First Aid (Certificate Renewals)**. The HSE has issued an extension to all First Aid at Work certificates where they cannot be renewed during lockdown. The H&S Department will be in touch directly to organise requalification as soon as this is possible.
* **General Concerns/Feedback**. The Institute would like to appeal to all staff and Fellows to raise any concerns at all to the Administrative Manager, who in turn can raise concerns with the Director. In addition, feedback (good and bad) is really useful and encouraged. If there is anything that is going wrong or that the Institute is doing well, it should be passed on.

# One-way and Keep-left Systems

* All one-way systems have now been removed and normal access routes re-established in all buildings.

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* COVID related signage has been placed throughout the building. All efforts were made to ensure that an appropriate amount is displayed without overwhelming our staff and students. Staff and Fellows with concerns or suggestions should inform the Administrative Manager.

## **Communal Areas**

* **Rest/Tea Break/Kitchen Area**. All staff and Fellows are encouraged to stagger their rest periods with other building users. Reducing the amount of people in small or confined spaces will help to prevent spreading the virus. The kitchen on the first floor will operate on a ‘one in / one out’ basis. The kitchen on the ground floor is now in use as a kitchen again and can also be used for hand-washing. Fellows are welcome to bring in their own food which can be stored and prepared in the kitchen on the first floor.
* **Hygiene**. Good hygiene and housekeeping are essential in communal areas. Regular hand washing is encouraged (reminder signs are displayed). Hands should be washed thoroughly for at least 20 seconds prior to using kettles or other appliances. It is highly recommended that communal cutlery/mugs etc. should not be used, and personal ones be taken home to be washed, not left in communal areas. Where this is not possible, communal cutlery/mugs etc. should be washed thoroughly using soap and warm water, dried using a paper towel (not a hand towel), and put away immediately to reduce the risk of transfer of contamination to other Fellows and staff.
* Currently, the use of cloth tea towels is not permitted. Kitchen items should be dried with disposable towels only.

## **Toilets**

* **Signage**. Each toilet at IASH is unisex, single occupancy, and has signage placed informing users to take care on exiting. Following the direction on the signage will prevent congestion, encourage hand hygiene and help to prevent spread. If the toilet appears to be busy – do not enter until it is safe to do so.
* **Hygiene**. The cleaning regime is covered later in this document. All staff and Fellows are expected to wash their hands with soap and water as they enter the building at no. 2, followed by regular hand washing throughout the day. If they enter via nos. 1 or 3,, they should use the hand sanitisers provided.

## **Meetings, Work-in-Progress Seminars and Other Events**

* **Capacity**. The capacity of the Seminar Room has been returned to normal. Information on using this space is available from staff as well as confirmation outside of the space.
* **Social Distancing**. Signage has been placed in every multi-user space indicating which chairs, desks and other areas can/cannot be used.
* **Access and Egress Points**. Staff and students are encouraged to exercise a level of common sense whilst negotiating potential congestion areas. If the way is not clear and there is a risk of being in someone’s social distancing area, do not proceed – allow the flow of traffic to clear before continuing.
* **Hygiene**. As soon as practicable, staff and students should wash their hands thoroughly after being in a multi-user area.
* **Meetings**. There are no bookable rooms for meetings available, so Fellows are asked to continue to meet with colleagues via Microsoft Teams or Zoom. The Seminar Room on the first floor can be used for physically distanced meetings of up to 10 people if windows are opened, but cannot be closed for confidential or sensitive meetings. Fellows are encouraged to use the courtyard for informal meetings if weather permits.
* **Work-in-Progress Seminars**. Our regular Wednesday seminars (1pm – 2pm) have continued throughout the pandemic, delivered via Zoom Webinar. Now the building is open again, a very small number of seats may be available in the seminar room on a first-come-first-served basis for those who wish to attend in person, but all sessions will also be streamed online. Where Fellows are not in residence at IASH, or do not feel comfortable delivering their seminars in person, the entire session will be delivered online. The link to the session can be shared with colleagues if you wish to invite someone, but sessions are otherwise limited to Fellows only, to maintain the collegiate and supportive atmosphere for which we are known.

## **Hot Desking**

* Each Fellow is provided with their own desk where space allows. Hot-desking is now permitted, although the sharing of equipment (stationary, etc.) is discouraged. If you need pens, notebooks or other stationery, please see Pauline Clark.

## **Shared Offices**

* **Capacity**. The capacity of shared offices has been restored. Line-Managers are aware of capacities and will manage their own spaces to reduce the risk of spread.
* **Access and Egress Points**. Staff and Fellows are encouraged to exercise a level of common sense whilst negotiating potential congestion areas. If the way is not clear and there is a risk of being in someone’s social distancing area, do not proceed – allow the flow of traffic to clear before continuing.
* **Hygiene**. As soon as practicable, staff should wash their hands thoroughly after being in a multi-user area.
* **Ventilation**. Fellows should always open windows when using their offices, ensuring that windows are closed again when leaving IASH.

## **Good Housekeeping**

* **Tidiness**. Staff and students are encouraged to tidy and clean areas that they have used. Bags, books, stationery and any other personal items should be packed away when not in use. Fellows are asked to keep their own workstations clean. Individual waste bins are no longer used on campus, so please take any waste or recycling to the communal bins located on each floor.
* **Essential Items Only**. Only essential items required to conduct work/study should be brought onto campus. If staff need to store heavy or cumbersome items in their offices over a prolonged period, they are encouraged to stow it away neatly and safely. Each Fellow’s desk includes a lockable three-drawer cabinet where you can store personal items. However, personal items are not covered by University insurance policies, so you should ensure that your own insurance covers any items that you store at IASH.

## **Interactions**

* + - * You should ensure that your interactions with other people in the building follow these basic rules:
* avoid crowded places
* clean hands and surfaces regularly
* wear a face covering when moving through the building
* self-isolate and book a test if you have COVID-19 symptoms

## **Ventilation Systems**

* The University is committed to taking all reasonable steps to minimise the potential for airborne spread of COVID 19. It will follow the guidance prepared by the Health and Safety Executive (HSE), the Chartered Institution of Building Service Engineers (CIBSE) and the Federation of European Heating, Ventilation and Air Conditioning Associations (REHVA) in relation to the potential risks associated with the operation and maintenance of building ventilation systems.
* The University has produced a guide which details the steps being taken to minimise risk, this is available [HERE](https://www.edweb.ed.ac.uk/news/covid-19/health-safety-travel).
* HSE state that good ventilation can help reduce the risk of spreading coronavirus, so focus on improving general ventilation, preferably through fresh air or mechanical systems. The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low if there is an adequate supply of fresh air and ventilation. Fellows must open windows to allow air-flow through their office while working. Please ensure that all windows and external doors are securely locked before leaving the building.

## **Visitors to the Building**

* If an in-person meeting is absolutely necessary, visitors may come to the building, but we ask that you provide their details (name and email address) at least 24 hours before arrival so that we can provide them with a visitor’s guide.

## **IT Support**

* If you experience any issues with your University issued IT equipment or University systems whilst working from home, please contact the IT Support team on [ishelp@business-school.ed.ac.uk](mailto:ishelp@business-school.ed.ac.uk)

## **Post**

* Postal deliveries have returned to normal.

## **Deliveries**

* **Business Deliveries**. Buildings that have reopened will receive deliveries as normal.
* **Personal Deliveries**. Staff and Fellows should **not** arrange for any personal items to be delivered to campus unless it is absolutely unavoidable and there is no other way for them to receive them.

## **Printing**

* **Printing within IASH**. Normal printing facilities will be available throughout the Institute. The cleaning of printers, photocopiers and other IT equipment is detailed in the cleaning section of this document.

**Library Click and Collect Service**

* To support research while our libraries remain closed, the Library has put in place a new Click and Collect service for University staff and Fellows.

Further details can be found [HERE](https://www.ed.ac.uk/information-services/library-museum-gallery/covid-19/click-and-collect).

# Continued Working from Home

## **Workstation Setup**

* Whilst working from home, it is important to ensure that your workstation is set up as close to the guidelines as possible, as set out in the [Ergo Spot Check Guide](http://www.docs.csg.ed.ac.uk/Safety/general/Ergo_advice.pdf).

The University’s Health and Safety Department have published an online course for staff continuing to work from home (Home Working 2020), which can be found [HERE](https://online.cardinus.com/Course/UE/Ergo/Programme/28dc82a5-c651-4d56-a05f-16d2f10ba850/4003a152-32a4-4716-9744-8af8903dbf23).

## **Printing from Home**

* For necessary printing requirements, a printing and delivery service has been established by the University with a third-party supplier. Further information on this service may be found [here](https://uoe.sharepoint.com/sites/hss/SitePages/Print-on-demand-service.aspx). Alternatively, it may be more convenient and less expensive to ask a fellow workmate, who will be on campus, to print for you and drop them off at a meeting place.

# Health & Safety

## **PPE Guidance**

* **Face-Coverings.** The Scottish Government requires and recommends the use of face coverings for most indoor situations. This legal requirement remains until at least early April 2022. We ask everyone to wear face coverings in all University buildings unless individuals have good reasons for not wearing one. Face coverings are currently required in all shops and on all public transport in Scotland. In addition, face coverings are required in the libraries and reading rooms on campus, as well as at the National Library of Scotland and other city libraries and archives. The university does not provide facemasks at present, so you must bring at least one with you. Staff and students must always be respectful of others with regards to the decision to wear or not wear a facemask/covering. The University’s [Dignity and Respect policy](https://www.edweb.ed.ac.uk/files/atoms/files/dignity_and_respect_policy_0.pdf) clearly sets out how any form of harassment and abuse of any kind will not be tolerated.
* **Gloves.** Disposable gloves are not required by the University (except for tasks where the wearing of gloves is already required, e.g. where handling chemicals) in line with guidance from the Scottish Government.It is important to note that the virus may still exist on gloves and can be transferred to surfaces from gloves in the same way as it would from hands. It is a personal choice as to whether staff and Fellows wish to wear their own disposable gloves. Staff who choose to wear gloves should ensure that they are changed regularly and that they continue to follow the handwashing and respiratory hygiene measures in the same way as if they were not wearing gloves.

## **Handwashing Advice & Guidance**

**Technique – Best Practice**

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| --- | --- |
| Video - [WHO: How to handwash with soap and water](https://www.youtube.com/watch?v=3PmVJQUCm4E) | Video - [WHO: How to handrub with alcohol-based formulation](https://www.youtube.com/watch?v=ZnSjFr6J9HI) |

## **Office Cleaning**

**General**

* It is recognised that taking a measured approach and demonstrating to all how this will operate is essential to address any concerns staff and students may have. The level of cleaning has increased across the University estate determined by the activity within each area or building. The cleaning regimes have been reviewed by building operation to identify the level and frequency of cleaning and across all areas and where special focus is required. However good hand hygiene is critical for everyone.

**Cleaning Regime**

* The Institute has been deep-cleaned prior to re-opening. There is an enhanced cleaning service of toilets, kitchens and touch points throughout the buildings. Touch point cleaning focuses on higher risk areas and items that are touched often by multiple people e.g. light switches, door handles, handrails and drawer handles. Increased service on these areas is designed to aid with breaking the chain of transmission and help to reduce the spread of potential infection.
* Touch point cleaning will follow building flow and be repeated throughout the day.
* Cleaning in toilets and kitchens will be increased to twice daily depending on opening hours.
* Weekly spot check and clean of single and low occupancy offices.

**Building Cleaning**

* As we move out of the pandemic, cleaning will revert to the pre-covid-19 schedule in all areas. This normally includes a daily general clean prior to building opening, as well as a second spot check and specific cleaning of agreed high usage areas. Our cleaning staff have adjusted their priorities, focussing more on heavily used areas, such as door handles, reception area, toilets, kitchens and access and egress points. A comprehensive cleaning regime has been implemented and thorough coordination continues between the Administrative Manager and the Cleaning Supervisor. It has been confirmed by the cleaning manager, in conjunction with H&S, that the best and most practical way to reduce the risk of spread whilst using multi-user items (printers, photocopiers, screens, etc.) is to wash hands thoroughly with soap and water for 20 seconds as soon as possible after using the item.

**Office Cleaning**

* **Single Occupancy Offices**. Cleaning staff will clean all single and multi-occupancy offices.
* **Provision of Cleaning Supplies**. Staff and Fellows are not permitted to use any cleaning products that have not been authorised for use by Estates. Our Cleaning Manager can advise and support on request. Bottles of hand sanitiser are available for staff to use; however, the cleaning regime has been planned and thoroughly thought-through to keep everyone as safe as possible.
* **Disposal of Used PPE & Cleaning Supplies**. All used PPE including disposable gloves and face coverings, along with any used cleaning supplies, must be disposed of within general waste.

**Reference.** University Health and Safety Guidance for controlling the risks from COVID-19 published on 26th May 2020.

Human Resources

## **Work Routine – Working from Home**

* The University encourages consideration of a ‘hybrid’ working pattern if this is suitable for the work taking place. Those that return to campus should feel supported, ergonomically comfortable and safe. The Institute has gathered information from all staff members and are addressing any queries or concerns. Whether a member of staff works from home or not depends on several factors, including; if the individual is screening or not, care issues, the ability to complete work tasks at home, agreement between the Job Holder and Line Manager, ability to be comfortable whilst working, etc.

## **Work Routine – Hybrid Working**

* An example of hybrid working may be; a portion of the team working from their offices on a Monday and Tuesday and at home the rest of the week, whilst others within the team work from home on Monday, Tuesday and Wednesday and work on campus on the Thursday and Friday.

## **Work Routine – On-campus Working**

* Staff that cannot conduct any of their work from home will return to campus. The Institute is acutely aware that care issues, screening requirements and other important concerns may prevent staff from returning to campus. Staff that have specific concerns should discuss them with their Line Manager.

## **Annual Leave**

* IASH has issued guidance on Annual Leave. IASH staff have continued to work throughout the lockdown period. Taking leave and having a break from work is very important in normal times, but more-so during the unusual and unprecedented times. Leave will continue to be managed in the same way as it was previously – staff should be using leave and taking breaks to ensure that they are suitably rested throughout the year.

## **Staff Induction**

* All new members of University staff are invited by Human Resources to attend a Staff Welcome Day, during which Health and Safety Department have a stand with information and staff members keen to answer any questions new staff may have. New employees should be encouraged to attend this Staff Welcome Day wherever possible.
* The Policy and its accompanying Framework documents are available online at <https://www.ed.ac.uk/health-safety/policy-cop/policy> and can also be obtained in booklet form, from the Health and Safety Department (contact [Health.Safety@ed.ac.uk](mailto:Health.Safety@ed.ac.uk))
* The IASH Induction Hub can be found [**HERE**](mailto:https://www.iash.ed.ac.uk/covid-19-induction). The Administrative Manager has scheduled online inductions for staff via Microsoft Teams. Staff who have attended the Teams Induction and have confirmed to their line manager that they have read and understood this booklet will be able to return to IASH in agreement with their line managers.

# IASH Site-Specific Procedures

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## **1-5 Hope Park Square**

A maximum of 36 people will be able to use the building at any one time. Our building has four floors with multiple offices on each floor. Offices are mainly single occupancy, with a small number of shared offices for a maximum of three people, where size allows.

* **Corridors.** No one should linger in multi-user areas unnecessarily, such as corridors, reception and stairwells.
* **Map Room / Seminar Room**. Room capacity and ventilation should be taken into consideration when organising meetings and booking meeting rooms, in order to allow voluntary distancing if desired, and ensure adequate ventilation is available. Windows must be opened in those rooms with no mechanical ventilation.
* **One-at-a-time System**. The OAAT system will allow staff and Fellows to access rooms that are in areas such as dead ends by checking that the way is clear prior to continuing. If the way is not clear, the individual should wait in the office/end of the corridor until it is safe to proceed.
* **Stairwells.** The stairwells are very narrow in the building. Care should be taken when using stairs - mirrors have been placed to assist.

* **Feedback**

All staff are encouraged to provide feedback and/or comments to their line-manager regarding any aspect of the information contained within this document, whether immediately or as the reopening process evolves.

If at any time you do not feel that you wish to continue using your office and would prefer to work remotely, that is absolutely your decision to make. We can support you to work in whatever way suits you and keeps you safe. Please seek advice from Ben Fletcher-Watson or another staff member, and feel free to raise any issues or concerns.

Useful Contacts

|  |  |
| --- | --- |
| Area | Suggested Contact(s) |
| Mental Health & Personal Wellbeing | [Health and Well-being](https://www.ed.ac.uk/staff/health-wellbeing) |
| Research-related matters | [Prof. Steve Yearley](mailto:steve.yearley@ed.ac.uk) |
| Health and Safety, Facilities & Building Enquiries | [Dr Ben Fletcher-Watson](mailto:ben.fletcher-watson@ed.ac.uk) |
| Finance & Expenses | [Pauline Clark](mailto:pauline.clark@ed.ac.uk) |
| IT Support | [IT Support](mailto:ishelp@business-school.ed.ac.uk) |

# References

* [University Homeworking Guidance](https://www.ed.ac.uk/health-safety/guidance/workplaces-general/homeworking)
* [Dignity & Respect Policy](https://www.edweb.ed.ac.uk/files/atoms/files/dignity_and_respect_policy_0.pdf)
* [Guidance for First Aiders](https://www.ed.ac.uk/news/covid-19/health-safety-travel)

Further Information & Support

**Internal Resources**

* [University of Edinburgh COVID 19 Website](https://www.ed.ac.uk/news/covid-19)
* [University COVID-19 SharePoint](https://uoe.sharepoint.com/sites/Covid19)
* [Coronavirus - Mental Health & Wellbeing – Resources](https://www.ed.ac.uk/counselling-services/staff/coronavirus-mental-health-wellbeing-resources)
* [University Staff Counselling Service](https://www.ed.ac.uk/counselling-services/staff)
* [Student Counselling Service](https://www.ed.ac.uk/student-counselling)
* [Disabled Staff Network](https://www.ed.ac.uk/equality-diversity/governance-committees/disabled-staff-network)
* [Student Disability Service](https://www.ed.ac.uk/student-disability-service)
* [University Homeworking Guidance](https://www.ed.ac.uk/health-safety/guidance/workplaces-general/homeworking)

**External Resources**

* [NHS Inform - COVID-19](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19)
* [Scottish Government - Coronavirus in Scotland](https://www.gov.scot/coronavirus-covid-19/)
* [Health Protection Scotland](https://www.hps.scot.nhs.uk/a-to-z-of-topics/covid-19/)
* [Universities Scotland](https://www.universities-scotland.ac.uk/covid-19-and-higher-education/)

Version Control

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| --- | --- | --- |
| Version | Date | Summary of Changes |
| 1.5 | 23/03/2022 | Revised Document with updates for new Fellows in March 2022 |